



City of Sutherlin
Regular Council Meeting
Monday, May 11, 2020
Civic Auditorium – 7:00 p.m.

AGENDA

Mayor Todd McKnight
Council President Boggs
Councilors Hamilton, Stone, Sumner, Tomlinson and Vincent

6:30pm Urban Renewal Agency Meeting

7:00 Regular Council Meeting

1. CALL TO ORDER / FLAG SALUTE
2. ROLL CALL
3. INTRODUCTION OF MEDIA
4. PUBLIC COMMENT

[Citizen comment is to allow citizens to present information regarding agenda items only]

5. CONSENT AGENDA

- a. April 13, 2020 Minutes – Regular Meeting
- b. IGA – Inmate Housing

6. PUBLIC HEARING

- a. 2020-21 State Revenue Sharing
- b. Transportation System Plan (TSP)

7. COUNCIL BUSINESS

- a. Resolution No 2020.05 – Adoption of 2020-21 Fire Budget, 2020-21 City Budget
- b. Resolution 2020.06 – Certifying City Services
- c. Resolution 2020.07 – Election to Receive State Revenue Sharing
- d. Resolution 2020.08 – Robert-Lavern Street Right-of-Way Dedication
- e. Resolution 2020.09 – Jaswant Avenue Right-of-Way Dedication
- f. AFSCME Contract
- g. Ordinance – Transportation System Plan (first reading & title only)

8. WORKSHOP

- a. System Development Charges (SDC)

9. CITY COUNCIL COMMENT

10. PUBLIC COMMENT

[The purpose of citizen comment is to allow citizens to present information regarding items off the agenda. A time limit of three minutes per citizen shall apply.]

11. ADJOURN

Members of the audience who wish to address the Council will be invited to do so. Speakers must use the microphone stating their name and address prior to addressing the Council.



Call to Order & Flag Salute





ROLL CALL





Introduction Of Media





PUBLIC COMMENT

Agenda Items only





Consent Agenda



CITY OF SUTHERLIN
Regular City Council Meeting
Sutherlin Civic Auditorium
Monday, April 13, 2020 – 7:00pm

COUNCIL MEMBERS:

Tom Boggs, Debbie Hamilton, Forrest Stone, Michelle Sumner, Travis Tomlinson, and Seth Vincent

MAYOR: Todd McKnight

CITY STAFF: City Manager, Jerry Gillham

Finance Director/Assistant City Manager, Dan Wilson

City Recorder, Diane Harris

Deputy City Recorder, Melanie Masterfield

Community Development Director, Brian Elliott

City Planner, Jamie Chartier

Public Works Director, Aaron Swan

Police Chief, Troy Mills

Fire Chief, Mike Lane

Emergency Operations Manager, Dennis Riggs

Library Director/Urban Renewal Manager, Pat Lynch

City Attorney, Chad Jacobs (via Skype)

Audience: Via Zoom - Dick Shanahan, Chuck Brummel and Joe Groussman

Meeting called to order by Mayor McKnight at 7:00 p.m.

Flag Salute:

Roll Call: All present

Introduction of Media: None

PUBLIC COMMENT (agenda items only)

- None

CONSENT AGENDA

- **March 9, 2020 Minutes – Regular Meeting**

MOTION made by Councilor Tomlinson to approve Consent Agenda; second by Councilor Hamilton

Discussion: None

In Favor: Councilors Vincent, Stone, Hamilton, Tomlinson, Boggs, Sumner and Mayor McKnight.

Opposed: None

Motion carried unanimously.

COUNCIL BUSINESS

- **Ordinance No 1077 – Plan Amendment & Zone Change – Allison subdivision (second reading, adoption)**

City Recorder, Diane Harris, read the ordinance by title only – “*An ordinance amending the City of Sutherlin Comprehensive Plan Map and Zoning map to amend the Comprehensive Plan Map from medium density to high density, concurrent with a zoning map change from medium density residential (R-2) to multi-family residential (R-3) for property described as tax lot 5800 in section 19AC of T25S, R-5W. The subject 1.71 acre property is located at 773 S. Comstock road and described herein.*”

Staff Report – City Planner, Jamie Chartier asked Council to approve this ordinance. All information was included with the staff report.

MOTION made by Councilor Hamilton to approve Ordinance No 1077 – Plan Amendment & Zone Change – Allison Subdivision; second by Councilor Tomlinson.

Discussion: Councilor Stone – Are they bonded? *Chartier – No, they are doing the work themselves. Their licensing and permits will come from the county building department.*

In Favor: Councilors Vincent, Stone, Hamilton, Tomlinson, Boggs, Sumner and Mayor McKnight.

Opposed: None

Motion carried unanimously.

- **One Council Meeting Per Month**

Staff report – City Recorder, Diane Harris, asked for Council’s direction regarding the discussion of having only one meeting per month. Sutherlin’s City Charter states that at least one meeting is required per month in a place designated by council.

MOTION made by Councilor Vincent to approve having one Council meeting per month as presented; second by Councilor Tomlinson.

Discussion:

- Councilor Boggs - Previous Council meetings haven’t lasted for more than an hour. Suggests only having one meeting unless something is pressing and an extra meeting is needed.
- Councilor Stone – When will we have a workshop? *Councilor Boggs and Mayor McKnight – We’ll have one if there’s something to discuss.*
- Councilor Sumner – Does this preclude us from having a second meeting? *Mayor McKnight – If a second meeting is needed, we’ll have one.*
- *City Manager, Jerry Gillham – Staff has always introduced items to Council for discussion prior to voting. That will not take place with only one monthly meeting and information will be emailed for Council consideration. It will be up to Council to inform staff if they have questions.*
- Councilor Vincent – Workshops aren’t mandatory.

Discussion continued amongst Mayor, Council and City Manager.

AMENDED MOTION made by Councilor Vincent to approve having one Council meeting the second Monday of every month unless otherwise deemed necessary by staff or Council; second by Councilor Tomlinson.

In Favor: Councilors Vincent, Stone, Hamilton, Tomlinson, Boggs, Sumner and Mayor McKnight.

Opposed: None

Motion carried unanimously.

- **ODOT – Flexible Service Maintenance Agreement**

Staff report – Community Development Director, Brian Elliott, asked Council to approve this agreement with the State of Oregon Department of Transportation (ODOT). The City has been working under a five-year agreement which is due to expire July, 2020. ODOT requested a replacement agreement to continue to provide flexible maintenance options for the next ten years. This agreement allows both parties to submit work orders to the other requesting maintenance services on streets and right-of-ways on an “as needed” basis.

MOTION made by Councilor Tomlinson to approve ODOT – Flexible Service Maintenance Agreement as presented; second by Councilor Hamilton.

Discussion:

- Councilor Stone – What is being maintained? *Elliott – It’s primarily for an emergency situation.*
- Councilor Boggs – How often have they used city services? *Elliott – Twice in the last five years. Why do they want they want the agreement for ten years? Councilor Tomlinson – It’s only an agreement. If work isn’t done, there’s no cost involved.*
- *Swan – We have the choice to help them or not.*

Discussion continued amongst Council.

In Favor: Councilors Vincent, Stone, Hamilton, Tomlinson, Sumner and Mayor McKnight.

Opposed: Councilor Boggs

Motion carried.

- **Declaration of Emergency (Ratify)**

Staff report – Gillham asked Council clarified a mistake and asked Council to change a date in the staff report from June 30 to May 30. On March 17, 2020, a Declaration of Emergency was filed due to a potential exposure. The only way resources from the government can be accessed is to declare an emergency.

MOTION made by Councilor Tomlinson to approve and ratify the city's Declaration of Emergency until May 30, 2020 as presented; second by Councilor Sumner.

Discussion:

- Councilor Stone – Expressed concern regarding chapters in the Municipal Code. *City Attorney, Chad Jacobs - The code is already in effect and has been for many years. During a national emergency, city codes are superseded by County, State and Government orders. The City's Municipal Code verbiage is in place for isolated city emergencies.*
- Councilor Boggs asked for clarification of the timeline requested. *Gillham – As a City Manager, I can declare an emergency for two weeks but Council can declare an emergency for any length of time.*

Further discussion took place between Council, City Attorney and City Manager.

In Favor: Councilors Vincent, Hamilton, Tomlinson, Sumner and Mayor McKnight.

Opposed: Councilors Stone and Boggs

Motion carried.

- **Bid Award – Pavement Management 2019-2020**

Staff report – Public Works Director, Aaron Swan, informed Council that staff received two bids for the Annual Street Maintenance contract. One from Knife River and one from Umpqua Aggregate Resources. The low bidder at \$71,468.25 was Umpqua Aggregate Resources. Projects this year will be to repair/repave Umpqua Street from 1st Ave to 6th Ave and E. 6th Ave from Umpqua Street to State Street.

MOTION made by Councilor Stone to approve Bid Award Pavement Management 2019-2020 to Umpqua Aggregate Resources in the amount of \$71,468.25 as presented; second by Councilor Vincent.

Discussion: Councilor Vincent – What was the difference in bids? *Swan - \$34,000.*

In Favor: Councilors Vincent, Stone, Hamilton, Tomlinson, Boggs, Sumner and Mayor McKnight.

Opposed: None

Motion carried unanimously.

- **Resolution 2020.04 – County Property Vacation**

Staff Report – Gillham asked Council to approve the transfer of county land to private ownership for purposes of business expansion. The county has agreed to relinquish ownership and complete the required legal processes with the agreeance of the City.

MOTION made by Councilor Tomlinson to approve Resolution 2020.04 – County Property Vacation as presented; second by Councilor Hamilton.

Discussion: Councilor Stone – Is the line being moved? *Swan – Water lines will remain the same, but the property lines will change to accommodate the vacated portion.*

In Favor: Councilors Stone, Hamilton, Tomlinson, Boggs, Sumner and Mayor McKnight.

Abstained: Councilor Vincent, due to a potential conflict of interest.

Opposed: None

Motion carried unanimously.

CITY COUNCIL COMMENTS

Councilor Vincent

- It's great to live in a small town.
- Hopefully we can keep moving forward with projects.
- Appreciates our emergency services and everyone that's working to keep us moving forward.

Councilor Stone

- Congratulated the high school seniors.

Councilor Hamilton

- Thanked staff and Dennis Riggs (Emergency Manager) for everything they've done during this time.

Councilor Tomlinson

- None

Councilor Boggs

- Reminded everyone that when we go out shopping, to eat or get gas - thank the attendants.

Councilor Sumner

- Thanked City Manager for all the updates and quickly Declaring an Emergency.
- Thanked first responders and essential employees

Mayor McKnight

- Thanked City Manager and staff for great updates.
- Teachers are wanting to do a parade through town and connect with the families and students on Friday at 2:45. Getting police and fire involved to help lead the parade.

PUBLIC COMMENT

- EOM, Dennis Riggs – Responded further to Councilor Stone's concerns regarding the Declaration of Emergency and reiterated the purpose and explained the verbiage in the city code. Jacobs also responded.

ADJOURNMENT

With no further business meeting adjourned at 7:51 p.m.

Mayor McKnight announced Council will take a 5-minute break before meeting in Executive Session – ORS 192.660 (2)(e) – To deliberate with persons designated by the governing body to negotiate real property transactions.

Executive Session called to order at 7:58 p.m.

Executive Session adjourned at 8:31 p.m.

Approved:

Jerry Gillham, City Manager

Respectfully submitted by,

Melanie Masterfield, Deputy City Recorder

Todd McKnight, Mayor



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City of Sutherlin

STAFF REPORT					
Re: Sixteenth Extension of Intergovernmental Agreement (IGA) with Douglas County for Inmate Housing				Meeting Date:	5/11/2020
Purpose:	Action Item <input checked="" type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
Submitted By: Troy Mills, Chief of Police				City Manager Review	<input checked="" type="checkbox"/>
Attachments: Sixteenth Extension of IGA for Inmate Housing					

WHAT IS BEING ASKED OF COUNCIL?

The City Council is asked to vote on the Sixteenth Extension of the Douglas County IGA for Housing Inmates Agreement for FY 2020/2021.

EXPLANATION

The City has an IGA with Douglas County for housing inmates. Approval would extend this contract for another fiscal year through June 30, 2021. Daily costs for housing an inmate will increase from \$89.64 per prisoner to \$92.33 per prisoner.

Contracting with Douglas County saves the City of Sutherlin from providing our own jail, personnel, and all other costs associated with the operation of this type of facility.

OPTIONS

N/A

SUGGESTED MOTION(S)

- 1) Approve the extension of the IGA with Douglas County for the housing of inmates, or;
- 2) Not approve the extension of the IGA with Douglas County for the housing of inmates.

**SIXTEENTH EXTENSION OF
INTERGOVERNMENTAL AGREEMENT
FOR HOUSING INMATES WITH
SUTHERLIN**

This sixteenth contract extension ("sixteenth extension") is made on the ____ day of _____ 2020, between DOUGLAS COUNTY, a political subdivision of the State of Oregon ("County") and the CITY OF SUTHERLIN, a municipal corporation organized and existing under the law of the State of Oregon ("City").

On or about May 26, 2004, County and City entered into an Intergovernmental Agreement for Housing Inmates, filed in the county court journal on May 26, 2004 under recording No. CJ 2004-780 ("original contract").

