



**City of Sutherlin
Planning Commission Meeting
Tuesday, August 31, 2021
7:00 p.m. – Sutherlin Civic Auditorium
Agenda**

Pledge of Allegiance

Introduction of Media

Welcome New Planning Commission Member

Approval of Minutes

June 15, 2021 – Regular Meeting

Quasi-Judicial Hearing(s)

1. **THOMAS McINTOSH (representative for the property owners)**, request for a Planned Unit Development (PUD) to be developed in two phases that total 53 lots, along with open space on a 9.85 acre parcel, which is located on the south side of Fort McKay Road in the City of Sutherlin. The subject property is described as Tax Lot 2000 in Section 24A in T25S, R6W, W.M.; Property I.D. No. R46139. The property is designated Low Density by the Sutherlin Comprehensive Plan and zoned (R-1) Low Density Residential. **PLANNING DEPARTMENT FILE NO. 21-S012.**

Monthly Activity Report

Public Comment

Commission Comments

Current Chair resignation/Chair Appointment

Adjournment

**CITY OF SUTHERLIN
PLANNING COMMISSION MEETING
CIVIC AUDITORIUM – 7:00 PM
TUESDAY, JUNE 15, 2021**

COMMISSION MEMBERS PRESENT: William Lee, Richard Price, Gary Dagel, Norman Davidson and Lisa Woods

COMMISSION MEMBERS EXCUSED: Adam Sarnoski

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 Lee.

FLAG SALUTE

APPROVAL OF MINUTES

A motion made by Commissioner Price to approve the minutes of the March 18, 2021 Planning Commission meeting; second made by Commissioner Dagel.

In favor: Commissioners Dagel, Woods, Sarnoski, Price and Chair Lee

Opposed: None

Excused: None

Motion carried unanimously

APPROVAL OF FINDINGS OF FACT

THE FATHER'S HOUSE, INC, approval of Findings of Fact for a Conditional Use Permit to authorize a Church within the existing building(s) and construction of a 24' x 36' accessory building on a total 0.83 acre property located on the corners of E. First Avenue and E. Second Avenue with its intersection with Umatilla Street in the City of Sutherlin. **PLANNING DEPARTMENT FILE NO. 21-S008.**

A motion was made by Commissioner Price to recommend to approve the Conditional Use Permit to authorize the Church and construction of an accessory building presented at the May 18, 2021 Planning Commission meeting; motion seconded by Commissioner Davidson.

In favor: Commissioners Dagel, Woods, Price, Davidson and Chair Lee

Opposed: None

Motion carried unanimously

ACTIVITY REPORT - Included in packet, no comments or questions.

COMMISSION COMMENTS – Commissioner Price noted Exit 136, progress looks to be started in improvements. No other comments or questions.

ADJOURNMENT - With no further business the meeting was adjourned at 7:12 pm.

Respectfully submitted,

Jamie Chartier, City Planner

APPROVED BY COMMISSION ON THE _____ DAY OF _____, 2021.

William Lee, Commission Chair

DRAFT



City of Sutherlin

Community Development

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August 24, 2021

STAFF REPORT

TO: Sutherlin Planning Commission

FROM: Jamie Chartier, City Planner

RE: **THOMAS McINTOSH (representative for the property owners)**, request for a Planned Unit Development (PUD) to be developed in two phases that total 53 lots, along with open space on a 9.85 acre parcel, which is located on the south side of Fort McKay Road in the City of Sutherlin. The subject property is described as Tax Lot 2000 in Section 24A in T25S, R6W, W.M.; Property I.D. No. R46139. The property is designated Low Density by the Sutherlin Comprehensive Plan and zoned (R-1) Low Density Residential. **PLANNING DEPARTMENT FILE NO. 21-S012.**

STAFF EXHIBITS

1. Notice of Public Hearing with affidavit of mailing
2. Rescheduled Notice of Public Hearing with affidavit of mailing
3. Legal Notice for the News Review
4. Property Owners within 100 Feet
5. Staff Report with Responses Attached
6. Planned Unit Development (PUD) application and attachments
7. Vicinity Map
8. Assessor Maps
9. Zoning Map
10. Aerial Photograph Map
11. Water Utility Map
12. Sewer Utility Map

INTRODUCTION

The applicant, Thomas McIntosh (representative for the property owners), is requesting a Planned Unit Development (PUD) to be developed in two phases that total 53 lots, together with open space on an 9.85 acre unit of land.

The subject property is located on the south side of Fort McKay Road in the City of Sutherlin. It is described as Tax Lot 2000 in Section 24A, T25S, R6W, W.M.; Property I.D. No(s). R46139. The property is currently developed with a single family dwelling.

The subject property is designated Low Density by the Sutherlin Comprehensive Plan and zoned (R-1) Low Density Residential by the Sutherlin Development Code. It is located south of Fort McKay Road in an area of mixed residentially zoned properties and industrial (M-1) zoned to the north. There are some adjacent properties (to the east) that are located outside of the City Limits of Sutherlin, in Douglas County's jurisdiction.

The application is being processed as a Type III procedure for a planned unit development (PUD). As part of the hearing, the Planning Commission will review the applicant's request for compliance with the applicable provisions of the Sutherlin Comprehensive Plan, Chapter 2, Section 2.2 (R-1 zone), Chapter 3 (Design Standards) and Chapter 4, Section 4.6 (Planned Unit Developments) of the Sutherlin Development Code.

During the public hearing on August 31, 2021, the Planning Commission will accept public testimony and deliberate to a decision on the application after closing the public hearing. Upon rendering a decision, the Planning Commission must make a written Findings of Fact and Decision document, which justifies its decision.

PROCEDURAL FINDINGS OF FACT

1. The Planned Unit Development (PUD) application was deemed complete by the City on July 28, 2021. All applicable application fees were paid to the City.
2. Pursuant to Section 4.2.140.C of the Sutherlin Development Code, notice of the public hearing was given by publication in the News Review on August 3, 2021, which was at least fourteen (14) days prior to the date of the public hearing.
3. Notice of a Public Hearing for the Planned Unit Development (PUD) before the Planning Commission was given in accordance with Section 4.2.140.C. Notice was sent to affected property owners of record within 100 feet of the subject property, service providers, and governmental agencies on July 28, 2021 and a rescheduled notice of public hearing sent on August 11, 2021.
 - a. Brandan McGarr, Battalion Chief, City of Sutherlin Fire Department, stating that a more detailed set of plans will need to be submitted prior to final comment/approval and also to forward to the Oregon State Fire Marshal (OSFM). Items that the proposed development will be required to be met:
 - i. Information to establish if the streets meet the required access of the Oregon Fire Code (OFC) Appendix D (page 543), including Aerial access roads.

This includes widths of street and turning radiuses of the traffic circles and corners.

- ii. Street parking would be determined by OFC Appendix C (page 544). Street widths need to be provided.
- iii. Hydrant locations need to meet 2019 OFC Appendix C (page 541). Water plans will need to indicate the water distribution system.
- iv. Second access road is required due to the development being over 30 dwelling units (2019 OFG Section D107, page 545).
- v. Gate for the second access road requirements fall within OFC Appendix D, section D103.5, page 544.
- vi. The secondary access will be required to be locked following Sutherlin Municipal Code Chapter 15.04.096.
- vii. Fire turnaround will need to be provided between phase one and phase two. A plan indicating the turnaround needs to be provided for approval.

b. Josh Heacock, Engineer, Douglas County Public Works, submitted comments stating:

- i. Would require either the 5' dedication to bring the half ROW width up to the ultimate standard for a Rural Major Collector at 35' or a 12' dedication to bring the half ROW width up to the ultimate standard for an Urban Major Collector (whatever the City prefers).
- ii. No objections with the provided TIA submitted.
- iii. Gate (EMS gate) still appears to be located within ROW. It needs to be located outside the ultimate right of way (ROW), and be installed in such a fashion to allow for a vehicle stopping in front of the gate to open it without impeding traffic or pedestrians on Ft. McKay. Ideally, this would be clearly depicted on the plat.
- iv. Upon approval, they'll need to obtain an access permit from the County confirming that any existing or proposed accesses meet County standards.
- v. Any type of street sign that is to be located within the ROW of Ft. McKay needs to meet MUTCD standards. The developer will be responsible for installing such signs and for obtaining the necessary ROW activity permit from the County to install it.
- vi. ROW activity permit is needed to make improvements with the ROW of Ft. McKay.

c. At the time of the mailing of this staff report, no other written comments or remonstrance's have been received.

4. Present Situation: The subject property is currently developed with a single family dwelling and multiple accessory structures (to be removed).
5. Plan Designation: Low Density.
6. Zone Designation: Low Density Residential (R-1).
7. Public Water: The subject property has access to public water from the City of Sutherlin along Fort McKay Road. Public water will have to be extended and improved to accommodate development of the site.

8. Sanitary Sewer: The subject property has access to sanitary sewer from the City of Sutherlin within the right-of-way of Fort McKay Road.
9. Transportation System: Fort McKay Road is designated a Major Collector under Douglas County's Transportation System Plan and jurisdiction, and is partially improved. An internal circulation system with two (2) local residential streets will be constructed.
10. Overlay: The subject property is not located within the 100 year flood plain and has no identified wetlands.

FINDING: The procedural findings noted above are adequate to support the Planning Commission's recommendation on the requested Planned Unit Development (PUD).