County and City have entered into fifteen extensions of the original contract as follows: first extension (May 27, 2005, CJ 2005-872), second extension (May 19, 2006, CJ 2006-780), third extension (September 21, 2007, CJ 2007-1551), fourth extension (May 1, 2008, CJ 2008-600), fifth extension (May 4, 2009, CJ 2009-481), sixth extension (June 2, 2010, CJ 2010-630), seventh extension (May 4, 2011, CJ 2011-417), eighth extension (September 26, 2012, CJ 2012-843), ninth extension (April 24, 2013, CJ 2013-0392), tenth extension (June 11, 2014, CJ 2014-0525), eleventh extension (May 13, 2015, CJ 2015-0364), twelfth extension (June 8, 2016, CJ 2016-0459), thirteenth extension (June 21, 2017, 2017-0587); fourteenth extension (August 22, 2018, CJ 2018-0898); and fifteenth extension (October 16, 2019, CJ 2019-1227).

The original contract, first extension, second extension, third extension, fourth extension, fifth extension, sixth extension, seventh extension, eighth extension, ninth extension, tenth extension, eleventh extension, twelfth extension, thirteenth extension, fourteenth extension, fifteenth extension, and this sixteenth extension together shall be referred to as "this agreement."

THE PARTIES AGREE:

- 1. EXTENSION:** The term of this agreement is extended to June 30, 2021, subject to early termination as otherwise provided. The extension is not effective until it has been signed by both parties.
- 2. MODIFICATION:** Effective July 1, 2020, section 3.1.1 of the original contract is amended to read as follows:

"\$92.33 per prisoner day for each City prisoner accepted and housed pursuant to this agreement."

3. ENTIRE CONTRACT: Except as modified herein, the terms and conditions of the original contract and all prior extensions and modifications shall apply.

CITY OF SUTHERLIN

By _____
Title _____
Print Name _____
Date _____

By _____
Title _____
Print Name _____
Date _____

REVIEWED AS TO CONTENT

By _____
Douglas County Sheriff
Date _____
Coding _____

**BOARD OF COUNTY COMMISSIONERS
DOUGLAS COUNTY**

By _____
Commissioner Tim Freeman,
delegated authority to sign contract
granted by order of the Board of
Commissioners dated April 6, 2020.

Date _____

REVIEWED AS TO FORM

By _____
Office of County Counsel
Date _____



PUBLIC HEARING



NOTICE OF PUBLIC HEARING BEFORE THE SUTHERLIN BUDGET COMMITTEE ON PROPOSED USES OF
STATE REVENUE SHARING FUNDS

NOTICE IS HEREBY GIVEN that the Sutherlin Budget Committee will hold a public hearing on proposed uses of State Revenue Sharing Funds for the fiscal year July 1, 2020 through June 30, 2021. The hearing will take place on the 11th of May, 2020 at 7:00pm at Council Chambers, 175 E Everett Ave. The purpose of the hearing is to discuss with interested persons the proposed uses of State Revenue Sharing Funds by the City of Sutherlin. A copy of the approved budget, which contains the proposed uses of State Revenue Sharing Funds, may be inspected or obtained online at www.ci.sutherlin.or.us beginning May 4, 2020.



City of Sutherlin

STAFF REPORT					
Re: 2020 Transportation System Plan, Planning File 20-S003				Meeting Date:	05-11-2020
Purpose:	Action Item <input checked="" type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input checked="" type="checkbox"/>	Update <input type="checkbox"/>
Submitted By: Kristi Gilbert, Community Development Supervisor, Brian Elliott, Community Development Director				City Manager Review <input checked="" type="checkbox"/>	
Attachments: Planning Commission Findings of Fact and Decision, Draft TSP and Development Code Recommendations					

WHAT IS BEING ASKED OF COUNCIL?

The Council will open the public hearing and receive written and oral testimony from the public and affected agencies in favor and/or opposition, as well as neutral comments for the above referenced Transportation System Plan. Council will then close the public portion of the hearing and deliberate to a decision.

EXPLANATION

The Sutherlin transportation system plan (TSP) is a long-range plan that sets the vision for the city's transportation system, facilities, and services to meet state, regional, and local needs for the next 20 years. The purpose of the 2020 TSP update is to address growth in Sutherlin as well as address regulatory changes that have occurred in the region since 2005. The TSP addresses compliance with new or amended federal, state, and local plans, policies and regulations including the Oregon Transportation Plan (OTP), the state's Transportation Planning Rule (TPR), the Oregon Highway Plan (OHP), and presents the investments and priorities for the Pedestrian, Bicycle, Transit, Motor Vehicle, and other transportation systems.

The TSP serves as the transportation element of the Sutherlin Comprehensive Plan. The Comprehensive Plan guides the community's land use, conservation of natural resources, economic development, and public facility investment. It establishes roadway classifications and standards for mobility performance, access management, and streets designs. It also identifies multimodal improvements to address the city's transportation needs over the next 20 years.

Sutherlin's last TSP was prepared and adopted in 2005. Since then, Sutherlin has experienced steady residential growth in the west and southeast portions of the City while recent land use and UGB modifications were adopted that will potentially accommodate more significant levels of growth in areas with multi-modal infrastructure needs.

In 2009, an Interchange Area Management Plan (IAMP) plan was prepared for the Exit 136 interchange area. The IAMP is an ODOT Facility Plan adopted by the Oregon Transportation Commission (OTC) and City of Sutherlin to manage land uses and transportation facilities within the I-5 Exit 136 interchange influence area. This plan, along with several other smaller transportation planning efforts needed to be comprehensively integrated into the larger transportation plan. To address these changes, a TSP update was prepared that focuses on the following modes: Pedestrian, Bicycle, Transit, Vehicle and other modes.

PROCEDURAL FINDINGS OF FACT

1. DLCD Notice of Proposed Amendment was submitted electronically to the Department of Land Conservation and Development on February 11, 2020, which was at least 35 days prior to the first evidentiary public hearing on April 21, 2020.
2. Pursuant to Sections 4.2.150.D.4 and 4.2.140.C, notice of the public hearing was given by publication in the News Review on March 3, 2020, which was at least fourteen (14) days prior to the date of the public hearing.
3. Notice of a Public Hearing for the Comprehensive Plan Amendment to update the 2005 Transportation System Plan and an amendment to the Sutherlin Development Code, before the Planning Commission was given in accordance with Sections 4.2.150.D.4 and 4.2.140.C. Notice was sent to service providers, and governmental agencies on February 24, 2020 and April 1, 2020, due to the COVID-19 cancellation. As of the writing of the planning commission's staff report, two comments were received:
 - a. Tom Guevara, Oregon Department of Transportation (ODOT) Region 3, submitted a letter finding that the 2020 TSP Update is consistent with the Oregon Transportation Plan and Statewide Modal and Topic Plan with minor text changes, based on the collaborative work between ODOT, City of Sutherlin and the consultants Kittelson & Associates. It also advises that ODOT's participation in the development of the TSP Update does not constitute a commitment to fund and/or construct projects on State facilities as outlined in the letter.
 - b. Jevra Brown, Department of State Lands, Aquatic Resource Planner, submitted an email stating *"If you/The City have questions about planning around aquatic resources, please contact me, or continue to work with other DSL staff if you already are. Sutherlin has a Local Wetlands Inventory. Keep in mind that the age of the inventory indicates that the goal boundary accuracy was +/- 25 feet and boundaries may have changed in the intervening 19 years since the inventory was finalized. If the TSP includes areas outside of the LWI study area then use the updated SWI for those areas."*

The Planning Commission held a public hearing on this matter on April 21, 2020.

At the public hearing on April 21, 2020, there were no declarations of exparte contact or other conflicts of interest made by the Planning Commission. No objections were raised and the Commission was qualified to hear the matter.

The Planning Commission provided opportunity to receive oral testimony from persons in support, opposition or neutral of the application.

The Planning Commission closed the public portion of the hearing and commenced discussion on the application. A motion was made by Commissioner Davidson and seconded by Commissioner Price to recommend approval of the request for legislative amendment to the Sutherlin Comprehensive Plan and an Amendment to the Sutherlin Development Code to be consistent with the 2020 TSP, to City Council. The motion passed unanimously, adopting the findings of the Staff Report.

Based upon the foregoing findings of fact and the written comments provided, the Sutherlin Planning

Commission recommended to the City Council the ADOPTION of the requested Comprehensive Plan Amendment, and amendments to the Sutherlin Development Code.

Notice of Public Hearing on the application for the Comprehensive Plan Amendment and Amendment to the Sutherlin Development Code before the City Council was provided in accordance with Section 4.2.150. Notice was sent to affected service providers and governmental agencies on April 22, 2020, which was at least twenty (20) days prior to the second evidentiary hearing.

Following this Staff Report, City Council should accept new public comment, close the public hearing and deliberate to a decision. Council will then have the first reading of the ordinance adopting the 2020 Transportation System Plan, amending the Comprehensive Plan and Sutherlin Development Code.

OPTIONS

1. Close the public hearing, approve the 2020 Transportation System Plan, amending the Comprehensive Plan and Sutherlin Development Code, or
2. Close the public hearing, deny the 2020 Transportation System Plan, amending the Comprehensive Plan and Sutherlin Development Code.

SUGGESTED MOTION(S)

Close the public hearing, approve the 2020 Transportation System Plan, amending the Comprehensive Plan and Sutherlin Development Code.

BEFORE THE PLANNING COMMISSION OF THE CITY OF SUTHERLIN

IN THE MATTER of a legislative action by the
City of Sutherlin amending the
TRANSPORTATION SYSTEM PLAN (TSP)
MASTER PLAN, and the Sutherlin
Development Code to be consistent with the
2020 TSP. **PLANNING DEPARTMENT**
FILE NO. 20-S003.

] **FINDINGS OF FACT AND DECISION**
] Applicant: City of Sutherlin
] Re: Comprehensive Plan Amendment
] File No.: 20-S003
]
]
]

NATURE OF APPLICATION

In accordance with state statutes and administrative rules contained in OAR 660-015-0000(12), which requires jurisdictions maintain a Transportation Element within the local Comprehensive Plan consistent with the guidelines of Goal 12 and the State Transportation Planning Rule (TRP). The City has initiated a legislative amendment to the Comprehensive Plan in order to adopt the updated Transportation System Plan to maintain consistency with Goal 12 of the Statewide Planning Goals and the TPR.

PUBLIC HEARING

A public hearing was held on the application before the Sutherlin Planning Commission on April 21, 2020. At that hearing the Planning Commission reviewed Land Use File 20-S003 and it was made part of the record.

FINDINGS OF FACT

Existing Conditions

1. The Planning Commission takes official notice of the Sutherlin Comprehensive Plan, dated 1991.
2. Pursuant to Section 4.2.140.C.b of the Sutherlin Development Code, notice of the public hearing was given by publication in a newspaper of general circulation in the City 14 days prior to the public hearing.
3. The proposal consists of amending the Transportation System Plan, which serves as the Transportation Element of the Sutherlin Comprehensive Plan.
4. The purpose of the Transportation System Plan amendment is to adequately reflect the future transportation needs and fulfill the requirements of the Transportation Planning Rule (TPR) for the next 20 years.

Proposal

The City proposes a legislative amendment to the Transportation Element of the Comprehensive Plan through adoption of the Transportation System Plan.

Agency Comments

Two agency comments were received:

- a. Tom Guevara, Oregon Department of Transportation (ODOT) Region 3, submitted a letter finding that the 2020 TSP Update is consistent with the Oregon Transportation Plan and Statewide Modal and Topic Plan with minor text changes, based on the collaborative work between ODOT, City of Sutherlin and the consultants Kittelson & Associates. It also advises that ODOT's participation in the development of the TSP Update does not constitute a commitment to fund and/or construct projects on State facilities as outlined in the letter.
- b. Jevra Brown, Department of State Lands, Aquatic Resource Planner, submitted an email stating *"If you/The City have questions about planning around aquatic resources, please contact me, or continue to work with other DSL staff if you already are. Sutherlin has a Local Wetlands Inventory. Keep in mind that the age of the inventory indicates that the goal boundary accuracy was +/- 25 feet and boundaries may have changed in the intervening 19 years since the inventory was finalized. If the TSP includes areas outside of the LWI study area then use the updated SWI for those areas."*

Public Comments

No written comments have been submitted

Procedural

Comprehensive Plan Amendments are required to satisfy approval criteria contained within Sutherlin Development Code, Section 4.11.

Review Criteria

Pursuant to Sutherlin Development Code, Section 4.11 the following criteria must be demonstrated as being satisfied by the application for approval of the Comprehensive Plan Amendment:

- a. That the amendment complies with the Statewide Planning Goals adopted by the Land Conservation and Development Commission, pursuant to ORS 197.240, or as revised pursuant to ORS 197.245.
1. The following Statewide Planning Goals have been considered by the City of Sutherlin in the formation of the language contained within this request:

Citizen Involvement (Goal 1)

Objective: *To develop a citizen involvement program that insures the opportunity for citizens to be involved in all phases of the planning process.*

Finding: This application complies with the citizen involvement and environmental justice processes, included in the City's acknowledged Comprehensive Plan and Development Code, which is consistent with Statewide Planning Goal 1. The Planning Commission and City Council will hold public hearings on the proposal prior to adopting the TSP and

amendments to the Comprehensive Plan and Land Development Code. Notice of the proposal and hearings was published in the local newspaper on March 3, 2020. The proposal was mailed to the Department of Land Conservation and Development on February 11, 2020, in advance of the March 17, 2020 Planning Commission hearing.

As noted above, opportunities for public involvement and environmental justice were made available throughout the TSP update process. The opportunities consisted of a kick-off meeting and site visit, web-based communications about upcoming committee meetings and the project website. The project team met with the PAC five (5) times throughout the TSP update process and held two public open houses. Each PAC meeting was open to the general public. The goal of the public involvement process was to develop a TSP Update that addressed the gaps and deficiencies in the transportation system while meeting the needs of the community.

This application process complies with Title VI, stating that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity.

Land Use Planning (Goal 2)

Objective: To establish a land use planning process and policy framework as a basis for all decision and actions related to use of land and to assure an adequate factual base for such decisions and actions.

Finding: Planning staff submitted electronic notice to the Department of Land Conservation and Development on February 11, 2020, which was at least 35 days prior to the first evidentiary public hearing on April 21, 2020. The proposal is to adopt the 2020 Transportation System Plan, and to amend the Comprehensive Plan and Development Code, consistent with the City's regulations regarding legislative land use decisions. Legislative decisions first require a Planning Commission recommendation to the City Council, which then makes a decision based on stated findings. The Planning Commission and City Council hearings are open to the public. The Planning Commission hearing is scheduled for April 21, 2020, and City Council hearing will be held on May 11, 2020. This action complies with Goal 2.

Economic Development (Goal 9)

Objective: To provide adequate opportunities throughout the state for a variety of economic activities vital to the health, welfare, and prosperity of Oregon's citizens.

Finding: Multiple projects have been identified and prioritized in the financially constrained plan which, collectively, seek to improve intersections, roadways, sidewalks, and bicycle facilities near employment areas. Amendments to the Development Ordinance requires improvements with development that encourage low-cost alternative transportation, which has the potential to decrease traffic congestion on the city's streets.

Public Facilities and Services (Goal 11)

Objective: To plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development.

Finding: The TSP provides guidance for managing, operating, and improving the transportation system, a public facility providing multi-modal accessibility, through the year

2040. The TSP documents existing conditions and future needs for the City's transportation system. Proposed improvements and implementation measures have been tailored as the means to meet those future needs, primarily to improve safety and increase efficiency of existing roadways.

Proposed amendments to the Development Code include requirements for including a Transportation Impact Study (TIS) as part of a land use application. A TIS is intended to help City staff determine whether conditions are needed to protect and minimize impacts to, and preserve the intended function of transportation facilities within the City.

The TSP was guided by and developed to be consistent with current transportation goals and policies found in the Comprehensive Plan. In addition, the goals and policies are proposed to be updated to reflect the project goals and objectives.

Transportation (Goal 12)

Objective: To provide and encourage a safe, convenient and economic transportation system.

Finding: The TSP provides a comprehensive, long-term guide for City transportation improvement investments over a 20-year period. The TSP's multi-modal, network-wide approach, prioritizes projects which benefit driving, bicycling, walking, and transit use. Multiple projects would improve connectivity, safety, and mobility for drivers within the City. More numerous are projects that benefit non-motorized modes, including sidewalk and crossing projects to create seamless connections for pedestrians throughout the City and biking projects for creating an integrated network of bicycle lanes and marked on-street routes. Transit projects are identified that would enhance the quality and convenience for transit passengers.

In addition, transportation-related amendments to the Comprehensive Plan and Development Code will increase the City's ability to implement the TSP. Amendments to the Comprehensive Plan include goals and policies that will guide future land-use decisions, and which reflect the project goals and objectives, which were collaboratively developed through the TSP update process. Amendments to the Development Code provide additional standards to promote pedestrian and bicycle circulation, requirements for traffic impact studies, and ensure future amendments to the Comprehensive Plan, Development Code, or Zoning Map are consistent with the function and classification of roadways in the TSP.

Statewide Planning Goals 3-8, 10, and 13-19 are not applicable to this application.

2. The following Statutes, Rules, Comprehensive Plan Provisions and Implementing Ordinances have been considered by the City of Sutherlin in the formation of the language contained within this request:

OAR 660 Division 12 – Transportation Planning Rule (TPR):

The purpose of the TPR is to "implement Statewide Planning Goal 12 (Transportation) and promote the development of safe, convenient, and economic transportation systems that are designed to reduce reliance on the automobile so that the air pollution, traffic, and other livability problems face by urban areas in other parts of the country might be avoided." A

major purpose of the TPR is to promote more careful coordination of land use and transportation planning, to ensure that planned land uses are supported by and consistent with planned transportation facilities and improvements.

660-012-0005 through 660-012-0055

These sections of the TPR contain policies for preparing and implementing a transportation system plan.

Finding: The 2020 TSP includes sections on existing conditions, future conditions, roadway classifications and corresponding standards, recommended improvements by mode, and a general funding plan as required by Section 660-012-0020 of the TPR. The TSP is a collection of current inventory, forecasts, past and current project ideas, decisions, and standards, which were developed collaboratively among various public agencies, the community, an advisory committee, and the project management team which consisted of City staff, ODOT, and consultants.

Updated transportation standards and development regulations are proposed to ensure future development or redevelopment of property is consistent with the TSP. Standards and regulations include functional classifications with associated street design and access spacing standards.

Elements of the TSP are implemented in the requirements of Sutherlin's Development Code. The code regulates land uses and development within City limits and implements the long-range vision of the Comprehensive Plan, of which the TSP is part. Proposed amendments to the Development Code are intended to protect the design and function of the transportation network, modify parking standards to include walkways and promote walking, and increase coordination among agencies (see full text of proposed amendments to the Development Code). Amendments are proposed in the following sections:

- Section 3.2.110 – Vehicular Access and Circulation
- Section 3.2.120 – Pedestrian Access and Circulation
- Section 3.4.120 – Vehicle Parking Standards
- Section 3.5.110 – Transportation Standards
- Section 4.2.140 – Type III Procedure
- Section 4.2.150 – Type IV Procedure
- Section 4.2.160 – General Provisions

Goals and Policies from the Sutherlin Comprehensive Plan

Finding: The 2020 Sutherlin TSP is intended to be adopted as the transportation element of the Sutherlin Comprehensive Plan. Transportation Goals and Policies within the Comprehensive Plan are proposed to be replaced entirely with the recommended Goals and Policies. The recommended amendments reflect issues identified through the TSP update and the need for consistency between the TSP and Comprehensive Plan. The City's existing transportation policies were adopted in the 2005 TSP. New language is principally based on the draft TSP, however existing policies relevant to the TSP and City have been incorporated into the proposed language. Proposed policies also support related modifications to the Sutherlin Development Code.

Sutherlin Development Code – Section 4.11 AMENDMENTS TO THE SUTHERLIN DEVELOPMENT CODE

Section 4.11.110(C) APPROVAL PROCEDURES

C. Approval Criteria. The planning commission's recommendation and the city council's decision shall be based on the following approval criteria.

1. For a proposed amendment to the city's development code, the proposed amendment is consistent with applicable provisions of the comprehensive plan, including inventory documents and facility plans incorporated therein.
2. For a proposed amendment to a land use plan's text or map:
 - a. The proposed amendment is consistent with applicable statewide planning goals as adopted by the Land Conservation and Development Commission

Finding: The Planning Commission's recommendations and the City Council's decisions are based on applicable statewide planning goals and guidelines, federal and state statutes and rules, Comprehensive Plan policies, and provisions of the Sutherlin Development Code, as detailed in the findings.


The 2020 Sutherlin TSP is consistent with the remainder of the comprehensive plan, including inventory documents and facility plans incorporated therein.

CONCLUSION

Based on the above findings, the Planning Commission concludes that the legislative amendment meets the criteria for approval in the Sutherlin Development Code Section 4.11.

NOW, THEREFORE, based upon the foregoing findings of fact and testimony provided, the Sutherlin Planning Commission recommends APPROVAL of the request for a legislative amendment to the Sutherlin Comprehensive Plan and an amendment to the Sutherlin Development Code to be consistent with the 2020 TSP to the City Council.

DATED THE 21ST DAY OF APRIL, 2020.


William Lee, CHAIR



DRAFT TRANSPORTATION SYSTEM PLAN

Date:	February 11, 2020	Project #: 22498
To:	Kristi Gilbert, Jamie Chartier, Brian Elliott, City of Sutherlin Thomas Guevara, Oregon Department of Transportation	
From:	Matt Hughart, AICP, Nick Gross, and Caitlin Mildner, Kittelson & Associates, Inc.	
Project:	Sutherlin Transportation System Plan (TSP) Update	
Subject:	Draft – Transportation System Plan – Volume I	

Note: This is a temporary Cover Page created for the purposes of distributing this draft of the Sutherlin Transportation System Plan. A formal Cover Page will be developed following internal review and refinement of the draft.

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SUTHERLIN TRANSPORTATION SYSTEM PLAN

DRAFT, January 2020



City of Sutherlin

126 E. Central Avenue
Sutherlin, Oregon 97479

Production and Technical Support Provided by:

Kittelson & Associates, Inc.

851 SW 6th Avenue, Suite 600
Portland, Oregon 97204

Angelo Planning Group

921 SW Washington Street, #468
Portland, Oregon 97205

This project is partially funded by a grant from the Transportation and Growth Management ("TGM") Program, a joint program of the Oregon Department of Transportation and Department of Land Conservation and Development. This TGM grant is financed, in part, by federal Fixing America's Surface Transportation Act (FAST Act), Federal Transit Administration, and State of Oregon funds.

The inclusion of an improvement in this Transportation System Plan does not represent a commitment by the City of Sutherlin or Oregon Department of Transportation to fund, allow, or construct the project. Projects on the State of Oregon highway system that are contained in the TSP Update are not considered "planned" projects until they are programmed into the STIP. As such, projects in the TSP Update that are located on state highways cannot be considered for future development or land use actions until they are programmed into the STIP, or ODOT provides a written statement that a project is "reasonably likely" to be funded in the STIP. State highway projects that are programmed to be constructed may have to be altered or cancelled at a later time to meet changing budgets or unanticipated conditions such as environmental constraints. The contents of this document do not necessarily reflect views or policies of the State of Oregon.

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ACKNOWLEDGEMENTS

The development of the Sutherlin Transportation System Plan (TSP) was guided by the Project Management Team (PMT) and a volunteer Project Advisory Committee (PAC). The City of Sutherlin would like to thank each of these individuals who devoted their time, expertise, and local insight into the development of the plan.

PROJECT MANAGEMENT TEAM

City of Sutherlin

- ▶ Kristi Gilbert, Community Development Supervisor
- ▶ Jamie Chartier, City Planner
- ▶ Brian Elliott, Community Development Director
- ▶ Aaron Swan, Public Works Director

Oregon Transportation of Transportation

- ▶ Thomas Guevara, Jr., Contract Manager

PROJECT ADVISORY COMMITTEE (PAC)

- | | |
|------------------|-------------------|
| ▶ Wendy Fennell | ▶ Joshua Heacock |
| ▶ Tom Boggs | ▶ Cheryl Cheas |
| ▶ Richard Price | ▶ Josh LeBomard |
| ▶ Kurt Sorenson | ▶ Tami Trowbridge |
| ▶ Mike Lane | ▶ Grant Fahey |
| ▶ Joshua Shaklee | ▶ Jim Houseman |

CONSULTANT TEAM

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- ▶ Matt Hughart, AICP
- ▶ Nick Gross
- ▶ Caitlin Mildner

Angelo Planning group

- ▶ Clinton "CJ" Doxsee
- ▶ Darci Rudzinski, AICP

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EXECUTIVE SUMMARY

The Sutherlin transportation system plan (TSP) is a long-range plan that sets the vision for the city's transportation system, facilities, and services to meet state, regional, and local needs for the next 20 years. The purpose of the 2020 TSP update is to address growth in Sutherlin as well as address regulatory changes that have occurred in the region since 2005. The TSP addresses compliance with new or amended federal, state, and local plans, policies, and regulations including the Oregon Transportation Plan (OTP), the state's Transportation Planning Rule (TPR), the Oregon Highway Plan (OHP), and presents the investments and priorities for the Pedestrian, Bicycle, Transit, Motor Vehicle, and other transportation systems.

TSP ORGANIZATION

The Sutherlin TSP is comprised of the main TSP summary document (Volume I, this document) and a volume of supporting technical appendices and other supporting documentation (Volume II). Volume I is organized in the following major sections:

- ▶ Section 1 – TSP Development Process
- ▶ Section 2 – Transportation Goals and Objectives
- ▶ Section 3 – Transportation Improvement Projects Overview
- ▶ Section 4 – Pedestrian System
- ▶ Section 5 – Bicycle System
- ▶ Section 6 – Transit System
- ▶ Section 7 – Motor Vehicle System
- ▶ Section 8 – Other Travel Modes
- ▶ Section 9 – Funding and Implementation

PLANNED TRANSPORTATION IMPROVEMENTS

Planned transportation improvements were developed with a focus on creating a balanced system capable of providing travel options for a wide variety of needs and users. The list of recommended projects was prioritized using guidance provided by the project goals and objectives and with input from technical experts, Sutherlin planning staff, City Engineer of Record, community stakeholders, and interested citizens.