FINDINGS OF FACT

RESIDENTIAL DISTRICTS

1. Residential Zone District, Low Density Residential, R-1 Zone (Section 2.2.100):
 - a. The subject 9.85 acre parcel is currently developed with a single family dwelling and multiple accessory structures (to be removed per application), and is zoned (R-1) Low Density Residential. The minimum lot width at frontage is 50 feet for a standard lot, and a minimum lot depth of 90 feet where there is alley right-of-way. The maximum lot coverage for development is 50 percent, with a minimum dwelling unit size of 1,000 sq.ft. Single Family Dwellings are a permitted use with a Planned Unit Development application.
2. **FINDINGS:**
 - a. As proposed, the City finds:
 - i. The applicant is proposing 53 lots in a two phased planned unit development (Fort McKay PUD). Phase 1 will consist of 27 lots, Phase 2 will consist of 26 lots, with the minimum lot size of 2,784± sq. ft and maximum lot size of 5,991± sq. ft.; lot frontage width of at least 50 feet.
 - b. The applicant will be advised that at the time of a new building proposal for each parcel, compliance with the development standards of the R-1 zone will be required.

DESIGN STANDARDS

3. **Design Standards**
 - a. 3.2.110 Vehicular Access and Circulation
 - b. 3.5.100 Infrastructure Standards

4. The access into the development will be via Fort McKay Road, with the proposed roadway system as indicated on the preliminary plan. Each proposed lot will have direct access onto the proposed internal local residential street.

Section 3.2 Vehicle Access and Circulation

Applicability. All development in the city must comply with the provisions of chapter 3, Design Standards. Development projects requiring land division, conditional use permit, and/or site design review approval require detailed findings demonstrating compliance with each section of chapter 3, as applicable. For smaller, less complex projects, fewer code provisions may apply and detailed findings may not be required where no discretionary land use or development permit decision is made.

3.2.110 Vehicular Access and Circulation. This section is intended to manage vehicle access to development through a connected street system with shared driveways, where practicable, and circulation systems that allow multiple transportation modes and technology, while preserving the flow of traffic in terms of safety, roadway capacity, and efficiency. This section applies to all public roads, streets, and alleys within the city and to all properties abutting them.

C. Access Permit Required. Access to a public street requires an access permit in accordance with the following procedures:

1. *Permits for access to City streets shall be subject to review and approval by city staff based on the standards contained in this section, and the provisions of section 3.5, Infrastructure Standards. Access permit applications are available at Sutherlin City Hall.*
2. *Permits for access to state highways shall be subject to review and approval by Oregon Department of Transportation (ODOT) except when ODOT has delegated this responsibility to the city. The city will coordinate with ODOT on such permits as necessary.*
3. *Permits for access to county highways shall be subject to review and approval by Douglas County. The city will coordinate with the county on such permits as necessary.*

FINDING: Upon completion of the PUD, an internal circulation system (public street(s)) will be provided as depicted on the preliminary plan. Access to the individual lots will be via individual driveways accessing the proposed street, with access locations meeting access separation and other applicable city standards. An access permit for the existing and/or proposed accesses from Fort McKay Road will need to be obtained from Douglas County Public Works.

D. Traffic Study Requirements. The city or other agency with access jurisdiction may require a traffic study prepared by a traffic engineer to determine access, circulation and other transportation requirements. (See also, section 3.5, Infrastructure.)

FINDING: A traffic impact analysis was conducted and submitted along with the PUD application. The engineer's recommendations stated:

- Adequate right-of-way should be provided along the site frontage to accommodate the planned improvements identified in the TSP.
- Landscaping, above ground utilities, and signing should be located and maintained along the site frontage and throughout the site in a manner that preserves adequate intersection sight.

E. Conditions of Approval. *The city or other agency with access permit jurisdiction may require the closing or consolidation of existing curb cuts or other vehicle access points, recording of reciprocal access easements (i.e., for shared driveways), development of a frontage street, installation of traffic control devices, and/or other mitigation as a condition of granting an access permit, to ensure the safe, functional, and efficient operation of the street and highway system.*

FINDING: The proposed development is not expected to require closing any existing curb cuts, street closures along Fort McKay Road. The frontage of the subject property will be improved as part of that project. Access requirements shall be a condition of approval to aid and ensure the safety and efficient operation is maintained. The property owner(s)/developers will be required to obtain an access permit(s) from Douglas County Public Works for the proposed access locations. Additionally, the property owner(s)/developer will need to obtain the necessary right-of-way (ROW) activity permit for any improvements that will be conducted within the ROW of Fort McKay Road.

F. Backing Movement. *Vehicle access to and from off-street parking areas, except for access to and from residential developments with one (1) or two (2) dwellings, shall not involve backing onto a public street.*

FINDING: The proposed lots are for single family dwellings; therefore, the back-up access restrictions, as described in the above standard, are not required.

G. Access Standards and Options. *When vehicle access is required for development (i.e., for off-street parking, delivery, service, drive-through facilities, etc.), access shall be provided by one of the following methods (a minimum of ten (10) feet per lane is required). These methods are "options" to the developer/subdivider, unless one method is specifically required by the city as a condition of approval.*

1. Option 1. *Access is from an existing or proposed alley or mid-block lane. If a property has access to an alley or lane, direct access to a public street is not permitted.*

2. Option 2. *Access is from a private street or driveway developed to city standards and connected to an adjoining property that has direct access to a public street (i.e., "shared driveway"). A joint maintenance agreement and reciprocal access easement covering the driveway shall be recorded in this case to assure access to the closest public street for all users of the private street/drive. The city may approve a private street under this option by a planned unit development (PUD), provided that public funds shall not be used to construct or maintain a private road, street, or drive. The city*

may require a public access easement as needed for emergency response access or refuse access.

3. Option 3. Access is from a public street adjacent to the development parcel. If practicable, the owner/developer may be required to close or consolidate an existing access point as a condition of approving a new access if the site abuts an arterial or collector street. Street accesses shall comply with the access spacing standards in subsection I, below.

4. Subdivisions Fronting Onto an Arterial Street. Subdivision lots fronting onto an arterial street shall not receive access onto the arterial street, except when alternate access (i.e., alleys or secondary streets) cannot be provided due to topographic or other physical constraints. In such cases, the city may require that access be provided by consolidating driveways for clusters of two (2) or more lots or for multiple buildings on a lot (e.g., includes flag lots and mid-block lanes).

5. Double-Frontage Lots. When a lot has frontage onto two (2) or more streets, access shall be provided first from the street with the lowest classification. For example, access shall be provided from a local street before a collector or arterial street. A second access may be permitted only as necessary to accommodate projected traffic volumes. Except for corner lots, the creation of new double-frontage lots shall be prohibited in the residential district, unless topographic or physical constraints require the formation of such lots. When a fence or wall is built adjacent to the street in this case, a landscape buffer with trees and/or shrubs and ground cover not less than ten (10) feet wide shall be provided between the fence/wall and the sidewalk or street; maintenance shall be assured by the owner (i.e., through homeowner's association, etc.).

6. Important Cross-References to Other Code Sections. Section 3.6 requires that buildings be placed at or near the front property line in some zones, and driveways and parking areas be oriented to the side or rear yard for multiple family and commercial uses. Section 3.5.110 contains private street standards.

FINDING: The proposed 53 lots will each access onto the internal circulation system, as outlined above in Option 3. Two (2) public roads are proposed within the PUD. The development does front onto a major collector street, with the proposed development on the lots will not have direct access onto Fort McKay Road as proposed. Future residential development of a single family dwelling on each proposed lot will require off-street parking in accordance with residential standards. Each lot will have access to a public local residential street via an individual driveway. Any shared driveways will require compliance with the applicable driveway standards, and any necessary reciprocal access easement(s), to insure access onto the proposed street.

H. New Street. The City may require the dedication of public right-of-way and construction of a street (e.g., frontage road, alley or other street) when access cannot otherwise be provided from an existing street, in conformance with city standards. The city considers the development impact in considering whether a new street is needed. See also Section 3.5 Infrastructure Standards.

FINDING: With this application the property owner(s)/developer are proposing an internal circulation system, with two (2) new streets to be constructed and dedicated to the City meeting the standards listed above.

I. Access Spacing. *Driveway accesses shall be separated from other driveways and street intersections in accordance with the following standards and procedures:*

1. Local Streets. *A minimum of twenty-five (25) feet separation (as measured from the sides of the driveway/street) shall be required on local streets (i.e., streets not designated as collectors or arterials).*

2. Arterial and Collector Streets. *Access spacing on collector and arterial streets, and at controlled intersections (i.e., with four-way stop sign or traffic signal) shall be determined based on the policies and standards contained in the city's transportation system plan.*

3. Special Provisions for All Streets. *Direct street access may be restricted for some land use types. For example, access consolidation, shared access, and/or access separation greater than that specified by Subsections 1-2, may be required by the city, county or ODOT for the purpose of protecting the function, safety and operation of the street for all users. Where no other alternatives exist, the permitting agency may allow construction of an access connection along the property line farthest from an intersection. In such cases, directional connections (i.e., right in/out, right in only, or right out only) may be required.*

FINDING: Each lot will have access onto one (1) of the two (2) proposed local residential streets within the development with individual driveways as depicted on the preliminary plan. Any shared driveways will require compliance with the applicable driveway standards, including the 25 foot access separation between driveways, and any necessary reciprocal access easement(s), to insure access onto the proposed public street.

J. Number of Access Points. *For single-family (detached and attached), two (2) family, and three (3) family housing types, one (1) street access point is permitted per lot; except that two (2) access points may be permitted for two (2) family and three (3) family housing on corner lots (i.e., no more than one (1) access per street), subject to the access spacing standards in subsection I, above. The number of street access points for multiple family, commercial, industrial, and public/institutional developments shall be minimized to protect the function, safety and operation of the street(s) and sidewalk(s) for all users. Shared access may be required, in conformance with section K, below, in order to maintain the required access spacing, and minimize the number of access points.*

FINDING: As proposed, the applicant proposes 53 lots, each with individual access points onto the newly improved City local residential street, meeting the above requirement(s).

K. Shared Driveways. *The number of driveways intersecting a public street shall be minimized by the use of shared driveways on adjoining lots where feasible. The city may require shared driveways as a condition of land division or site plan review, as applicable, for traffic safety and access management purposes in accordance with the following standards:*

1. *Shared driveways and frontage streets may be required to consolidate access onto a collector or arterial street. When shared driveways or frontage streets are required, they shall be stubbed to adjacent developable parcels to indicate future extension. “Stub” means that a driveway or street temporarily ends at the property line, but may be extended in the future as the adjacent parcel develops. “Developable” means that a parcel is either vacant or it is likely to receive additional development (i.e., due to infill or redevelopment potential).*

2. *Access easements and joint maintenance agreements (i.e., for the benefit of affected properties) shall be recorded for all shared driveways, including any pathways and landscaping along such driveways, at the time of final plat approval (section 4.4) or as a condition of site development approval (Section 4.3).*

FINDING: Each lot will have direct access onto one the proposed local residential streets via an individual driveway. As stated, any shared driveways will require compliance with the above standard(s).

L. *Street Connectivity and Formation of Blocks Required.* *In order to promote efficient vehicular and pedestrian circulation throughout the city, land divisions and large site developments shall produce complete blocks bounded by a connecting network of public and/or private streets, in accordance with the following standards:*

1. *Block Length and Perimeter. The maximum block length and perimeter, measured along the property/right-of-way line, shall not exceed:*
 - a. *Residential Zoning. Six hundred (600) feet length and one thousand eight hundred (1,800) feet perimeter unless the previous adjacent layout or topographical conditions justify a variation;*
 - b. *C-1 Zoning. Four hundred (400) feet length and one thousand four hundred (1,400) feet perimeter;*
 - c. *C-3 Zoning. Six hundred (600) feet length only.*
 - d. *Industrial Zoning. No Standard.*

Figure 3.2.110L Street Connectivity and Formation of Blocks

2. *Exception. Exceptions to standards in subsection LI may be granted when blocks are divided by one or more pathway(s), in conformance with the provisions of section 3.2.120.A. Pathways shall be located to minimize out-of-direction travel by pedestrians and may be designed to accommodate bicycles.*

FINDING: The proposed PUD must conform to the standards listed above. The proposed preliminary plan indicates street connectivity to the adjacent undeveloped property to the west. This will allow for future circulation as development occurs.

M. *Driveway Openings.* *Driveway openings shall be the minimum width necessary to provide the required number of vehicle travel lanes (ten (10) feet for each travel lane). The following standards (i.e., as measured where the front property line meets the sidewalk or right-of-way) are required to provide adequate*

site access, minimize surface water runoff, and avoid conflicts between vehicles and pedestrians:

- 1. Single family, two (2) family, and three (3) family uses shall have a minimum driveway width of ten (10) feet, and a maximum width of twenty-four (24) feet, except that one (1) recreational vehicle pad driveway may be provided in addition to the standard driveway for lots containing more than seven thousand (7,000) square feet of area.*
- 2. Multiple family uses with between four (4) and seven (7) dwelling units shall have a minimum driveway width of twenty (20) feet, and a maximum width of twenty-four (24) feet.*
- 3. Multiple family uses with more than eight (8) dwelling units, and off-street parking areas with sixteen (16) or more parking spaces, shall have a minimum driveway width of twenty-four (24) feet, and a maximum width of thirty (30) feet. These dimensions may be increased if the City determines that more than two (2) lanes are required based on the number of trips generated or the need for turning lanes.*
- 4. Access widths for all other uses shall be based on ten (10) feet of width for every travel lane, except that driveways providing direct access to parking spaces shall conform to the parking area standards in chapter 3.4.*
- 5. Driveway aprons (when required) shall be constructed of concrete to city standards and shall be installed between the street and the driveway or private drive, as shown above. Driveway aprons shall conform to ADA standards for sidewalks and pathways, which require a continuous route of travel that is a minimum of three (3) feet in width, with a cross slope not exceeding two (2) percent.*

FINDNG: As proposed, each proposed lot will access directly onto one (1) of the proposed local residential streets with the PUD. Driveways shall be a minimum of 10 feet wide and a maximum of 24 feet wide. Driveway aprons shall be constructed of concrete to city and ADA standards. This shall be a condition of approval. No shared driveways are proposed, as necessary, to ensure the required 25 foot driveway separation is maintained.

*N. **Fire Access and Parking Area Turn-Arounds.** A fire equipment access drive shall be provided for any portion of an exterior wall of the first story of a building that is located more than one hundred fifty (150) feet from an existing public street or approved fire equipment access drive. Parking areas shall provide adequate aisles or turn-around areas for service and delivery vehicles so that all vehicles may enter the street in a forward manner.*

FINDING: As part of this request, the property owner(s)/developer shall coordinate with the City Fire Department and meet the above requirement. Along with meeting the requirements noted in the Sutherlin Fire Departments response within the Oregon Fire Code (OFC), Sutherlin Municipal Code (SMC) and submittal of a detailed turnaround plan between Phase One and Phase Two. As a condition of approval, the property owner(s)/developer will need to submit a detailed plan outlining compliance. No building is proposed to be located further than 150 feet from the existing public street.

O. Vertical Clearances. *Driveways, private streets, aisles, turn-around areas and ramps shall have a minimum vertical clearance of thirteen (13) feet six (6) inches for their entire length and width.*

FINDING: The proposed development will have to meet the standards of vertical clearances as stated above.

P. Vision Clearance. *No signs, structures or vegetation in excess of three (3) feet in height shall be placed in “vision clearance areas”, as shown in figure 3.2.110P. The minimum required vision clearance area may be increased by the city upon finding that more sight distance is required (i.e., due to traffic speeds, roadway alignment, etc.).*

FINDING: Future residential development will require compliance with the applicable vision clearance standards.

Q. Flag Lots. *Flag lots may be created where the configuration of a parcel does not allow for standard width lots. A flag pole access drive may serve no more than two (2) dwelling units, including accessory dwellings and dwellings on individual lots. A drive serving more than one lot shall conform to the standards in subsections 1-4 below:*

1. *Driveway and Lane width of all shared drives and lanes shall be twenty (20) feet of pavement with a minimum lot frontage width of twenty-five (25) feet wide throughout the driveway;*
2. *Easement. Where more than one (1) lot is to receive access from a flag pole drive, the owner shall record an easement granting access to all lots that are to receive access. The easement shall be so indicated on the preliminary plat;*
3. *Maximum Drive Lane Length. The maximum drive lane length is subject to requirements of the uniform fire code, but shall not exceed one hundred fifty (150) feet without an emergency turnaround approved by the city; and*
4. *Area Calculation. The flag pole portion of a lot shall not be counted for the purpose of meeting lot area requirements or determining setbacks.*

FINDING: No flag lots are proposed with the requested PUD.

R. Construction. *The following standards shall apply to all driveways and private streets:*

1. *Surface Options. Driveways, parking areas, aisles, and turn-arounds shall be paved with asphalt, concrete or comparable surfacing; alternatively, a durable non-paving material such as pavers, or other materials approved by the city may be used to reduce surface water runoff and protect water quality.*
2. *Driveway Aprons. When driveway approaches or “aprons” are required to connect driveways to the public right-of-way, they shall be constructed to city standards and paved with concrete surfacing. See subsection M, above.*

FINDING: As construction occurs, each lot will be required to meet the driveway, parking area and driveway apron requirements listed above. This will be an advisory condition of approval.

5. **INFRASTRUCTURE STANDARDS**

SECTION 3.5.100 Purpose and Applicability.

*A. **Purpose.** This section provides planning and design standards for transportation, sewer, water, and storm drainage infrastructure.*

*B. **When Standards Apply.** All development shall be served with adequate infrastructure including transportation, sewer, water, and storm drainage, in conformance with this section and consistent with the City's engineering design criteria.*

*C. **Standard Specifications.** The City of Sutherlin general engineering requirements and standard specifications for street, storm drain, sewer, and waterline construction are incorporated in this code by reference.*

*D. **Conditions of Development Approval.** No development may occur unless required public infrastructure is in place or guaranteed, in conformance with the provisions of this code. Improvements required as a condition of development approval, when not voluntarily accepted by the applicant, shall be roughly proportional to the impact of development. Findings in the development approval shall indicate how the required improvements are roughly proportional to the impact.*

FINDING: Development of the proposed PUD will be required to meet the City of Sutherlin requirements and standard specifications in Section 3.5 of the SDC. Development will require the extension of a water main line, along with sanitary sewer and storm drains to be installed, along with transportation to City standards and specifications. The property owner(s)/developer are required to submit engineered plans of the proposed infrastructure, these plans will be reviewed by City Staff as well as the City's Engineer of Record.

SECTION 3.5.110: Transportation Standards.

*A. **Purpose.** The purpose of this section is to implement the Transportation System Plan and protect the City's investment in the public street system. Upon dedication of streets to the public, the City accepts maintenance responsibility for the street. Failure to meet City standards may place an undue maintenance burden on the public, which may be only marginally benefited by the street improvement. Variances to street standards must be evaluated in this context.*

*B. **Development Standards.** No development shall occur unless the development has frontage onto or approved access from a public street, in conformance with the provisions of section 3.2, Access and Circulation, and the applicable standards of Section 3.5.110.B are met.*

FINDING: The City finds the proposed lots created by this PUD will each have frontage onto one (1) of two (2) proposed local residential streets. Access and Circulation shall meet the development standards within the SDC.

C. Creation of Rights-of-Way for Streets and Related Purposes. *Streets shall be created through the approval and recording of a final subdivision or partition plat, or quit claim deed, provided that the street is deemed essential by the city for the purpose of implementing the comprehensive plan / transportation system plan, and the deeded right-of-way conforms to the standards of this code. All deeds of dedication shall be in a form prescribed by the city and shall name "the public," as grantee.*

FINDING: The City finds that two (2) new local residential streets will be created within the proposed PUD. Fort McKay Road has an existing 60 foot right-of-way where it fronts the subject property. Douglas County Public Works finds that additional 5' of right-of-way from the subject property's frontage adjoining is required to be dedicated. This will be a condition of approval. The two (2) proposed local residential streets will need to meet the above stated requirement as well.