Transportation improvement projects were developed for all of the major travel modes within Sutherlin. The project list is composed of three main project categories:

- ▶ Financially Constrained Projects - The highest priority projects that could potentially be constructed with anticipated funding over the next 20 years.
- ▶ Tier 2 Projects – Projects that have measurable transportation value, but due to funding constraints, are unable to be included in the Financially Constrained list. Should new or additional funding sources become available, the Tier 2 projects will warrant consideration for implementation.
- ▶ Tier 3 (Aspirational Projects) – Projects that would provide local or regional circulation value, but have project costs that significantly exceed known funding capabilities, have major implementation questions, or require further engineering evaluation beyond the planning depths of a typical TSP.

Table 1 and **Figure 1** summarize the improvement details for the highest priority (Financially Constrained) projects including improvement type, location, description, planning level cost estimate, and potential funding source. All other Tier 2 and Tier 3 (Aspirational Projects) are summarized in the individual modal plans of the TSP.

Table 1: Financially Constrained Project List

Project ID	Improvement Type	Location	Project Cost (2020 \$) ³	Funding Source ⁵
T1	New Transit Routes	Western Sutherlin (Preliminary Route Shown)	\$25,000	City/UPTD
	Explore opportunities to provide new transit service in Western Sutherlin through collaboration with Douglas County Transportation District. This project should be coupled with T2.			
T2	Transit Stop Enhancements	Existing Transit Stops/Location Varies	\$200,000	City/UPTD
	Improve station amenities by adding benches, signage, lighting, garbage cans, and transit maps. Project cost assumes amenities upgrades at all eight (8) existing transit stops.			
T3	New Transit Stops	Western Sutherlin	\$25,000	City/UPTD
	Explore opportunities to provide new transit stops in Western Sutherlin through collaboration with Douglas County Transportation District. New transit stop locations should be based on future identified transit routes. This project should be coupled with project T1 .			
SC1	Street Connectivity	Duke Avenue	\$880,000	City
	Extend Duke Avenue east to create a new connection between Hawthorne Street and Taylor Street.			
SC2	Street Connectivity	Fourth Avenue Extension	\$1,035,000	City
	Extend Fourth Avenue to the west connecting to W Sixth Avenue.			
SC3	Street Connectivity	Robinson Street Extension	\$830,000	State/City
	Extend Robinson Street to the west and south to connect to Myrtle Street.			
R1	Segment Enhancement	W Sixth Avenue	\$2,930,000	City
	Widen and reconstruct roadway from N Comstock to N State Street to meet Collector Street typical cross section.			
R2	Segment Enhancement	E Fourth Avenue – West	\$2,170,000	City
	Reconstruct the E Fourth Street to a full Collector Standard from N State Street to Mardonna Way			
R3	Segment Enhancement	Mardonna Way	\$360,000	City
	Reconstruct Mardonna Way from E Fourth Avenue to Central Avenue to meet Collector Street typical cross section.			

Table 1: Financially Constrained Project List

Project ID	Improvement Type	Location	Project Cost (2020 \$) ³	Funding Source ⁵
R4	Segment Enhancement	Waite Street ²	\$2,700,000	City
	Widen and reconstruct roadway between Central Avenue and South Side Road to meet Collector standards.			
R5	Intersection Improvement	OR138W/Park Hill Lane	Total: \$500,000 City Match: (\$167,000)	City
	Install interim traffic signal at the OR138W/Park Hill Lane intersection until full Exit 136 IAMP improvements are implemented.			
R6	Intersection Improvement	OR138W/Dakota Street	Total: \$500,000 City Match: (\$167,000)	City
	Install traffic signal at the OR138W/Dakota Street intersection as envisioned in the larger Exit 136 IAMP.			
R7	Segment Enhancement	OR138W	Total: \$1,400,000 City Match: \$5,680,000	City
	Improve OR138W from Comstock Road to Dakota Street to a Major Arterial standard.			
SC1	Street Connectivity	Duke Avenue	\$880,000	City
	Extend Duke Avenue east to create a new connection between Hawthorne Street and Taylor Street			
SC2	Street Connectivity	Fourth Avenue Extension	\$1,035,000	City
	Extend Fourth Avenue to the west connecting to W Sixth Avenue.			
SC3	Street Connectivity	Robinson Street	\$830,000	City
	Extend Myrtle Street to the north and east to connect to N Comstock Road, perpendicular to Robinson Street			
S1	Signing and Striping	S Calapooia Street/Exit 135 Connector	\$25,000	City
	Install "Yield" signage and striping on the southbound right-turn lane.			

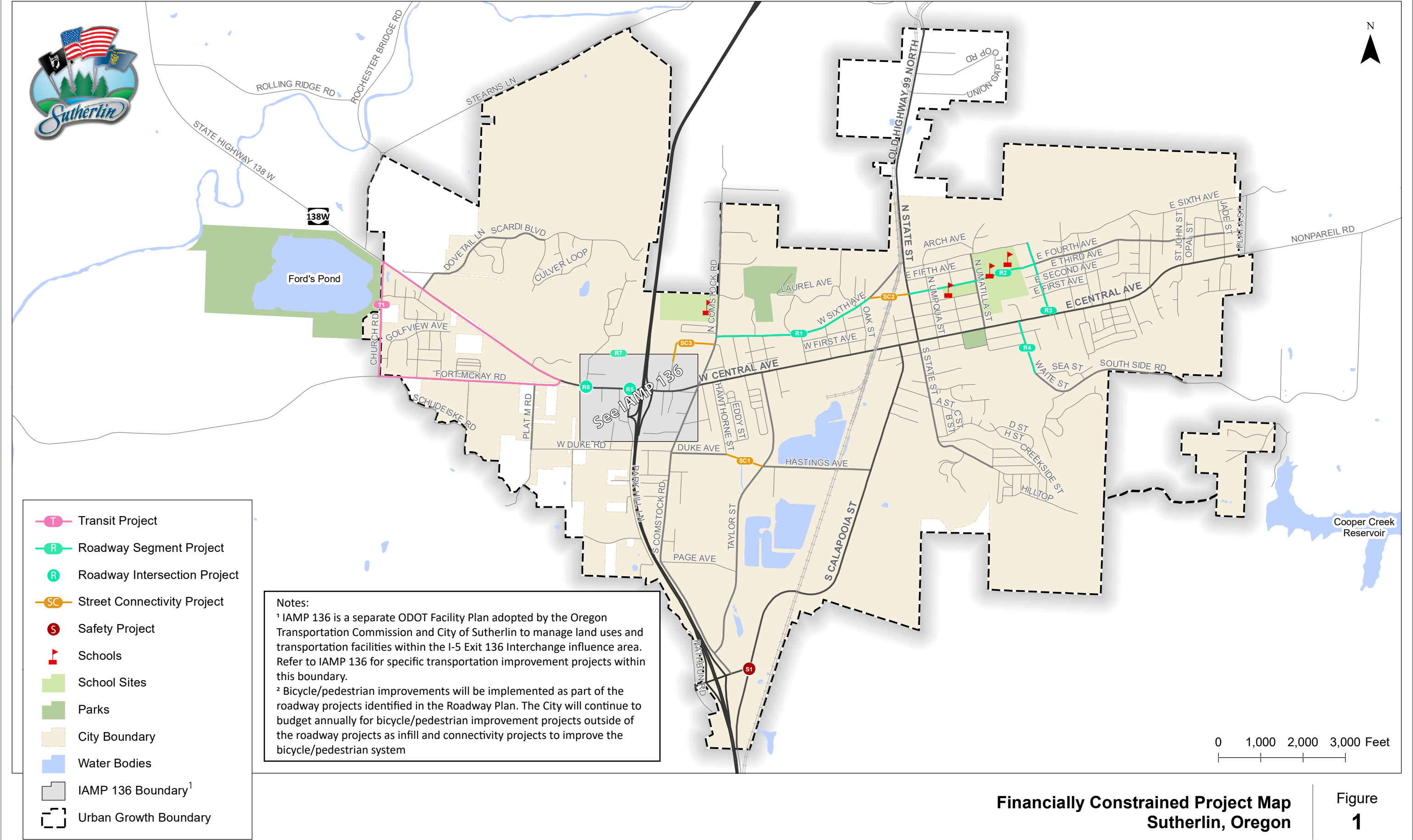
¹ The installation of an enhanced crossing must be supported by an engineering investigation and evaluated to determine the appropriate level of crosswalk enhancement for the specific location.

² Project identified in current City's Capital Improvement Plan.

³ Project Costs are Planning Level Cost Estimates that do not include costs for Right-of-Way acquisitions and/or environmental mitigation. Future project design will need to estimate these additional project costs.

Note. Funding Sources: City = City of Sutherlin; UPTD = Umpqua Public Transportation District; State = Oregon Department of Transportation.

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OVERVIEW OF SUTHERLIN IN 2020

The City of Sutherlin, incorporated in 1911, is located in central Douglas County, and is home to a population of approximately 8,235¹ people. The City's median age is 44.8 years, and nearly a quarter of the population 65 years of age or older. Sutherlin covers a total area of just over six square miles and is arranged generally east to west along OR 138 W (Elkton-Sutherlin Highway) and Central Avenue. The City is located approximately 14 miles north of the City of Roseburg.

Sutherlin is located in a valley between the Cascade Mountains and the Coast Range, with an average elevation of 518 feet above sea level. Sutherlin has a mild climate that is ideal for forestry and agriculture. The city's climate and rich nature and wildlife supply attract tourists interested in nature, hunting, and fishing. The city's commercial district is concentrated along West Central Avenue, an east-west roadway that bisects the city.



Sutherlin straddles Interstate 5 (I-5), and interchanges 135 and 136 are within the city limits. Traveling to and from Sutherlin is most commonly achieved along I-5, Oregon (OR) 138W, or OR 99. OR 138 W (Elkton-Sutherlin Highway) travels east-west and connects to the western edge of the city limits whereas I-5 and OR 99 travel north-south through the heart of the city.

Figure 2 illustrates the study area for the TSP update.

Sutherlin's local street network is bisected by OR 138 W (Elkton-Sutherlin Highway) / W Central Avenue. Commercial development predominately exists along W Central Avenue. Sutherlin's residential areas are found north and south of OR 138 W (Elkton-Sutherlin Highway) / W Central Avenue. East-west travel within Sutherlin is somewhat limited and constrained to OR 138 W (Elkton-Sutherlin Highway) / W Central Avenue. This roadway serves east-west connectivity across the I-5 barrier. Additionally, hilly terrain limits east-west connectivity options through Sutherlin. North-south travel within Sutherlin utilizes OR 99 and Comstock Road, connecting Sutherlin to its northern neighboring city of Oakland.

¹ Portland State University Estimate, December 2019.

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KEY DESTINATIONS & ACTIVITY CENTERS

Key destinations and activity centers are locations of daily needs and services that the residents of Sutherlin rely on. Accessing these locations should be achievable and convenient through the multimodal options of walking, biking, taking transit, and driving. Below is a list of the types of key destinations and activities centers defined through collaboration with the PAC and community within Sutherlin.

- ▶ Retail Center
- ▶ Place(s) of Worship
- ▶ Sutherlin – Oakland Emergency Pantry
- ▶ Community Center
- ▶ Community Resource Center
- ▶ Fire Department
- ▶ Health Clinic
- ▶ Umpqua Community Health Center
- ▶ City Hall
- ▶ Library
- ▶ Post Office

DEMOGRAPHICS

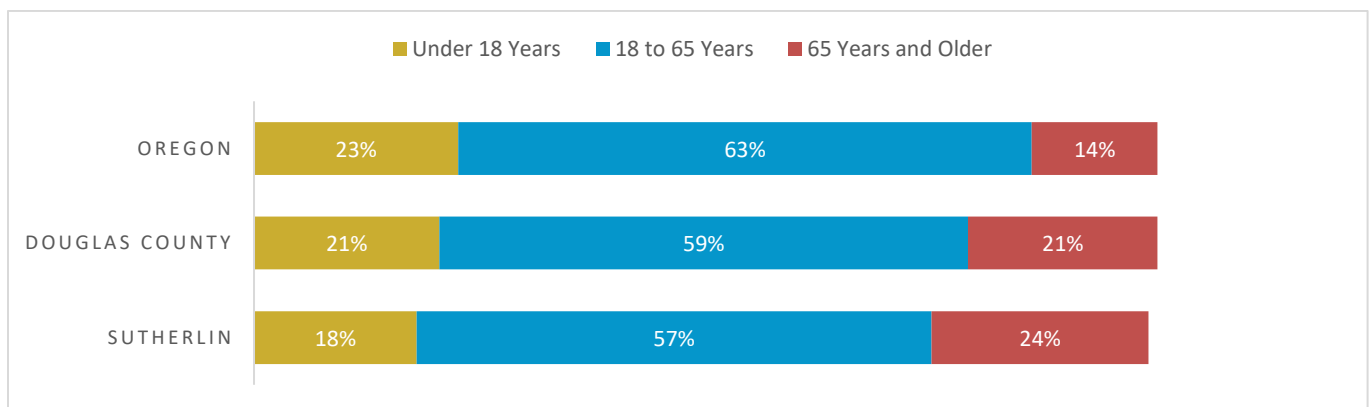
Understanding Sutherlin's demographics have a significant influence on the needs of the transportation system. Where people live, work, and play all contribute to the unique needs of Sutherlin's transportation system. How people move throughout Sutherlin is influenced by age, employment and dependent on socioeconomics. Federal law requires agencies undertaking federal projects to identify low-income and minority populations, assess whether high and adverse human health or environmental impacts would result from plan alternatives, and ensure participation of low-income and minority populations in the transportation decision making process.

Sutherlin's population is approximately 8,235² residents. The majority of these residents work outside the City. Approximately 2,546 residents of Sutherlin work outside the City and 1,302 employees live outside Sutherlin but work within its city limits. Only 507 residents of Sutherlin reported living and working within the city limits³.

Age

Age is an important attribute in planning for a transportation system that meets the needs of all users. Elderly residents are less likely to drive and may be more dependent on public transit, whereas most elementary and middle school children are dependent on walking, biking, and other forms of active transportation. **Exhibit 1** summarizes Sutherlin's age distribution as it related to Douglas County and State averages.

Exhibit 1: Elderly and Youth Population, City of Sutherlin, 2010 Decennial Census



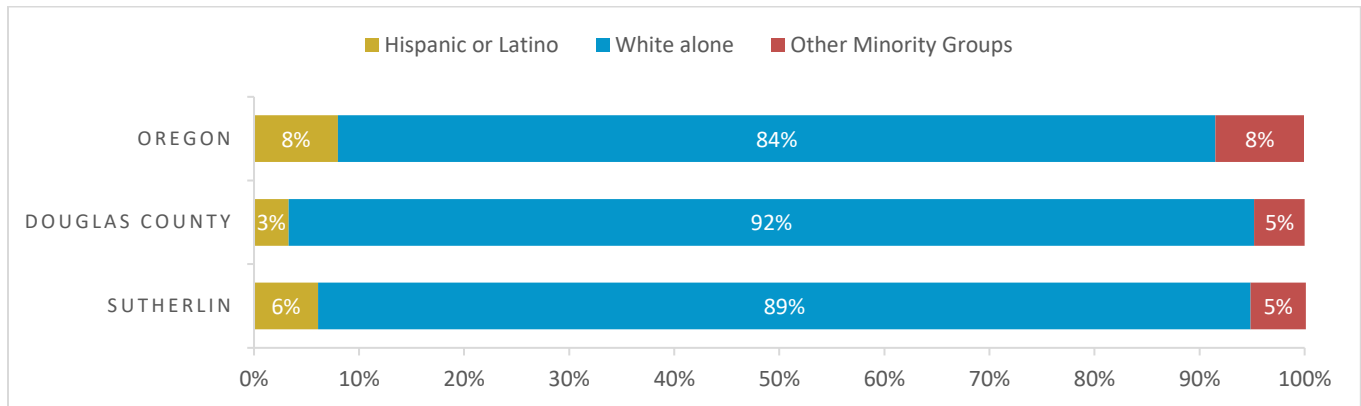
² Portland State University Estimate, December 2019

³ According to 2017 Census on the Map Employment Statistics

Minority Population

Overall, Sutherlin's portion of minority population is lower compared to the State – 11 percent compared to over 16 percent. However, compared to the County, Sutherlin has a relatively high share of minority populations, particularly among Hispanic and American Indian groups. **Exhibit 2** provide a summary of minority populations for the State of Oregon, Douglas County, and the City of Sutherlin. There are multiple areas with high concentrations of minority groups. Among the areas with a minority population greater than 50 percent, only the location S State Street has a high total population of people within the Census Block. Other notable areas with high concentrations of minorities are located near the schools on E Fourth Avenue, near the intersection of N Comstock Avenue and W Sixth Avenue, and in the Dawn Rey Mobile Park located off W Central Avenue.

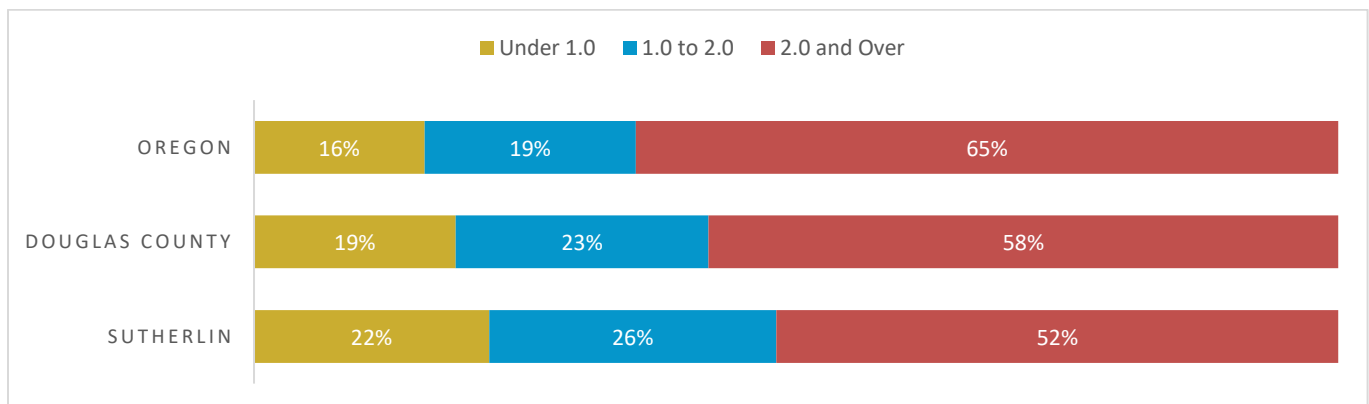
Exhibit 2: Race/Ethnicity, City of Sutherlin, 2010 Decennial Census



Low-Income Population

Poverty statistics shown in **Exhibit 3** are derived from American Community Survey 5-year data samples. Almost half of the population of Sutherlin – 48 percent – earn an income that is less than two-times the Federal Poverty Level (FPL)⁴. The percentage of Sutherlin's population earning less than two-times the FPL is higher compared to Douglas County (42 percent) and the state (35 percent). The largest concentration of low-income population is generally located in the southern portion of the city, between Central Avenue and the southern UGB. Only a portion of this area is zoned for residential, which limits the possible locations of low-income populations to areas closer to Central Avenue and S Comstock Road, or in the Timber Valley SKP Park located off S State Street. A portion of the low-income population is also located in the northern-most part of the city.

Exhibit 3: Ratio of Income to Poverty, City of Sutherlin, 2015 5-Year American Community Survey



⁴ Many researchers consider the FPL to be too low to accurately represent income levels necessary for self-sufficiency; thus, using two-times the FPL may be a more accurate measure of income sufficiency.

TSP DEVELOPMENT PROCESS

WHAT IS THE SUTHERLIN TSP?

A TSP is the long-term vision for transportation system investments. A TSP establishes the framework for all modes of travel: pedestrian, bicycle, transit, vehicle, freight, air, water, rail, and pipeline.

The Sutherlin TSP serves as an opportunity to build upon the community's values and highlight what makes Sutherlin a great place to live, work, and play. The Sutherlin TSP contains goals, objectives, projects, and implementation guidelines needed to provide mobility for all users, now and in the future. The TSP examines the existing transportation system conditions and forecasts transportation system needs over the next 20 years based on growth in the city and surrounding communities. Elements of the TSP can be implemented by agencies (city, state, or federal) as well as private developers.

WHY UPDATE THE CURRENT TSP?

Sutherlin's last TSP was prepared and adopted in 2005. Since then, Sutherlin has experienced steady residential growth in the west and southeast portions of the City while recent land use and UGB modifications were adopted that will potentially accommodate more significant levels of growth in areas with multi-modal infrastructure needs. In 2009, an Interchange Area Management Plan (IAMP) plan was prepared for the Exit 136 interchange area. The IAMP is an ODOT Facility Plan adopted by the Oregon Transportation Commission (OTC) and City of Sutherlin to manage land uses and transportation facilities within the I-5 Exit 136 interchange influence area. This plan, along with several other smaller transportation planning efforts needed to be comprehensively integrated into the larger transportation plan. To address these changes, a TSP update was prepared that focuses on the following modes:



The TSP serves as the transportation element of the Sutherlin Comprehensive Plan. The Comprehensive Plan guides the community's land use, conservation of natural resources, economic development, and public facility investment.

TSP UPDATE PROCESS

The TSP update process began with a review of local, regional, and statewide plans and policies that guide land use and transportation planning in the City. Goals, objectives, and evaluation criteria were then developed to guide the evaluation of existing and future transportation system conditions as well as the development of planned improvements. An inventory of the multimodal transportation system was then conducted to serve as the basis for the existing and future conditions analyses. The existing and future conditions analyses focused on identifying gaps and deficiencies in the multimodal transportation system based on current and forecast future performance. For each gap and deficiency, several solutions were evaluated to address the system needs. This process led to the development of a large number of plans, programs, and projects. The plans, programs, and projects were then prioritized using the project evaluation criteria and organized into different prioritized project lists.

PROJECT ADVISORY COMMITTEE

The TSP Update was developed in close coordination with city staff along with key stakeholders and representatives from the community including the project advisory committee (PAC). The makeup of the PAC consisted of representatives from the City of Sutherlin Community Development Department, Douglas County Planning Department and Public Works Engineering Department, Oregon Department of Transportation (ODOT), Umpqua Public Transportation District (UPTD), Sutherlin School District, Sutherlin City Council, Sutherlin Planning Commission, Sutherlin Police Department, Sutherlin Fire Department, Oregon Department of Land Conservation and Development, Sutherlin Area Chamber of Commerce, Sutherlin Sanitary Service, Friends of Ford's Pond, and Cow Creek Tribe. The PAC provided technical guidance and coordination throughout the project, reviewed and provided feedback on technical memorandums, and attending community meetings and workshops.

PUBLIC INVOLVEMENT SUMMARY

Opportunities for public involvement were made available throughout the TSP update process. The opportunities consisted of a kick-off meeting and site visit, web-based communications about upcoming committee meetings and the project website (https://www.ci.sutherlin.or.us/news_detail_T3_R228.php). The project team met with the PAC five (5) times throughout the TSP update process and held two public open houses. Each PAC meeting was open to the general public. The goal of the public involvement process was to develop a TSP Update that addressed the gaps and deficiencies in the transportation system while meeting the needs of the community.



TRANSPORTATION GOALS AND OBJECTIVES

The project team in collaboration with the PAC developed goals and objectives for the TSP update to help guide the review and documentation of existing and future transportation system needs, the development and evaluation of potential solutions to address the needs, and the selection and prioritization of preferred solutions for inclusion in the TSP update. The goals and objectives also inform recommendations for policy language that will serve as guidance for future land use decision making, such as approval criteria related to zone change and comprehensive plan amendments.

The goals and objectives for the Sutherlin TSP update are based on an evaluation of the existing goals and policies in the 2005 Sutherlin TSP and 1990 Comprehensive Plan. The updated goals provide direction for where the City would like to go, while the updated objectives provide a more detailed breakdown of the goals with specific outcomes the City desires to achieve. In order to ensure compliance with the Transportation Planning Rule (TPR) and other state, regional, and local planning requirements, the goals and objectives presented below tend to favor improvements in active transportation facilities and services over capacity improvements. It is assumed that adoption of the TSP update will result in changes to the 1990 – 1991 Comprehensive Plan, including an update to the goals and policies related to transportation.

Goal 1: Safety

Provide a transportation system that enhances the safety and security of all transportation modes.

- ▶ Promote transportation safety through a comprehensive program of engineering, education, and enforcement.
- ▶ Address existing and potential future safety issues by identifying high crash locations and develop strategies to address those issues.
- ▶ Designate safe routes from residential areas to schools and identify transportation improvements needed to ensure the safety of Sutherlin's school children.
- ▶ Develop a safe, complete, attractive, efficient, and accessible system of pedestrian ways, bicycle ways and personal electric vehicle ways, including bike lanes, shared roadways, multi-use paths, and sidewalks.
- ▶ Use the Transportation System Plan as the legal basis and policy foundation for decisions involving transportation issues.

Goal 2: Mobility and Efficiency

Provide a balanced and efficient transportation system for all members of the community through effective transportation and land use planning.

- ▶ Reduce reliance on single occupancy vehicles by improving the quality of walking, biking, transit, and electric vehicle facilities. Identify strategies appropriate to the City of Sutherlin to help reduce vehicle miles traveled.
- ▶ Integrate transportation and land use into development ordinances to increase opportunities for multi-purposes trips.
- ▶ Manage projected travel demand consistent with community, land use, environmental, economic and livability goals.
- ▶ Manage the transportation system for adequate and efficient operations.

Goal 3: Health and Livability

Provide a transportation system that enhances the health and livability of local residents by promoting active modes of transportation.

- ▶ Enhance the livability of the Sutherlin Community through proper location and design of transportation facilities including multi-use paths to balance the needs of human use and enjoyment with resource conservation in areas identified in the Parks Master Plan and Comprehensive Plan.
- ▶ Design roadways to enhance livability by ensuring that aesthetics and landscaping are an integral part of Sutherlin's transportation system.
- ▶ Construct multi-use paths where they can be developed with satisfactory design components that address safety, security, maintainability, and acceptable uses.