D. Creation of Access Easements. *Access easements are only allowed with a private street or drive meeting city standards for one single family unit. Access easements are discouraged in all residential districts, unless they are an integral part of a PUD, or required by the city for access management reasons (i.e., shared driveways along arterial streets). The city may approve an access easement established by deed when the easement is necessary to provide for access and circulation in conformance with section 3.2.110 (K).*

FINDING: The City finds that each lot will have access to one (1) of the two (2) proposed local residential streets via an individual driveway. If any shared driveways are proposed, they will require reciprocal access easement(s) and driveway maintenance agreement(s) between the affected lots and be identified on the face of the final plat, in accordance with the above requirements.

E. Street Location, Width and Grade. *Except as noted below, the location, width and grade of all streets shall conform to the transportation system plan, as applicable; and an approved street plan or subdivision plat. Street location, width and grade shall be determined in relation to existing and planned streets, topographic conditions, public convenience and safety, and in appropriate relation to the proposed use of the land to be served by such streets:*

1. *Street grades shall be approved by the city, in accordance with the design standards in subsection N, below; and*
2. *Where the location of a street is not shown in an existing street plan (see subsection H), the location of streets in a development shall either:*
 - a. *Provide for the continuation and connection of existing streets in the surrounding areas, conforming to the street standards of this section; or*
 - b. *Conform to a street plan adopted by the city council, if it is impractical to connect with existing street patterns because of particular topographical or other existing conditions of the land. Such a plan shall be based on the type of land use to be served, the volume of traffic, the capacity of adjoining streets and the need for public convenience and safety.*

FINDING: As part of this project, the property owner(s)/developer will be required to dedicate an additional 5' of right-of-way to Fort McKay Road (existing 60' right-of-way) to the existing frontage road. The City finds that two (2) new streets are proposed as part of this development. The improvement of the proposed two (2) local residential streets (unnamed at this time) will be required to meet City standards for street widths and improvement. The design of the two (2) proposed streets shall meet the SDC local residential street standards (50' ROW). The proposed streets shall be designed, engineered and constructed in accordance with the standards above.

F. *Minimum Rights-of-Way and Street Sections.* *Street rights-of-way and improvements shall be the widths in Table 3.5.110. A variance shall be required in conformance with section 5.2.110 to vary the standards in Table 3.5.110. Where a range of width is indicated, the width shall be determined by the decision-making authority based upon a variety of factors, as outlined in this section....*

FINDING: Fort McKay Road has an existing 60 foot right-of-way where it fronts the subject property. As indicated by Douglas County Public Works, an additional 5' right-of-way will be required to be dedicated by the property owner(s)/developer to facilitate the improvement. The two (2) proposed local residential streets will each have a 50 foot right-of-way as submitted as part of this request. The right-of-way is within the range for a local residential street (parking and no parking).

H. *Future Street Plan and Extension of Streets.*

1. *The City shall require the submittal of a future street plan in conjunction with an application for a subdivision or partition when the subject request could affect development of the city's future street system. The purpose of the future street plan is to facilitate orderly development of an interconnected street system, provide greater certainty to the city and neighboring property owners, and allow for future growth in conformance with the comprehensive plan and transportation system plan. The plan shall show the pattern of existing and proposed future streets from the boundaries of the proposed land division and shall include other parcels within six hundred (600) feet surrounding and adjacent to the proposed land division. The street plan is not binding; rather it is intended to show potential future street extensions with future development*

2. *Streets shall be extended to the boundary lines of the parcel or tract to be developed, when the city determines that the extension is necessary to give street access to, or permit a satisfactory future division of, adjoining land. Developers are encouraged to also install conduits for other utilities in coordination with those utilities. The point where the streets temporarily end shall conform to a-c, below:*

a. *These extended streets or street stubs to adjoining properties are not considered to be cul-de-sacs since they are intended to continue as through streets when the adjoining property is developed.*

b. *A reflective barricade (e.g., fence, bollards, or similar vehicle barrier) shall be constructed at the end of the street by the partitioner or subdivider and shall not be removed until authorized by the city or other applicable agency with jurisdiction over the*

street. The cost of the barricade shall be included in the street construction cost.

c. Temporary turnarounds (e.g., hammerhead or bulb-shaped configuration) shall be constructed for stub streets over one hundred (150) feet in length.

FINDING: The property owner(s)/developer has indicated on their submitted preliminary plan the extension of the two (2) streets to the adjacent undeveloped property to the west to allow for future connectivity. This will allow for future circulation as development occurs. As condition of approval, the property owner(s)/developer will be required to install a barricade at each location meeting the above requirements.

I. *Street Alignment and Connections.*

1. Staggering of streets making "T" intersections at collectors and arterials shall not be designed so that jogs of less than three hundred (300) feet on such streets are created, as measured from the centerline of the intersecting streets.

2. Spacing between local street intersections shall have a minimum separation of one hundred twenty-five (125) feet, except where more closely spaced intersections are designed to provide an open space, pocket park, common area or similar neighborhood amenity. This standard applies to four-way and three-way (off-set) intersections.

3. All local and collector streets that abut or stub to a development site shall be extended within the site to provide through circulation unless prevented by environmental or topographical constraints, existing development patterns or compliance with other standards in this Code. This exception applies when it is not possible to redesign or reconfigure the street pattern to provide required extensions. Land is considered topographically constrained if the slope is greater than fifteen (15) percent for a distance of two hundred fifty (250) feet or more. In the case of environmental or topographical constraints, the mere presence of a constraint is not sufficient to show that a street connection is not possible. The applicant must show why the environmental or topographic constraint precludes some reasonable street connection.

4. Proposed streets or street extensions shall be located to provide direct access to existing or planned commercial services and other neighborhood facilities, such as schools, shopping areas and parks.

5. In order to promote efficient vehicular and pedestrian circulation throughout the city, the design of subdivisions and alignment of new streets shall conform to the following standards in chapter 3.2, Access and Circulation. The maximum block length shall not exceed:

a. Residential districts – Six hundred (600) feet; . . .

Exceptions to the standards in a-b may be granted when an access way is provided at or near mid-block, in conformance with the provisions of section 3.2.120A.

FINDING: The PUD application proposes the installation of two (2) access locations; one (1) primary access (55 foot right-of-way) and the second access to be utilized for emergency (EMS) vehicles (20 foot right-of-way). Fort McKay Road is a major collector

roadway, requiring 250' separation between accesses. The City finds that the secondary road for EMS is exempt from this requirement. However, as a condition of approval, a gate meeting the requirements of the Oregon Fire Code (OFC) and be required to be locked following Chapter 15.04.096 of the Sutherlin Municipal Code and be noted on the final recorded map. Coordination with the Sutherlin Fire Department is required for standards and specifications. At this time the property to the north is undeveloped, so alignment is not required.

K. *Intersection Angles.* *Streets shall be laid out so as to intersect at an angle as near to a right angle as practicable, except where topography requires a lesser angle or where a reduced angle is necessary to provide an open space, pocket park, common area or similar neighborhood amenity. In addition, the following standards shall apply:*

- 1. Streets shall have at least twenty-five (25) feet of tangent adjacent to the right-of-way intersection unless topography requires a lesser distance;*
- 2. Intersections which are not at right angles shall have a minimum corner radius of twenty (20) feet along the right-of-way lines of the acute angle; and*
- 3. Right-of-way lines at intersection with arterial streets shall have a corner radius of not less than twenty (20) feet.*

FINDING: As designed, the two (2) internal proposed roads shall conform to the above standard.

L. *Existing Rights-of-Way.* *Whenever existing rights-of-way adjacent to or within a tract are of less than standard width, additional rights-of-way shall be provided at the time of partition, subdivision, or development, subject to the provision of section 3.5.100.D.*

FINDING: As indicated previously, the property owner(s)/developer will be required to dedicate 5' of additional right-of-way to Fort McKay Road. This dedication of right-of-way will allow Fort McKay Road to meet the City of Sutherlin designated Major Collector standards.

M. *Cul-de-sacs.* *A dead-end street shall be no more than four hundred (400) feet long, and shall only be used when open space (e.g., street ends at park or greenway), environmental, or topographical constraints; existing development patterns; or compliance with other standards in this code preclude street extension and through circulation. Such dead-end-street shall conform to all of the following standards:*

- 1. The city may require a dead-end or cul-de-sac street to stub to the outer property line of the development when future street extension may be possible through redevelopment of an adjacent property (e.g., existing development on adjacent property could redevelop and allow extension in foreseeable future).*
- 2. All cul-de-sacs exceeding one hundred fifty (150) feet shall terminate with a circular or hammer-head turnaround. Circular turnarounds shall have a radius of no less forty (40) feet (i.e., from center*

to edge of pavement); except that turnarounds may be larger when they contain a landscaped island or parking bay in their center. When an island or parking bay is provided, there shall be a fire apparatus lane of twenty (20) feet in width; and

3. The length of the cul-de-sac shall be measured along the centerline of the roadway from the near side of the intersecting street to the farthest point of the cul-de-sac.

FINDING: A cul-de-sac or dead end street is not proposed or applicable with this request.

***N. Grades and Curves.** Grades shall not exceed ten (10) percent on arterials, twelve (12) percent on collector streets, or twelve (12) percent on any other street (except that local or residential access streets may have segments with grades up to 15% for distances of no greater than 250 feet) when approved by the city engineer, and:*

1. Curb radii shall not be less than seven hundred (700) feet on arterials, five hundred (500) feet on major collectors, three hundred fifty (350) feet on minor collectors, or one hundred (100) feet on other streets; and

2. Streets intersecting with a minor collector or greater functional classification street, or streets intended to be posted with a stop sign or signalization shall provide a landing averaging five percent or less. Landings are that portion of the street within twenty (20) feet of the edge of the intersecting street at full improvement.

FINDING: The City finds the proposed new local residential streets shall be constructed and improved to conform and meet the grade and curb radii listed above.

***O. Curbs, Curb Cuts, Ramps, and Driveway Approaches.** Concrete curbs, curb cuts, wheelchair and bicycle ramps, and driveway approaches shall be constructed in accordance with standards specified in section 3.2 Access and Circulation.*

FINDING: Construction of the future driveway accesses for each lot will be required to comply the applicable standards outlined above.

***P. Street Names.** No street name shall be used that duplicates or could be confused with the names of existing streets in the vicinity of the city, except for extensions of existing streets. Street names, signs and numbers shall conform to the established pattern in the surrounding area, except as requested by emergency service providers. Street names shall conform to section 12.24, as amended, of the Sutherlin Municipal Code.*

FINDING: The property owner(s)/developer shall submit the proposed street names to the City of Sutherlin. Coordination with the Douglas County Addressing Section is required. A condition of approval will require the property owner(s)/developer to submit street names prior to final approval of the PUD.

Q. Filed Street Survey and Survey Monuments Required. Upon completion of a street improvement and prior to acceptance by the city, it shall be the responsibility of the developer's registered professional land surveyor to provide certification to the city that all boundary and interior monuments shall be reestablished and protected and required street survey(s) have been filed.

FINDING: The property owner(s)/developer will have to comply with this section upon completion of the street improvements and prior to acceptance by the City.

R. Street Signs. The city, county or county with jurisdiction shall install all signs for traffic control and street names. The cost of signs required for new development shall be the responsibility of the developer. Street name signs shall be installed at all street intersections. Stop signs and other signs may be required.

FINDING: The City finds that the property owner(s)/developer is required to install and pay for new street signage as needed with the proposed PUD. Coordination of street signs with Douglas County Public Works and the City of Sutherlin Public Works is required. The installation of street signs within the right-of-way of Fort McKay Road will need to meet the MUTCD standards and be approved by Douglas County Public Works. These will be conditions of approval.

S. Mail Boxes. Plans for mail boxes to be used shall be approved by the United States Postal Service.

FINDING: Prior to final approval, mail boxes to be used for the development will be required to be approved by the U.S. Postal Service, as outlined above.

T. Street Light Standards. Street lights shall be installed in accordance with city standards.

FINDING: Property Owner(s)/Developer shall install streetlights within the PUD per city street light policy (Resolution No. 2006-03). Location of the street lights will require coordination with the Community Development Department.

U. Street Cross-Sections. The final lift of asphalt or concrete pavement shall be placed on all new constructed public roadways prior to final city acceptance of the roadway.

1. Sub-base and leveling course shall be of select crushed rock;
2. Surface material shall be of Class C or B asphaltic concrete;
3. The final lift shall be Class C asphaltic concrete as defined by A.P.W.A. standard specifications; and
4. No lift shall be less than one and one half (1 ½) inches in thickness.

FINDING: The final plans and construction of the local residential streets will require compliance with the above street cross-sections prior to final city acceptance of the roadway.

SECTION 3.5.120 PUBLIC USE AREAS

A. Dedication Requirements.

1. *Where a proposed park, open space, playground, public facility, or other public use shown in a plan adopted by the city is located in whole or in part in a partition or subdivision, the city may require the dedication or reservation of this area on the final plat for the partition or subdivision.*
2. *If determined by the planning commission to be in the public interest in accordance with adopted comprehensive plan policies, and where an adopted plan of the city does not indicate proposed public use areas, the city may require the dedication or reservation of areas within the subdivision of a character, extent and location suitable for the development of parks and other public uses.*
3. *All required dedications of public use areas shall conform to section 3.5.100D regarding conditions of approval and proportionality of exactions.*

B. Acquisition by Public Agency. *If the developer is required to reserve land area for a park, playground, or other public use, the land shall be conveyed to a public agency or other entity approved by the city for management and maintenance within twelve (12) months of final plat approval, or the reservation shall be released to the property owner.*

C. System Development Charge Credit. *Dedication of land to the city for public use areas shall be eligible as a credit toward any required system development charge for parks, water, sewer, or storm water, as applicable.*

FINDING: As proposed, no public use areas, including parks, open space, playground, public facility or other public use, are proposed to be dedicated to the City as part of this PUD. Open Space is proposed with this PUD, but at this time not being required to dedicate to the City. The applicant has stated within the application the open space will remain in a Home Owners Association (HOA); a copy of the recorded HOA agreement will need to be a conditional of approval.

6. SECTION 3.5.130 SANITARY SEWER AND WATER SERVICE IMPROVEMENTS

A. Sewers and Water Mains Required. *Sanitary sewers and water mains shall be installed to serve each new development and to connect developments to existing mains in accordance with the city's construction specifications and the applicable comprehensive plan policies.*

B. Sewer and Water Plan Approval. *Development permits for sewer and water improvements shall not be issued until the city engineer of record has approved all sanitary sewer and water plans in conformance with city standards.*

C. Over-sizing. *Proposed sewer and water systems shall be sized to accommodate additional development within the area as projected by the comprehensive plan. The developer shall be entitled to system development charge credits for the over-sizing.*

D. Permits Denied. *Development permits may be restricted by the city through moratoria, in conformance with ORS 197.505, where a deficiency exists in the existing water or sewer system that cannot be rectified by the development, and which if not rectified will result in a threat to public health or safety, surcharging*

of existing mains, or violations of county or federal standards pertaining to operation of domestic water and sewerage treatment systems.

FINDING: The condition(s) of approval will require the property owner(s)/developer to coordinate with Sutherlin Public Works for the design, engineering and installation of the required sanitary sewer and water service improvements, along with the submittal of engineered plans meeting the above standards. Sanitary sewer shall come from an existing 8” diameter line within the right-of-way of Fort McKay Road; with installation of a manhole every 300’-400’ within the proposed PUD. An 8” water mainline is required to be installed to serve the proposed development. However, the City would like a 12” water mainline installed and will participate in the difference for this upsized improvement. The property owner(s)/developer shall install sanitary sewer and/or water mains approved by the City of Sutherlin and the Department of Environmental Quality (DEQ) within public rights-of-way or minimum 15-foot wide utility easements to serve all proposed lots. The proposed infrastructure requires three (3) sets of engineered plans submitted to the Community Development Department. The City Engineer of Record is required to review the plans, the fee for this review is the responsibility of the property owner(s)/developer.

7. SECTION 3.5.140 STORM DRAINAGE

- A. **General Provisions.** *The city shall issue a development permit only where adequate provisions for storm water and flood water runoff have been made.*
- B. **Accommodation of Upstream Drainage.** *Culverts and other drainage facilities shall be large enough to accommodate potential runoff from the entire upstream drainage area, whether inside or outside the development, in conformance with the city’s storm drainage master plan. Such facilities shall be subject to review and approval by the city engineer.*
- C. **Effect on Downstream Drainage.** *The effect on downstream drainage shall be evaluated in all project proposals, and all projects shall conform to the storm drainage master plan. Where it is anticipated by the city that the additional runoff resulting from the development will overload an existing drainage facility, the city shall withhold approval of the development until provisions have been made for improvement of the potential condition or until provisions have been made for storage of additional runoff caused by the development in accordance with city standards.*
- D. **Easements.** *Where a development is traversed by a watercourse, drainage way, channel or stream, there shall be provided a storm water easement or drainage right-of-way provided for conveyance of storm water. The easement shall be subject to review and approval by the city engineer and shall include at a minimum the watercourse and such further width as will be adequate for conveyance and maintenance.*
- E. **Certification of No Impact to Neighboring Property.** *Developers shall submit a stamped certification by a licensed engineer stating that the rate of storm water drainage during and after development will not increase as a result of the proposed development. The certification shall further state that the developer will adhere to all applicable storm drainage, grading, erosion, and sediment control requirements. The city may impose conditions of approval and/or require submittal of engineered plans that demonstrate there will be no impact to neighboring properties*

FINDINGS: Surface and storm water management will have to be addressed by the property owner(s)/developer as part of the design, engineering and construction of the development. The design for construction of the improvements will have to be coordinated with Douglas County Public Works and the City of Sutherlin Public Works and be engineered. Future development on each lot will be required to meet the standards for the surfacing of driveways and parking areas, and surface water management. A stamped certification by a licensed engineer stating that the rate of storm water drainage during and after development will not increase as a result of the proposed development. Thus, demonstrating there will be no impact to neighboring properties and also stating the proposed drainage does not impact the current Douglas County system. This storm drainage requirements will be a condition of approval.

8. **SECTION 3.5.150 UTILITIES**

- A. *Underground Utilities.*** *Except where above-ground utility lines already exist, all new or relocated utility lines including, but not limited to, those required for electric, communication, lighting and cable television services and related facilities shall be placed underground. This requirement does not apply to surface mounted connection boxes and meter cabinets, temporary utility service facilities during construction, and high capacity electric lines operating at fifty thousand (50,000) volts or above. In order to facilitate underground placement of utilities as required by this section, the following additional standards apply to all new subdivisions:*
1. *The developer shall make all necessary arrangements with the serving utility to provide the underground services. Care shall be taken to ensure that all above ground equipment does not obstruct vision clearance areas for vehicular traffic (section 3.2);*
 2. *The city reserves the right to approve the location of all surface mounted facilities;*
 3. *All underground utilities, including sanitary sewers and storm drains installed in streets by the developer, shall be constructed prior to the surfacing of the streets; and*
 4. *Stubs for service connections shall be long enough to avoid disturbing the street improvements when service connections are made.*
- B. *Easements.*** *Easements shall be provided for all underground utility facilities.*
- C. *Exception to Under-Grounding Requirement.*** *Pursuant to a Type II process, an exception to the under-grounding requirement may be granted due to physical constraints, such as steep topography, sensitive lands (section 3.6), or existing development conditions.*

FINDING: The conditions of approval require the property owner(s)/developer to provide and/or install underground utilities to serve the proposed lots, as outlined above, including any necessary utility easements.