Goal 4: Connectivity and Accessibility

Develop a comprehensive, multimodal transportation system that connects all members of the Sutherlin area to community destinations.

- ▶ Provide connectivity to each area of the City for convenient multi-modal access. Ensure pedestrian, bicycle, transit, and vehicle access to schools, parks, employment and recreational areas, and the Sutherlin core city area by identifying and developing improvements that address connectivity needs.
- ▶ Make better use of the southern interchange by connecting an east-west route to the southern interchange on both sides of Interstate-5.
- ▶ Identify opportunities to improve east-west travel for all modes of transportation across I-5.
- ▶ Balance the needed street function for all travel modes with adjacent land uses through the use of context-sensitive street and streetscape design techniques.
- ▶ Develop neighborhood and local connections to provide adequate circulation into and out of neighborhoods.
- ▶ Ensure that adequate access for emergency services vehicles is provided throughout the City.

Goal 5: Coordination and Integration

Ensure the local transportation system is integrated with County and State transportation systems and objectives, and with other related aspects of the community in Sutherlin, including land use planning, natural resource protection, housing, and economic development.

- ▶ Meet federal and state safety compliance standards for operation, construction, and maintenance of the rail system.
- ▶ Encourage the Central Oregon and Pacific Railroad to install railroad crossing arms with indicator lights at all railroad crossings.
- ▶ Provide safe routing of hazardous materials consistent with federal guidelines and provide for public involvement in the process.
- ▶ Engage community members and organizations in the development and design of the transportation facilities identified in the TSP.
- ▶ Work with regional and local public transportation providers to identify opportunities to expand public transportation service within the City and to surrounding communities. Encourage intercity public transportation connections for long-range public transportation. Enhance public volunteer transit system.
- ▶ Maintain access management standards for streets consistent with City, County, and State requirements to reduce conflicts between vehicles and trucks, and between vehicles, bicycles, and pedestrians. Develop access management strategies for all roadway classifications.

Goal 6: Strategic Economic Investment

Facilitate the provision of a multi-modal transport system for the efficient, safe, and competitive movement of goods and services to, from, and within the Sutherlin area.

- ▶ Construct all transportation facilities to meet the requirements of the Americans with Disabilities Act.
- ▶ Provide satisfactory levels of maintenance to the transportation system in order to preserve user safety, facility aesthetics, and the integrity of the system as a whole.
- ▶ Promote accessibility to transport modes that fulfill the needs of freight shippers.
- ▶ Strive to balance the needs of moving freight with community livability and land use decision making.
- ▶ Promote the appropriate location of freight routes and regional pipeline systems to enhance security, local service, and efficiency.
- ▶ Manage on-street parking by providing an appropriate supply and design of off-street parking facilities to promote economic vitality, neighborhood livability, efficient use of urban space, and reduced reliance on single occupancy motor vehicles.

Goal 7: Funding

Maintain a stable, flexible financial system for funding transportation improvements by working cooperatively with Federal, State, Regional, and Local governments.

- ▶ Develop a long-rang financial strategy to make needed improvements to the transportation system.
- ▶ Regularly update the City's System Development Charges, including adjusting inflation rates.
- ▶ Coordinate with all affected governmental units in the area (Douglas County, Oregon Department of Transportation, and Umpqua Public Transportation District).
- ▶ Secure adequate funding to support regional transportation, growth management, and air quality policies.
- ▶ Maintain a current capital improvement program (CIP).



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TRANSPORTATION IMPROVEMENT PROJECTS OVERVIEW

Recommended solutions were developed to be consistent with the project vision and goals and to focus on creating a balanced system able to provide travel options for a wide variety of needs and users. The list of recommended projects was prioritized using guidance provided by the project goals and objectives and with input from technical experts, Sutherlin planning staff, City Engineer of Record, community stakeholders, and interested citizens.

Transportation improvement projects were developed for all of the major travel modes within Sutherlin. The project lists are composed of three main categories:

- ▶ Financially Constrained Projects - The highest priority projects that could potentially be constructed with anticipated funding over the next 20 years.
- ▶ Tier 2 Projects – Projects that have measurable transportation value, but due to funding constraints, are unable to be included in the Financially Constrained list. Should new or additional funding sources become available, the Tier 2 projects will warrant consideration for implementation.
- ▶ Tier 3 (Aspirational Projects) – Projects that would provide local or regional circulation value, but have project costs that significantly exceed known funding capabilities, have major implementation questions, or require further engineering evaluation beyond the capabilities of a TSP.

It is recognized that the City of Sutherlin is not obligated to implement the Financially Constrained projects first. Priorities may change over time and unexpected opportunities may arise to fund particular projects. The purpose of the Financially Constrained project list is to establish reasonable expectations for the level of improvements that may occur and give preliminary direction on where funds should be allocated.



PEDESTRIAN SYSTEM

The pedestrian system in Sutherlin consists of sidewalks, multi-use paths, marked and unmarked, signalized and unsignalized pedestrian crossings. These facilities provide residents the ability to access local retail/commercial centers, recreational areas, and other land uses by foot. A safe, convenient, and continuous network of pedestrian facilities is essential to establishing a vibrant and healthy community while supporting the local economy.

PEDESTRIAN FACILITIES

Pedestrian facilities are the elements of the transportation system that enable people to walk safely and efficiently between neighborhoods, retail centers, employment areas, and transit stops. These include facilities for pedestrian movement along key roadways (e.g. sidewalks, multi-use paths, and off-street trails) and for safe roadway crossings (e.g. crosswalks, crossing beacons, pedestrian refuge islands). Each facility plays an important role in developing a comprehensive pedestrian system.

This section summarizes the pedestrian facilities that were determined to best address gaps and deficiencies in the pedestrian system and future needs. As indicated below, the most common overall need is to provide a safe and interconnected pedestrian system that encourages people to walk, especially for trips less than one-half mile in length.

Sidewalks

Sidewalks are the fundamental building blocks of the pedestrian system. They enable people to walk comfortably, conveniently, and safely from place to place. They also provide an important means of mobility for people with disabilities, families with strollers, and others who may not be able to travel on an unimproved roadside surface. Sidewalks are usually 6 to 8-feet wide and constructed from concrete. They are also frequently separated from the roadway by a curb, landscaping, and/or on-street parking. Sidewalks are widely used in urban and suburban settings. Ideally, sidewalks could be provided along both sides of the roadway; however, some areas with physical or right-of-way constraints may require that sidewalk be located on only one side. The pedestrian plan includes a significant number of projects that involve filling in the gaps and installing new sidewalks.



Multi-use Paths

Multi-use paths are paved, bi-directional, trails that can serve both pedestrians and bicyclists. Multi-use paths and trails can be constructed adjacent to roadways where the topography, right-of-way, or other issues don't allow for the construction of sidewalks and bicycle facilities. A minimum width of 10 feet is recommended for low-pedestrian/bicycle-traffic contexts; 12 to 14 feet should be considered in areas with moderate to high levels of bicycle and pedestrian traffic. Multi-use paths can be used to create longer-distance links within and between communities and provide regional connections. They play an integral role in recreation, commuting, and accessibility due to their appeal to users of all ages and skill levels.



Enhanced Pedestrian Crossings

Pedestrian crossing facilities enable pedestrians to safely and efficiently cross streets and other transportation facilities. Planning for appropriate pedestrian crossings requires the community to balance vehicular needs with providing crossing locations at desired routes for people walking. Enhanced pedestrian crossing treatments include:

- ▶ Median refuge islands
- ▶ High visibility pavement markings and signs
- ▶ Rapid rectangular flashing beacons (RRFB)
- ▶ Pedestrian Hybrid Beacons (HAWK)
- ▶ Curb extensions
- ▶ Pedestrian signals
- ▶ Pedestrian countdown heads
- ▶ Leading Pedestrian interval

The pedestrian plan includes several projects that involve enhancing pedestrian crossings. Many of the treatments listed above can be applied together at one crossing location to further alert drivers of the presence of pedestrians in the roadway.

Safe Routes to School

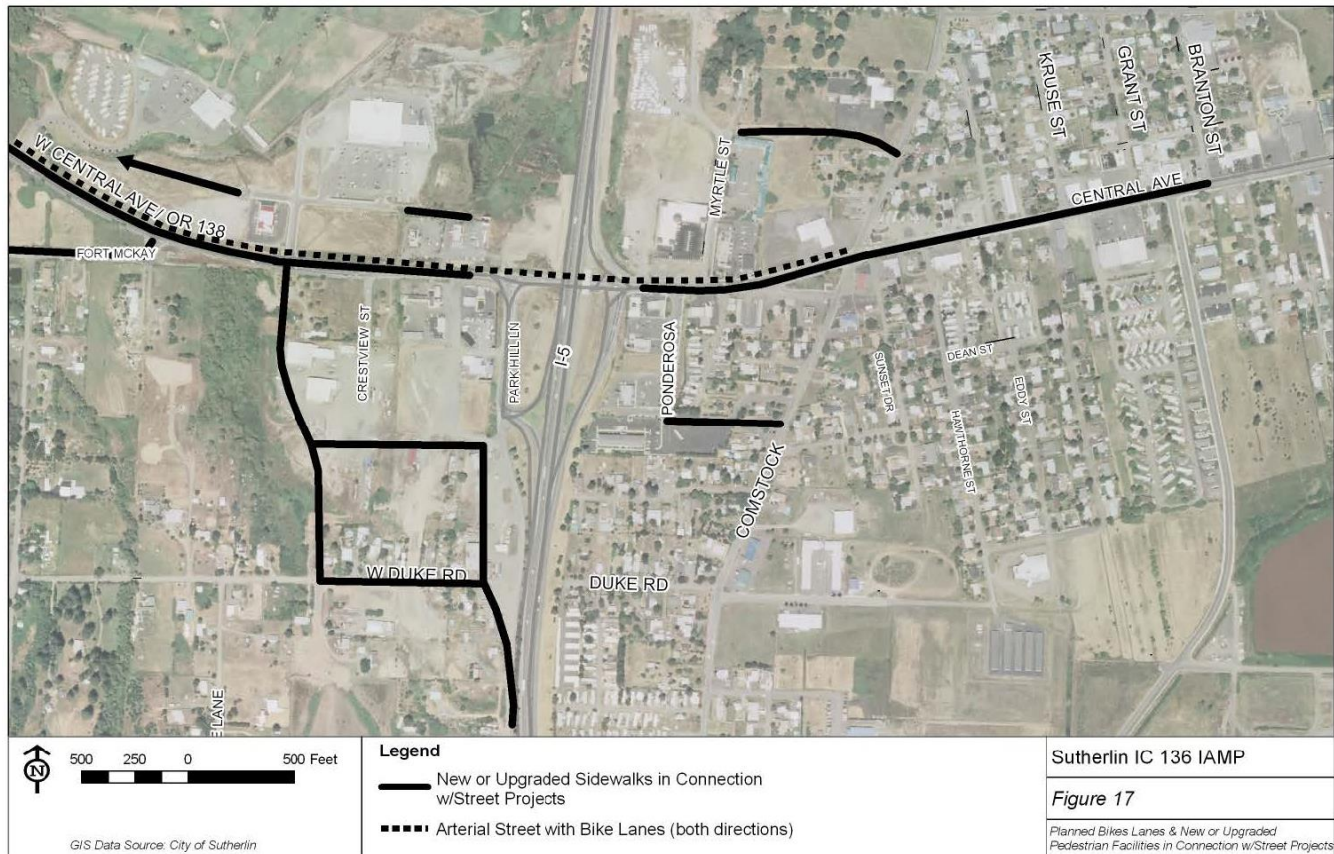
Safe Routes to School (SRTS) programs are intended to encourage children to walk, roll, and bicycle to school; to make walking, rolling⁵, and bicycling to school safe and more appealing; and to facilitate the planning, development and implementation of projects that will improve safety near schools. Projects identified within a one-mile radius of schools are eligible for funding opportunities through the ODOT Safe Routes to School Infrastructure Program. Within the context of the TSP, new sidewalk, sidewalk infill, and enhanced crossing projects have been identified within each of the modal plans to improve multi-modal access to schools.

⁵ Rolling includes any means of transportation that involves wheels including wheelchairs, scooters, skateboards, Onewheel, RipStik, Segway, or Two-wheeled Smartboard

EXIT 136 IAMP MULTIMODAL IMPROVEMENTS

As described previously, an Interchange Area Management Plan (IAMP) plan was prepared for the Exit 136 interchange area in 2009. While the document primarily focuses on geometric and operational improvements to the existing interchange to increase vehicular capacity and efficiency, the IAMP also identified several pedestrian and bicycle improvements along OR 138W (Elkton – Sutherlin Highway) within the study boundary. **Exhibit 4** illustrates the location of pedestrian and bicycle improvements identified as part of the Exit 136 IAMP.

Exhibit 4: Exit 136 IAMP Pedestrian and Bicycle Improvements



As illustrated in **Exhibit 4**, new or upgraded sidewalks in connection with street projects are identified along OR 138W (Elkton – Sutherlin Highway), W Central Avenue, Hospitality Way, W Duke Road, Myrtle Street, and future street connections in the southwest quadrant of the interchange area.

The TSP does not identify pedestrian and bicycle improvement projects located within the IAMP study area boundary. Instead, the TSP relies on and concurs with the identified IAMP pedestrian and bicycle improvements for consistency purposes between the two documents.

PEDESTRIAN PLAN

Table 2 identifies Sutherlin's Pedestrian Plan projects. Projects summarized in **Table 2** are intended to support active walking options in Sutherlin. Projects are organized by improvement type, location, project cost (2020 \$), priority, and primary funding source. The priorities shown in are based on the project evaluation criteria and reflect input from the project team and the general public. The cost estimates are based on average unit costs for roadway improvements. The cost estimates do not include the cost of right-of-way. **Figure 3** illustrates the location of the pedestrian plan projects.

*Pedestrian improvements will be implemented as part of the roadway projects identified in the Roadway Plan. The City will continue to budget annually for Pedestrian improvement projects outside of the roadway projects as infill and connectivity projects to improve the pedestrian system including but not limited to the projects identified in **Table 2**.*

Table 2: Pedestrian Plan Improvement Projects

Project ID	Improvement Type	Location	Project Cost (2020 \$) ³	Priority	Primary Funding Source ³
P1	Sidewalk	S Calapooia Street	\$55,000	Tier 2	City
	Install sidewalks on both sides of the roadway from W Central Avenue to W Everett Avenue.				
P2	Multi-Use Path	Red Rock Trail Extension	\$35,000	Tier 2	City
	Extend the Red Rock Trail west to connect to S Calapooia Street, parallel to the Sutherlin Creek.				
P3	Enhanced Crossing ¹	S State Street/Red Rocks Trail	\$30,000	Tier 2	City
	Install enhanced pedestrian crossing at S State Street/Red Rock Trail extension. This project should be coupled with project P4.				
P4	Sidewalk	S State Street	\$180,000	Tier 2	City/ Private Development
	Fill in sidewalk gaps along the west side of State Street between Azalea Court and D Street.				
P5	Sidewalk	Central Avenue	\$545,000	Tier 2	City/ Private Development
	Install sidewalks and fill in sidewalk gaps between Mardonna Way and eastern city limits on both sides of the roadway.				
P6	Multi-use Path	Ford's Pond	N/A	Tier 2	City
	Develop a new multi-use path around Ford's Pond consistent with Ford's Pond Master Plan				
P7	Sidewalk	Dovetail Lane	\$325,000	Tier 2	City
	Install sidewalks on both sides of the roadway between OR 138 W (Elkton-Sutherlin Highway) and Eagle Loop Road				
P8	Multi-use Path	OR 138 W (Elkton-Sutherlin Highway) ²	\$570,000	Tier 3/ Aspirational	City
	Develop a new multi-use path connecting OR 138 W (Elkton-Sutherlin Highway)/Church Street intersection, Dovetail Lane, Clover Leaf Loop Road				
P9	Multi-use Path	Scardi Boulevard	\$210,000	Tier3/ Aspirational	City
	Develop a new multi-use path connecting the east end of Scardi Lane with the P8 multi use path				

Table 2: Pedestrian Plan Improvement Projects

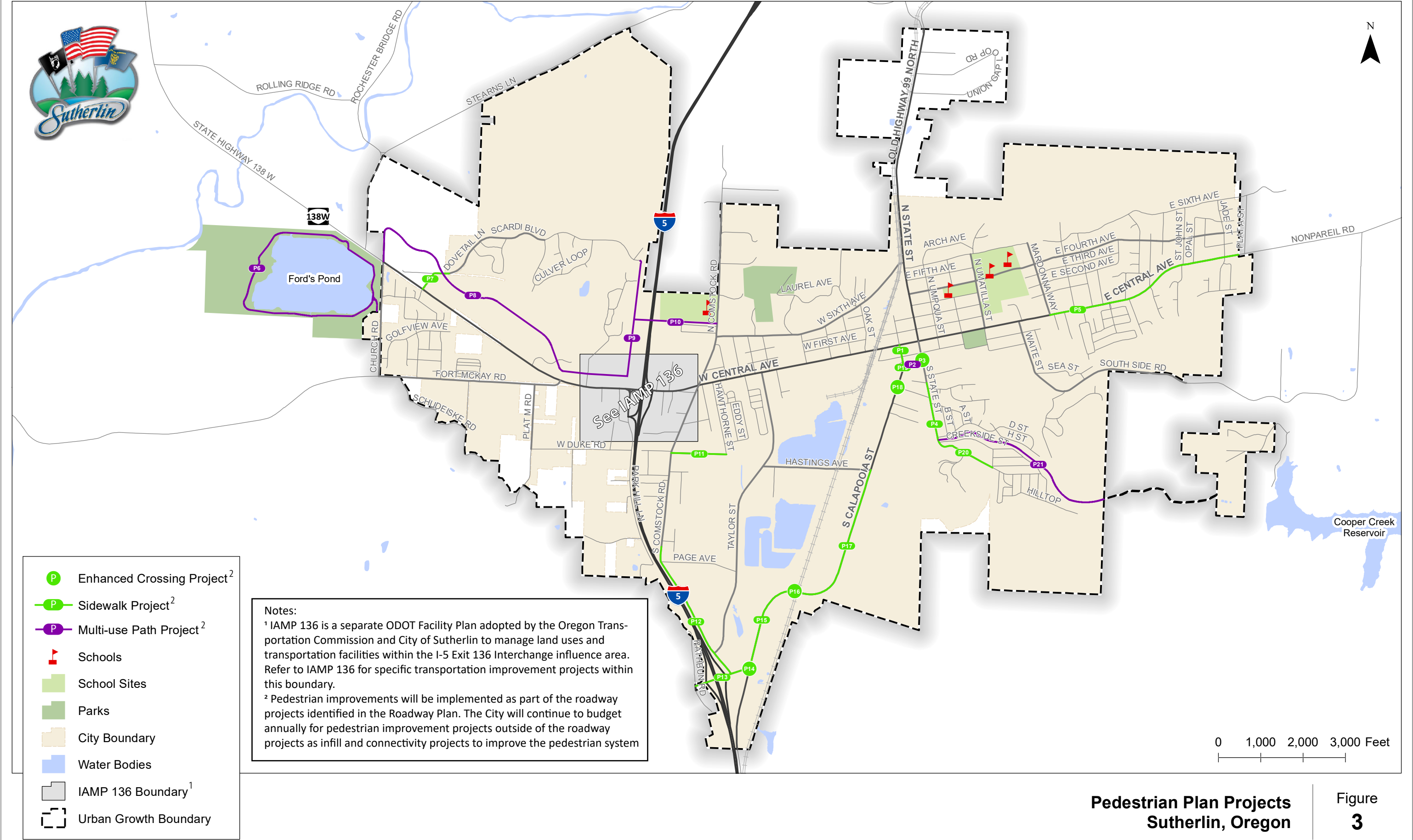
Project ID	Improvement Type	Location	Project Cost (2020 \$) ³	Priority	Primary Funding Source ³
P10	Multi-use Path	I-5 Underpass	>\$5M	Tier3/ Aspirational	City
	Develop a new multi-use path and I-5 underpass connecting the west side of I-5 to N Comstock Road				
P11	Sidewalk	E Duke Avenue	\$325,000	Tier 2	City
	Install sidewalks on both sides of the roadway from S Comstock Road to eastern roadway terminus (extended as part of the Duke Avenue extension project)				
P12	Sidewalk	S Comstock Road	\$410,000	Tier 2	City/County
	Install sidewalks on east side of the roadway from Page Avenue to 135 Connector				
P13	Sidewalk	Exit 135 Connector ²	\$1,100,000	Tier 2	City/County
	Install sidewalks on both sides of the road from S Comstock Road to S Calapooia Street (OR 99)				
P14	Enhanced Crossing ¹	S Calapooia Street/ Exit 135 Connector	\$30,000	Tier 2	City/County
	Install enhanced pedestrian crossing at S Calapooia Street/Exit 135 Connector to provide connection to existing transit stop.				
P15	Sidewalk	S Calapooia Street	\$635,000	Tier 2	City/County
	Install sidewalks on east side of the roadway between railroad crossing and 135 Connector				
P16	Enhanced Crossing ¹	S Calapooia Street/ Railroad Crossing	\$30,000	Tier 2	City/County
	Install enhanced pedestrian crossing at S Calapooia Street/near Railroad Crossing to provide connection to existing transit stop.				
P17	Sidewalk	S Calapooia Street	\$775,000	Tier 2	City/County/ Private Development
	Fill in sidewalk gaps on the west side of the roadway between Hasting Avenue and railroad crossing				
P18	Enhanced Crossing ¹	S Calapooia Street/Valentine Street	\$95,000	Tier 2	City
	Install enhanced pedestrian crossing at S Calapooia Street/Valentine Street to provide connection to existing transit stop.				
P19	Sidewalk	S Calapooia Street	\$15,000	Tier 2	City/County
	Install sidewalks on east side of the roadway from W Everett Avenue to Sutherlin Creek Bridge				
P20	Sidewalk	S State Street	\$200,000	Tier 2	City
	Install sidewalks on the south side of State Street from D Street to southern terminus of S State Street				
P21	Multi-use Path	Cooper Creek	\$235,000	Tier 2	City
	Develop a new multi-use path connecting State Street to Cooper Creek Reservoir along the Cooper Creek alignment				

¹ The installation of an enhanced crossing must be supported by an engineering investigation and evaluated to determine the appropriate level of crosswalk enhancement for the specific location.

² Project will require coordination with ODOT and approval from the State and Region 3 Traffic Engineer

³ Project Costs are Planning Level Cost Estimates that do not include costs for Right-of-Way acquisitions and/or environmental mitigation. Future project design will need to estimate these additional project costs.

Note: Funding Sources: City = City of Sutherlin; State = Oregon Department of Transportation; County = Douglas County



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BICYCLE SYSTEM

The bicycle system within Sutherlin consist of shared-roadways, shoulder bikeways, and on-street bike lanes. These facilities provide local residents with the ability to access local retail/commercial centers, recreational areas, and other land uses within Sutherlin and neighboring areas by bicycle. A safe, convenient, and connected network of bicycle facilities is essential to establishing a vibrant and healthy community while supporting the local economy and providing transportation options to residents and visitors.

BICYCLE FACILITIES

Bicycle facilities are the elements of the transportation system that enable people to travel safely and efficiently by bicycle. These include facilities along key roadways (e.g. shared lane pavement markings, on-street bike lanes, and separated bike facilities) and facilities at key crossing locations (e.g., enhanced bike crossings). These also include end of trip facilities (e.g. secure bike parking, changing rooms, and showers at worksites); however, these facilities are typically addressed within the development code. Each facility plays an important role in developing a comprehensive bicycle system.

This section summarizes the bicycle facilities that were determined to best address gaps and deficiencies in the bicycle network and future needs. As indicated below, the most common overall need is to provide a safe and interconnected bicycle network that encourages people to bicycle.

On-Street Bicycle Lanes

On-street bike lanes are striped lanes including a bicycle stencil on the roadway dedicated for the exclusive use of cyclists. Bike lanes are typically placed at the outer edge of pavement (but to the inside of right-turn lanes and/or on-street parking). Bicycle lanes can improve safety and security of cyclists and (if comprehensive) can provide direct connections between origins and destinations. Bicycle lanes are most appropriate on collector and arterial roadways to provide a dedicated space for bicycling that is separate from the motor vehicle lane. ODOT standard width for a bicycle lane is six feet. The minimum width of a bicycle lane against a curb or adjacent parking lane is five feet. A bicycle lane may be as narrow as four feet, but only in very constrained situations.

Buffered Bike Lanes

Buffered bike lanes are enhanced versions of conventional on-street bike lanes that include an additional striped buffer of typically 2-3 feet between the bicycle lane and the vehicle travel lane and/or between the bicycle lane and the vehicle parking lane. They are typically located along streets that require a higher level of separation to improve the comfort of bicycling. Per the ODOT Highway Design Manual (HDM – Reference 1), Buffered Bike Lanes can be as narrow as 8 feet.



Separated Bike Lanes

Separated bike lanes (often called “cycle tracks”) are bicycle lanes that are physically separated from motor vehicle traffic by a vertical element such as a planter, flexible post, parked car, or a mountable curb. One-way separated bike lanes are typically found on each side of the street, like conventional bike lanes, while two-way separated bike lanes are typically found on one side of the street.

Shoulder Bikeways

Shoulder bikeways are paved roadways that have striped shoulders wide enough for bicycle travel. ODOT recommends a six-foot paved shoulder to adequately provide for bicyclists, and a four-foot minimum width in constrained areas. Roadways with shoulders less than four feet are considered shared roadways. Shoulder bikeways are sometimes signed to alert motorists to expect bicycle travel along the roadway.

Shared Lane Pavement Markings and Signage

A shared roadway is one which a bicyclist and a motorist share the same travel lane. Shared lane pavement markings (often called “sharrows”) are not a bicycle facility, but a wayfinding tool to navigate bicyclists along low-stress roadways with low vehicular volume and speeds. Sharrows may also be used to accommodate bicyclists on roadways where bike lanes are desirable but infeasible to construct. Sharrows indicate a shared roadway space for cyclists and motorists and are typically centered in the roadway or approximately four feet from the edge of the travel lane⁶ and are recommended to be spaced approximately 50 to 250-feet apart dependent on the levels of traffic volume. Sharrows are suitable on roadways with relatively low travel speeds (≤ 30 mph) and low ADT ($\leq 3,000$ ADT); however, they may also be used to transition between discontinuous bicycle facilities. Sea Street is a shared roadway and provides shared-lane markings or “sharrows” throughout its entire length.