9. **SECTION 3.5.160 EASEMENTS**

Easements. *Easements for sewers, storm drainage and water quality facilities, water mains, electric lines or other public utilities shall be dedicated on a final plat, or provided for in the deed restrictions. See also, section 4.3 Development Review and Site Plan Review, and chapter 4.4 Land Divisions and Lot Line Adjustments. The developer or applicant shall make arrangements with the city, the applicable district and each utility*

franchise for the provision and dedication of utility easements necessary to provide full services to the development. The city's standard minimum width for public main line utility easements shall be fifteen (15) feet unless otherwise specified by the utility company, applicable district, or city engineer.

FINDING: The conditions of approval require that any necessary easements for public utilities, as outlined above, be dedicated on the final plat or provided for in the deed restrictions.

10. **SECTION 3.5.170 CONSTRUCTION PLAN APPROVAL AND ASSURANCES**

***Construction Plan Approval and Assurances.** No public improvements, including sanitary sewers, storm sewers, streets, sidewalks, curbs, lighting, parks, or other requirements shall be undertaken except after the plans have been approved by the city, permit fee paid, and permit issued. The permit fee shall be set by city council. The city may require the developer or subdivider to provide bonding or other performance guarantees to ensure completion of required public improvements. See also, section 4.3 Development Review and Site Plan Review, and section 4.4 Land Divisions and Lot Line Adjustments.*

FINDING: The conditions of approval require that construction plan approval for the public improvements be undertaken as outlined above.

11. **SECTION 3.5.180 INSTALLATION**

- A. Conformance Required.** Improvements installed by the developer either as a requirement of these regulations or at his/her own option, shall conform to the requirements of this chapter, approved construction plans, and to improvement standards and specifications adopted by the city.*
- B. Adopted Installation Standards.** The city's general engineering requirements and standard specifications and the Oregon Chapter A.P.W.A. standard specifications shall be a part of the city's adopted installation standard(s). Where conflict occurs, the A.P.W.A standards shall prevail. Other standards may also be required upon recommendation of the city engineer.*
- C. Commencement.** Work shall not begin until the city has been notified in advance.*
- D. Resumption.** If work is discontinued for more than one (1) month, it shall not be resumed until the city is notified.*
- E. Engineer's Certification and As-Built Plans.** A registered civil engineer (or as appropriate) licensed in Oregon shall provide written certification in a form required by the city that all improvements, workmanship and materials are in accord with current and standard engineering and construction practices, conform to approved plans and conditions of approval, and are of high grade, prior to city acceptance of the public improvements, or any portion thereof, for operation and maintenance. The developer's engineer shall also provide two (2) set(s) of "as-built" plans, in conformance with the city engineer's specifications, for permanent filing with the city.*
- F. City Inspection.** Improvements shall be constructed under the inspection and to the satisfaction of the city. The city may require minor changes in typical sections and details if unusual conditions arising during construction warrant such changes in the public interest. Modifications requested by the developer shall be subject to*

review and approval under section 4.7, Modifications to Approved Plans and Conditions of Approval. Any monuments that are disturbed before all improvements are completed by the subdivider shall be replaced prior to final acceptance of the improvements.

FINDING: The conditions of approval require that improvements installed by the property owner(s)/developer either as a requirement of these regulations or at his/her own option, shall conform to the requirements of Chapter 3 of the SDC, approved construction plans, and to improvement standards and specifications adopted by the city, as specified above.

12. APPROVAL CRITERIA – TENTATIVE PLAN

4.4.160 *Final Plat Submission Requirements and Approval Criteria.*

- A. *Submission Requirements.*** *Final plats shall be reviewed and approved by the city prior to recording with Douglas County. The applicant shall submit the final plat within two (2) years of the approval of the tentative plan as provided by section 4.4.120. Specific information about the format and size of the plat, number of copies and other detailed information can be obtained from the city. The city will not accept as complete an application for final plat until the tentative plan has been approved.*
- B. *Approval Criteria.*** *By means of a Type I procedure, the Community Development Director shall review the final plat and shall approve or deny the final plat based on findings regarding compliance with the following criteria:*
- 1. The final plat complies with the approved tentative plan, and all conditions of approval have been satisfied;*
 - 2. All public improvements required by the tentative plan have been installed and approved by the Community Development Director. Alternatively, the developer has provided a performance guarantee in accordance with section 4.4.180;*
 - 3. The streets and roads for public use are dedicated without reservation or restriction other than revisionary rights upon vacation of any such street or road and easements for public utilities;*
 - 4. The streets and roads held for private use have been approved by the city as conforming to the tentative plan and, where applicable, the associated PUD;*
 - 5. Surface Water Management. When a paved surface is used, all driveways, parking areas, aisles and turn-arounds shall have on-site collection or infiltration of surface waters to minimize sheet flow of such waters onto public rights-of-way and abutting property. Surface water facilities shall be constructed in conformance with city standards.*
 - 6. The plat contains a dedication to the public of all public improvements, including but not limited to streets, public pathways and trails, access reserve strips, parks, and sewage disposal, storm drainage, and water supply systems;*
 - 7. The applicant has provided copies of all recorded homeowners association Codes, Covenants, and Restrictions (CC&R's), deed restrictions, private easements and agreements (e.g., for access, common areas, parking, etc.), and other recorded documents pertaining to common improvements recorded and referenced on the plat;*

8. *Water and sanitary sewer service is available to each and every lot, is provided; or bond, contract or other assurance has been provided by the subdivider to the city that such services will be installed in accordance with section 3.5, Infrastructure Standards, and the bond requirements of section 4.4.180. The amount of the bond, contract or other assurance by the subdivider shall be determined by a registered professional engineer, subject to review and approval by the city; and*

9. *The plat contains an affidavit by the surveyor who surveyed the land represented on the plat to the effect the land was correctly surveyed and marked with proper monuments as provided by ORS Chapter 92, and indicating the initial point of the survey, and giving the dimensions and kind of such monument, and its reference to some corner established by the U.S. Geological Survey or giving two or more permanent objects for identifying its location.*

FINDING: The City finds the property owner(s)/developer shall meet the final plat submission requirements and approval criteria listed above.

4.6.160 *Concept Plan Submission.*

A. **General Submission Requirements.** *The applicant shall submit an application containing all of the general information required for a Type III procedure, as governed by Section 4.2.140. In addition, the applicant shall submit the following:*

1. *A statement of planning objectives to be achieved by the planned unit development through the particular approach proposed by the applicant. This statement should include a description of the character of the proposed development and the rationale behind the assumptions and choices made by the applicant.*

FINDING: “As previously stated, the purpose of the application is to fully maximize the residential intent of the subject property, as dictated by its R-1 zoning designation and the Comprehensive Goals and policies for the area. The attached preliminary conceptual plan and applicant’s exhibit illustrate the full breakdown and phasing of the PUD.” (Per submitted application statement).

2. *A development schedule indicating the approximate dates when construction of the planned unit development and its various phases are expected to be initiated and completed.*

FINDING: “The property owner(s)/developer intends to begin the project when feasibly possible and each phasing will take between 12 – 18 months. The development process could change based on several factors, but full coordination with the City on a continual basis is intended.” (Per submitted application statement).

3. *A statement of the applicant's intentions with regard to the future selling or leasing of all or portions of the planned unit development.*

FINDING: “Per the application, upon platting the first and second phase of the proposed planned unit development a construction progression will take place in the normal fashion. A single family dwelling will be constructed on all 53 proposed lots in order to offer more housing units to the Sutherlin area. The property owner(s)/developer does not intent to utilize any leasing options that facilitate a sales process directly associated with each newly constructed home.” (Per submitted application statement).

4. *A narrative report or letter documenting compliance with the applicable approval criteria contained in section 4.6.170.*

FINDING: “The proposed project will fully comply with Section 4.6.170 of the Sutherlin Development Code. All required public improvements shall be installed, inspected, and approved, or the subdivider will provide a performance guarantee, in accordance with Section 4.4.180.”

5. *Special studies prepared by qualified professionals may be required by the community development director, planning commission or city council to determine potential traffic, geologic, noise, environmental, natural resource and other impacts, and required mitigation.*

FINDING: “The property owner(s)/developer has prepared and submitted a traffic impact analysis in conjunction with the subject application. In addition, a delineation report for potential wetland impacts has been completed and will be turned into the City for review. There are no other identifiable characteristics on the property that would merit an additional review, stated in the application.” (Per submitted application statement).

4.6.170 Concept Plan Approval Criteria. *The planning commission shall make findings addressing the following criteria when considering a concept plan:*

- A. **Consistency with the Purpose.** *The plan is consistent with the purposes of the planned unit development code, as provided under section 4.6.100, and it provides superior design and amenities as compared to a typical development built under the standard code requirements;*

FINDING: The City finds the plan submitted by the applicant is consistent with the purpose of a PUD.

- B. **Comprehensive Plan.** *The plan is consistent with the policies contained in the city’s comprehensive plan;*

FINDING: The City finds the proposed 53 lot PUD is consistent with the comprehensive plan.

- C. **Land Division Section.** *All of the requirements for proposed land divisions, as applicable, are met (section 4.4);*

FINDING: All requirements for the proposed PUD have to be met prior to the recording of the final plat.

- D. **Space Requirement.** *Planned unit developments in residential districts shall*

contain at least twenty-five (25) percent open space. Where common open space is designated, the following standards apply:

1. The open space area shall be shown on the final plan and recorded with the final plat or separate instrument; and
2. The open space shall be conveyed in accordance with one of the following methods:
 - a. By dedication to the city as publicly-owned and maintained open space. Open space proposed for dedication to the city must be acceptable to the city with regard to the size, shape, location, improvement, environmental condition (i.e., the applicant may be required to provide a level one environmental assessment), and budgetary and maintenance abilities;
 - b. By leasing or conveying title (including beneficial ownership) to a corporation, home owners association or other legal entity, with the city retaining the development rights to the property. The terms of such lease or other instrument of conveyance must include provisions (e.g., maintenance, enforcement, property tax payment, etc.) suitable to the city; or
 - c. Homeowners Association bylaws and CC&R's shall specifically recognize that the city has open space maintenance, enforcement, and assessment capabilities.

FINDING: As proposed, the subdivision will create 53 lots to be developed in two phases with Open Space meeting the requirement of at least twenty-five (25) percent; meeting the above requirements. The required open space cannot be any portion of a dedicated City road. A copy of the recorded Homeowners Association bylaws and/or CC&R's need to be submitted to the Community Development Department.

4.6.180 Administrative Procedures.

- A. Time Limit on Filing of Detailed Development Plan.** Within one (1) year after the date of approval of the concept plan, the applicant or his or her successor shall prepare and file with the city a detailed development plan, in conformance with Section 4.6.190. The detailed development plan may be for one (1) or more phases of the project.
- B. Extension.** The community development director shall, upon written request by the applicant and payment of the required fee; grant an extension of the approval period not to exceed one (1) year provided that:
 1. No changes have been made on the original conceptual development plan as approved;
 2. The applicant has submitted a written intent to apply for detailed development plan review within the one (1) year extension period;
 3. There have been no changes to the applicable comprehensive plan policies or code provisions on which the approval was based; and
 4. The extension request is made before expiration of the original approval period.

5. *Additional one-year extensions may be granted, up to a maximum of three (3) extensions, provided the criteria of the above section B are met for the extension.*

FINDING: As proposed, the applicant plans to develop the PUD in two (2) phases that total 53 lots and shall confirm to the filing requirements for a phased development.

4.6.210 Land Division, Development Review, Site Plan Review and Building Permit Approvals. *Upon receiving detailed development plan approval, the applicant may apply for applicable land division, development review or site plan review approval. Building permits shall not be issued until all required development permits *have been issued and appeal periods have ended.*

FINDING: The property owner(s)/developer meet the requirements and approval criteria as stated within section 4.6.210.

ACTION ALTERNATIVES

Based on the applicant's findings, the city staff report and the testimony and evidence provided during the public hearing, the Planning Commission can close the public hearing and move to select from one of the following action alternatives:

Action Alternative No. 1 APPROVE the requested Planned Unit Development (PUD) for 53 lots to be developed in two phases (Phase 1, 27 lots and Phase 2, 26 lots) on the subject 9.85 acre property, subject to the following conditions:

1. The property owner(s)/developer shall submit a concept plan per Section 4.6.190, within one (1) year after the date of approval. The detailed development plan may be for one (1) or more phases of the project.
2. The property owner(s)/developer shall submit a final PUD Plat which substantially conforms to the preliminary plan submitted with the application and the approved concept plan (condition no. 1 above). As well as the general standards and survey plat requirements prescribed by the SDC. Any alterations shall be reviewed by the Community Development Department.
3. The property owner(s)/developer shall meet all requirements of final plat submission and approval criteria in Section 4.4.140.K(4) of the SDC. Each phase is approved for a period of two (2) year, for a total of four (4) years for this approval, unless an extension to the applicable phase is granted pursuant to Section 4.4.120 of the SDC.
4. PUD's in residential districts shall contain at least twenty-five (25) percent open space. Where common open space is designated, the following standards apply:
 - a. The open space area shall be shown on the final plan and recorded with the final plat or separate instrument; and
 - b. The open space shall be conveyed in accordance with one of the following methods:

1. By dedication to the city as publicly-owned and maintained open space. Open space proposed for dedication to the city must be acceptable to the city with regard to the size, shape, location, improvement, environmental condition (i.e., the applicant may be required to provide a level one environmental assessment), and budgetary and maintenance abilities;
 2. By leasing or conveying title (including beneficial ownership) to a corporation, home owners association or other legal entity, with the city retaining the development rights to the property. The terms of such lease or other instrument of conveyance must include provisions (e.g., maintenance, enforcement, property tax payment, etc.) suitable to the city; or
 3. Homeowners Association bylaws and CC&Rs shall specifically recognize that the city has open space maintenance, enforcement, and assessment capabilities.
5. The property owner(s)/developer shall dedicate a 5' strip of land along the frontage of Fort McKay Road to bring the half ROW width up to the ultimate standard for a Rural Major Collector to Douglas County.
- a. The final location and width of the land to be dedicated shall be determined by Douglas County Public Works, with coordination with the City of Sutherlin.
 - b. The property owner(s)/developer shall provide a title report showing clear title to the affected strip of land.
6. Prior to final plat approval property owner(s)/developer shall provide detailed engineered construction plans to be approved by the City of Sutherlin prior to construction. These plans include but are not limited to design of streets, water, sewer, storm water, grading, and erosion control.
7. The property owner(s) shall improve and dedicate the required ROW for the interior local residential streets (50' right-of-way). The design of the new street(s) shall include two 11 ft travel lanes, two 7 ft parking lanes, two 6 ft sidewalks and two 6 inch curbs. The new streets shall be designed, engineered and constructed in accordance with the standards of the Sutherlin Development Code, along with meeting the requirements of the Oregon Fire Code, Appendix D and
- i. **Prior to** commencing excavation, site preparation or construction of the road, the applicant shall submit three (3) copies of the design plan for the road, prepared by an Oregon Licensed Professional Engineer, to Community Development for routing to necessary departments for review and consistency with the City's design standards.
 - ii. The City (staff) may require additional information to ensure full compliance with design requirements.
 - iii. The City's Engineer of Record will review the plans submitted, fee is the responsibility of the property owner/developer and they can require additional information/changes to ensure full compliance with city standards.

- iv. The applicant shall provide a title report showing clear title to the affected strip of land.
8. The property owner(s)/developer shall submit the proposed street names for the interior streets. The final street names within the PUD shall be coordinated with and approved by the City of Sutherlin.
9. Property owner(s)/developer shall coordinate with the City of Sutherlin Public Works for the design and installation of water lines with valves and fire hydrants, and water meters at the property line to city standards. Engineered plans are required to be submitted to the Community Development Department and be routed to the appropriate City Departments; along with review by the City Engineer of Record. The fee for the review conducted by the City Engineer of Record is required to be paid by the property owner(s)/developer at time of review. Water main is required to be sized at 8" diameter; however, the City of Sutherlin would participate in having a 12" diameter water main installed (upsized improvement) and have a minimum depth of 36" to allow for future connections. Prior to submitting a final PUD plat, the developer shall install water infrastructure approved by the City of Sutherlin within public rights-of-way or minimum 15-foot wide utility easements to serve all proposed lots.
10. Property owner(s)/developer shall coordinate with the City of Sutherlin Public Works for the design and installation of sanitary sewer improvements to city standards to serve the proposed PUD. Prior to submitting a final PUD plat, the developer shall install sewer improvements, with installation of a manhole every 300' to 400' approved by the City of Sutherlin and DEQ within public rights-of-way or minimum 15-foot wide utility easements to serve all proposed lots. Engineered plans are required to be submitted to the Community Development Department and be routed to the appropriate City Departments; along with a review conducted by the City Engineer of Record. The fee for the review conducted by the City Engineer of Record is required to be paid by the property owner(s)/developer at time of review.
11. Prior to beginning construction, the property owner(s) of the subject property shall sign a Development Agreement with the City to complete approved improvements located in city right-of-way to city standards. Prior to final plat approval the developer shall install all required improvements as directed by the City, or submit to the City an acceptable agreement for improvements and Irrevocable Letter of Credit or bond mechanism as specified in Section 4.3.170 of the Sutherlin Development Code.
12. The property owner(s)/developer shall obtain an access permit(s) from the Douglas County Public Works for the existing and/or proposed access locations onto Fort McKay Road.
13. The property owner(s)/developer shall obtain the necessary ROW activity permit(s) for improvements within the ROW of Fort McKay Road from the Douglas County Public Works.
14. Property owner(s)/developer shall provide city standard fire hydrants at the locations meeting 2019 Oregon Fire Code (OFC) Appendix C and approved by the City of Sutherlin Fire Department to City standards.

15. Property owner(s)/developer shall coordinate with the City of Sutherlin Fire Department the 20' EMS entrance, gate (OFC Appendix D, Section D103.5) and Knox box meeting the Oregon Fire Code requirements. The property owner(s)/developer shall provide a letter from City of Sutherlin Fire Department that all requirements have been installed and constructed to Fire Code and standards have been met. The secondary access will be required to be locked following Sutherlin Municipal Code Chapter 15.04.096.
 - a. Gate location to be noted on the face of the final plat and be located outside of ROW.
16. All utilities shall be designed per standards to be located underground, pursuant to Section 3.5.150 of the SDC.
17. Property owner(s)/developer shall install street signs in accordance with city standards. The cost of signs and installation of the signs required for new development shall be the responsibility of the property owner(s)/developer.
18. Property owner(s)/developer shall coordinate with Douglas County Public Works for the proposed street sign(s) that will be located within the ROW of Fort McKay Road. These signs need to meet MUTCD standards.
19. Property owner(s)/developer shall install mailboxes in accordance with city standards. Plans for mail boxes shall be approved by the US Postal Service.
20. Property owner(s)/developer shall install streetlights in or near the PUD per city street light policy (Resolution No. 2006-03). Location of the streetlights will require coordination with the Community Development Department.
21. Any shared driveways shall be identified on the face of the final plat. Property owner(s)/developer shall provide and record on the plat any reciprocal access and maintenance agreements for any affected lots.
22. Prior to submitting a final PUD plat, the developer shall install an engineered, properly sized, and City approved storm drainage system that captures all street and rooftop runoff in the subdivision and pipes it into the existing storm drainage system. The PUD's storm sewer system shall be designed and constructed to accommodate the existing runoff volumes from the contributory slopes uphill of the subject property.
23. Property owner(s)/developer shall submit a stamped Drainage Memo by a licensed engineer stating the proposed drainage during and after development will not impact the current Douglas County storm system.
24. Property owner(s)/developer shall submit a stamped certification by a licensed engineer stating that the rate of storm water drainage during and after development will not increase as a result of the proposed development. The certification shall further state that the developer will adhere to all applicable storm drainage, grading, erosion, and sediment control requirements. The City may impose conditions of approval and/or require submittal of engineered plans that demonstrate there will be no impact to neighboring properties.

25. Property owner(s)/developer shall obtain a 1200-C NPDES Storm Water Discharge Permit prior to construction as required by the Oregon Department of Environmental Quality (DEQ).
26. In order to assure future extensions of public streets remain available as proposed, the property owner(s)/developer will be required to install reflective barricades in accordance with city standards and be coordinated with the City of Sutherlin Public Works Director.
27. Fire turnaround must be installed between construction of Phase 1 and Phase 2. Coordination with the Sutherlin Fire Department is required and shall provide a letter from the Sutherlin Fire Department that all required improvements have been constructed.
28. All necessary easements shall be shown and referenced on the final PUD plat. Required recorded easements and agreements, reciprocal easements and maintenance agreements for the shared private drives, storm water drainage easements, public and private utility easements.
 - a. All easements outside of dedicated rights-of-way must be shown and described as to type and use on the face of the final plat.
 - b. EMS access gate shall be noted on the face of the final plat.
29. If any covenants are to be recorded on the PUD, the property owner(s)/developer shall provide a copy, including the volume and page(s) of the recording with Douglas County, to the City. These documents shall be referenced on the final plat indicating any covenant restrictions governing the development of the proposed subdivision.
30. The property owner(s)/developer shall provide a letter from the Sutherlin Public Works Director that all required improvements have been constructed and installed to City Construction Specifications.
31. PUD plan or plat approval does not constitute home construction approval. Development of the site shall be subject to review and approval of the City of Sutherlin prior to commencing any home construction or site development work.
32. Development of the property shall be subject to City of Sutherlin System Development Charges (SDCs), as well as applicable SDC credits, and such other permits and fees as may apply.
33. Development of the subject property shall comply with state and federal environmental rules, regulations, and standards, and shall conform to all requirements of the Sutherlin Municipal Code.
34. The approved PUD shall be surveyed and monumented as required by ORS Chapter 92, and a final submission plat prepared for City signature. The final plat shall comply with all applicable provisions of ORS Chapter 92, including the standards of ORS 92.050, the survey and monumenting provisions of ORS 92.060, and the declaration requirements of ORS 92.075. The final PUD plat shall bear the stamp and signature of the Professional Land Surveyor, and shall include a signature line for the Sutherlin Community

Development Director, the Planning File Number, along with the signature line(s) for the Douglas County Board of Commissioners.

35. An electronic copy (pdf) of recorded final PUD plat and as-built drawings, shall be submitted to the Sutherlin Community Development Department within 10 days after recording.

ADVISORY STATEMENTS

36. The property owner(s)/developer shall comply with applicable local, county, state and federal regulations as applicable to the PUD.
37. At the time of a building permit proposal on any of the new lots, the permit shall indicate compliance with SDC Section 2.2 R-1 building development standards and requirements; and the driveway separation, surface improvement and storm water runoff requirements of Development Code Section 3.2.110 Vehicle Access and Circulation.
 - a. Where a street or driveway is to be paved, the building permit application shall include provisions for on-site storm water collection or infiltration in accordance with city specifications.

Action Alternative No. 2 APPROVE the requested Planned Unit Development (PUD), subject to modifications or additional conditions of approval;

Action Alternative No. 3 CONTINUE THE PUBLIC HEARING to a specified date and time, or to close the public hearing and to leave the record open to a specified date and time for submittal of additional evidence and rebuttal; or

Action Alternative No. 4 DENY the requested Planned Unit Development (PUD) on the subject property on the grounds that the proposal does not satisfy the applicable approval criteria.

STAFF RECOMMENDATION

City Staff recommends that the Planning Commission select Action Alternative No. 1 and **APPROVE** the requested Planned Unit Development (PUD) for 53 lots to be developed in two phases (Phase 1, 27 lots and Phase 2, 26 lots) on the subject 9.85 acre property, subject to the conditions of approval.



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City of Sutherlin

Date: August 10, 2021
 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

We are expecting for construction to be finished for Project 1 and Project 2A (Phase 1) by late spring early summer 2021.

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.

Request for Proposal (RFP) for Project 1 (Phase 2) and Project 2A & 2B was advertisement on April 16th and 19th. This RFP is for Design and Construction management for construction of an ADA-accessible restrooms, 600 feet of connectivity sidewalk, two inclusive natural children's play area, three shaded picnic pavilions, site furnishings, security cameras and 0.9 miles of the perimeter path.

SCHEDULE FOR RFP EVENTS

RFP Advertised	April 16 and 19, 2021
Deadline for Additional Information Request	April 26, 2021, by 3:00 p.m. (PDT)
Site Visit with city staff and the Friends	April 27, 2021, 10 a.m. to 12 p.m. (PDT)
Response to Additional Information Requests	April 28, 2021, by 3:00 p.m. (PDT)
Proposal Package due	April 30, 2021, by 1:00 p.m. (PDT)
Interviews Scheduled (subject to city's discretion)	April 30, 2021
Interviews (subject to city's discretion)	May 5-6, 2021
Contract Negotiation w/ Selected Consultant	May 7-10, 2021
Council Consideration of Contract	May 17, 2021
Award of Project	May 18, 2021
Start Design	May 18, 2021
Complete Design	July 23, 2021
Present Final Design to City Council	August 9, 2021
Bid process	August 2021
Council Consideration of Contract	September 13, 2021
Award Contract Notice to Proceed	September 14, 2021
Start Construction	September 30, 2021
Complete Inclusive Playground Area	November 30, 2021
Complete Construction	June 30, 2022

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

- RTPG due June 15, 2020 Pending Notice to Proceed- \$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 **Sub-Surface Archeologist Survey is completed, Archaeological Services, LLC indicated that nothing was found in the field and will be submitting a draft report soon, the final report the city should receive within the first two weeks of August. The city has informed LWCF coordinated of the results and the city is pending comment back from the LWCF coordinator.** and Notice to Proceed - \$205,775; construction of 0.9 miles path. On January 14, 2021 City of Sutherlin was notified that the National Park Service would be delaying their grant approval procedures. The delay is due to reduced funds from lottery dollars; do to the repercussions of COVIC-19.
- OSMB grant application was submitted on March 8, 2021 in the amount of \$383,500. If successful, this grant would be for a launch ramp with dock, gravel parking area and a vaulted toilet with concrete ADA parking. **On June 3, 2021 City of Sutherlin was notified that we were unsuccessful with our OSMB grant. OSMB staff encourages the City to seek additional matching funds and have permits approved (archaeological survey).**

TRANSPORTATION

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 June of 2022.

NPWTP Schedule has been delayed because of several reasons. The primary reason was the epoxy coating on the clarifier did not pass the minimum thickness requirement. With the epoxy coating failing inspection and the additional material needed to recoat the clarifier, we didn't meet our July 5th start-up date. With the delay of start-up of the NPWTP, we had to continue to use the Cooper Creek Water Treatment plant and we exceeded our 500 acre feet water right. With that said, the City was required to implement the City's water curtailment plan.

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 2022

LAND USE ACTIVITY

Building Worksheets

- 2021-01 -72 on previous Activity Report(s)
- 2021-73 – 1621 W Central Ave – light pole
- 2021-74 – 829 Pebble Creek St – SFD
- 2021-75 – 847 Pebble Creek St – SFD
- 2021-76 – 329 E Central Ave – demolition of comm bldg
- 2021-77 – 839 Medina Ave – SFD
- 2021-78 – 818 Durham Ave – SFD
- 2021-79 – 624 Divot Loop – SFD (replaces WS 2018-132)
- 2021-80 – 646 Divot Loop – SFD (replaces WS 2019-054)
- 2021-81 – 1207 W Central Ave – addition to comm bldg
- 2021-82 – 112 Quail – solar panels
- 2021-83 – 1000 E Central Ave, Sp 46 – carport
- 2021-84 – 268 Addison Ave – SFD
- 2021-85 - 1420 Gleason Ave – accessory bldg.
- 2021-86 – 481 Oak St – foundation repair

Active Land Use Applications

- 21-S001 – 21-S009 on previous Activity Report(s)
- 21-S010 – Pinedo – Land Partition
- 21-S011 – Lusby – Property Line Adjustment
- 21-S012 – McIntosh – Planned Unit Development

Right of Way Applications

- 21-01 – 21-12 on previous Activity Report(s)
- 21-13 – 261 Eddy St – Avista Utilities
- 21-14 – 205 N Grove – Don Davenport
- 21-15 – 301 E Sixth Ave – Douglas Services
- 21-16 – 660 S State St – Avista Utilities
- 21-17 – 453 E Sixth Ave – Douglas Services