⁶ If on-street parking is present, shared lane markings must be placed outside of the “door zone” or approximately 4’ from the edge of the parking lane.

Enhanced Bicycle Crossings

Enhanced bicycle crossing facilities enable cyclists to safely cross streets, railroad tracks, and other transportation facilities. Planning for appropriate bicycle crossings requires the community to balance vehicular mobility needs with providing crossing locations along the desired routes of cyclists. Enhanced bicycle crossings include:

- ▶ Bike Boxes – designated space at an intersection that allows cyclists to wait in front of motor vehicles while waiting to turn or continue through the intersection.
- ▶ Two-Stage Left-turn Boxes – designated space at a signalized intersection outside of the travel lane that provides cyclists with a place to wait while making a two-stage left-turn.
- ▶ Pavement markings through intersections – pavement markings that extend a bike lane through an intersection.
- ▶ Bike Only Signals – A traffic signal that is dedicated for cyclists
- ▶ Bicycle Detection – Loop or intelligent transportation system (ITS) detection for bicycles



Wayfinding Signs

Wayfinding signs are physical signs or travel lane markings located along roadways or at intersections that direct bicyclists between destinations along low-stress and comfortable bicycle routes. Wayfinding signs help inexperienced and/or less confident cyclists overcome perceived barriers by identifying lower speed and lower volume routes that do not require a bicycle facility. They typically include distances and average walk/cycle times. Wayfinding signs are generally used on primary bicycle routes and multiuse paths.

Bicycle Parking

Secure bicycle parking is a vital component of a city's bicycle system and can be provided in a variety of sizes, shapes, and unique pieces of infrastructure that resemble the city's character. Bicycle parking can generally be categorized into two types: short-term and long-term.

- ▶ **Short-term bicycle parking** is designed to meet the needs of cyclists visiting businesses, institutions, and other destinations where visits typically last up to two hours. Short-term bicycle parking must be readily accessible, visible, and self-explanatory.
- ▶ **Long-term bicycle parking** places an emphasis on security, weather protection and is designed to meet the needs of cyclists who may leave their bicycle unattended for several hours or more. Long-term bicycle parking is typically located at residences or apartment buildings, workplaces, transit centers, and other routinely visited destinations.

BICYCLE/ROLLING PLAN

Table 3 identifies Sutherlin's Bicycle/Rolling Plan projects. Projects summarized in **Table 3** are intended to support active cycling and rolling options in Sutherlin. Projects are organized by improvement type, location, project cost (2020\$), priority, and primary funding source. The priorities shown in are based on the project evaluation criteria and reflect input from the project team and the general public. The cost estimates are based on average unit costs for roadway improvements. The cost estimates do not include the cost of right-of-way. Right-of-way costs are included in the motor vehicle plan as applicable. **Figure 4** illustrates the location of the bicycle/rolling plan projects.

*Bicycle improvements will be implemented as part of the roadway projects identified in the Roadway Plan. The City will continue to budget annually for Bicycle improvement projects outside of the roadway projects as infill and connectivity projects to improve the bicycle system including but not limited to the projects identified in **Table 3**.*

Table 3: Bicycle/Rolling Plan Improvement Projects

Project ID	Improvement Type	Location	Project Cost (2020 \$) ²	Priority	Primary Funding Source ²
B1	Bike Lanes	Central Avenue	\$30,000	Tier 2	City
	Install bike lane striping on both sides of the roadway from Branton Street to Front Street. <i>Note: Improvements along Central Avenue west of Branton Street are identified in the Exit 136 IAMP.</i>				
B2	Shared Lane Pavement Markings	Central Avenue	\$35,000	Tier 2	City
	Install shared-lane pavement markings (sharrows) and signs on both sides of the roadway from Front Street to Umatilla Street.				
B3	Bike Lanes	Central Avenue	\$45,000	Tier 2	City
	Install bike lanes on both sides of the road from Umatilla Street to eastern city limits.				
B4	Bike Lanes	S Calapooia Street	\$15,000	Tier 2	City/County
	Stripe bike lane stencils on both sides of the roadway within existing shoulder from Valentine Street to 135 Connector.				
B5	Bike Lanes	Taylor Street	\$50,000	Tier 2	City
	Install bike lane striping on both sides of the roadway from Central Avenue to S Comstock Road.				
B6	Shared Lane Pavement Markings	SW Front Street –Everett Avenue – Willamette Street– Dean Avenue	\$15,000	Tier 2	City
	Install shared-lane pavement markings (sharrows) and signs on both sides of SW Front Street, Everett Avenue, Willamette Street, and Dean Avenue.				

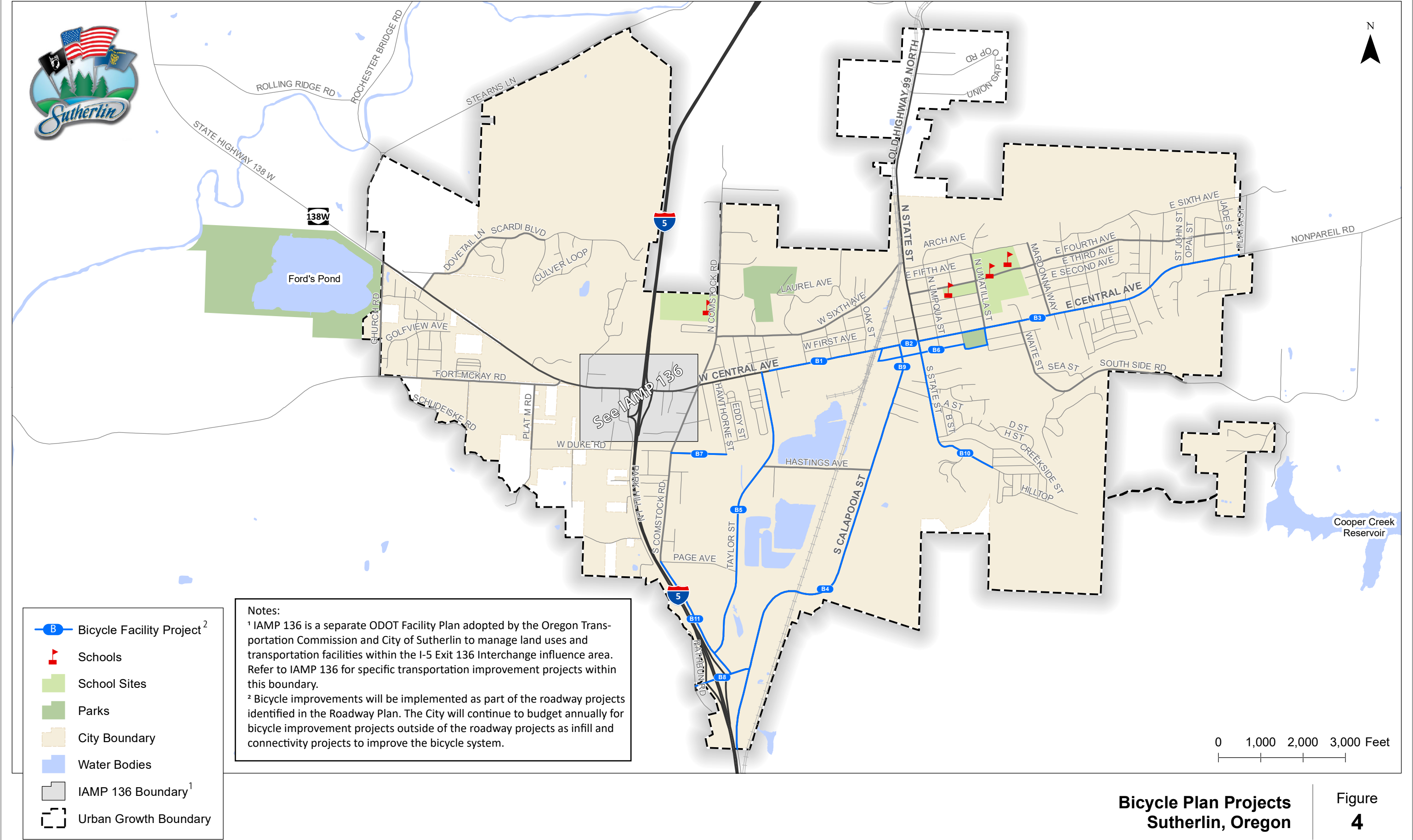
Table 3: Bicycle/Rolling Plan Improvement Projects

Project ID	Improvement Type	Location	Project Cost (2020 \$) ²	Priority	Primary Funding Source ²
B7	Shared Lane Pavement Marking	Duke Avenue	\$10,000	Tier 2	City
	Install shared lane pavement markings (sharrows) and signs on both sides of the road from S Comstock Road to east terminus,				
B8	Bike Lane	Exit 135 Connector ¹	\$750,000	Tier 2	City
	Install bike lanes on both sides of the road from S Comstock Road to S Calapooia Street (OR 99).				
B9	Bike Lane	S Calapooia Street	\$270,000	Tier 2	City
	Install bike lanes on both sides of the roadway from W Central Avenue to Valentine Street.				
B10	Shared Lane Pavement Marking	S State Street	\$10,000	Tier 2	City
	Install shared-lane pavement markings (sharrows) and signs on both sides of the roadway from Central Avenue to southern terminus of S State Street.				
B11	Bike Lane	S Comstock Road	\$835,000	Tier 2	City/County
	Install bike lanes on both sides of the roadway from Page Avenue to Exit 135 Connector				

¹ Project will require coordination with ODOT and approval from the State and Region 3 Traffic Engineer

² Project Costs are Planning Level Cost Estimates that do not include costs for Right-of-Way acquisitions and/or environmental mitigation. Future project design will need to estimate these additional project costs.

Note: Funding Sources: City = City of Sutherlin; State = Oregon Department of Transportation; County = Douglas County



Bicycle Plan Projects
Sutherlin, Oregon

Figure
4

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TRANSIT SYSTEM

Transit is the most commonly used form of public transport in North America⁷. Transit facilities provide residents and visitors accessibility to, from, and through the City of Sutherlin. Reliable transit service is a critical component of a multi-modal transportation system. Transit provides access that may be unattainable by foot, bicycle, or other non-vehicular mode. Safe and reliable transit service is essential for elderly populations, persons with disabilities, and populations without access to vehicles. Transit provides access to schools, jobs, stores, and other cities and towns.

The Umpqua Public Transportation District (UPTD) is currently developing a Transit Master Plan (TMP). The projects identified within **Table 4** are intended to support the implementation of the TMP and serve as a resource for the TMP to build from. Upon completion of the UPTD TMP, it is recommended that the Sutherlin TSP transit section be updated to reflect and incorporate the transit projects and recommendations identified within the UPTD TMP. Many projects that enhance transit accessibility and connectivity have been identified in the pedestrian plan including sidewalk and enhanced crossing projects.

TRANSIT FACILITIES

This section summarizes the solutions considered for implementation within the City of Sutherlin to address existing gaps, deficiencies, and future needs in the transit system.

Transit Stop Amenities

Transit stops are necessary components of a well-functioning transit system. Transit stop facilities vary in size, type, design, and cost. At a minimum, transit stops should include signage and a seating area. Larger transit facilities may include shelters or covered waiting areas. Transit stop amenities may have restrooms, ticket kiosks, garbage cans, benches, lighting, signage, maps, or bicycle parking. Seating facilities accommodate elderly populations and persons with disabilities and lighting creates a safe and comfortable environment for transit riders. Flag stops may be used in place of designated bus stops to allow passengers to be picked up and dropped off at any safe location upon request. Transit stop enhancements include:

- ▶ Establishing permanent stop locations by analyzing boarding and alighting on a stop-by-stop basis to determine demand
- ▶ Conducting community outreach to identify new permanent stop locations, in addition to flag stops
- ▶ Evaluating highly trafficked transit stops and consider installing shelters
- ▶ Adding signage and benches to mark permanent transit stop locations
- ▶ Adding transit maps to permanent stop locations to improve wayfinding and encourage new ridership
- ▶ Adding garbage cans and lighting to permanent transit stops
- ▶ Connecting sidewalks to transit stops

Quality of Service

Transit quality of service is the overall measured or perceived performance of transit service from the passenger's point of view. Transit quality of service focuses on two metrics: transit availability and transit comfort and convenience⁸. Additionally, transit quality of service is determined by frequency and on-time reliability, schedule speed and travel time, and transit stop amenities.

The following enhancements are suggested as recommendations for transit providers to optimize transit quality of service within the city of Sutherlin:

⁷ Transit Capacity and Quality of Service Manual, Third Edition

⁸ Transit Cooperative Research Program Report 30: Transit Scheduling

- ▶ Provide more reliable service
- ▶ Conduct ridership surveys to determine optimal service span
- ▶ Improve access by identifying high demand origins and destinations
- ▶ Consider providing mid-day and weekend transit service
- ▶ Short headways during peak hours



TRANSIT PLAN

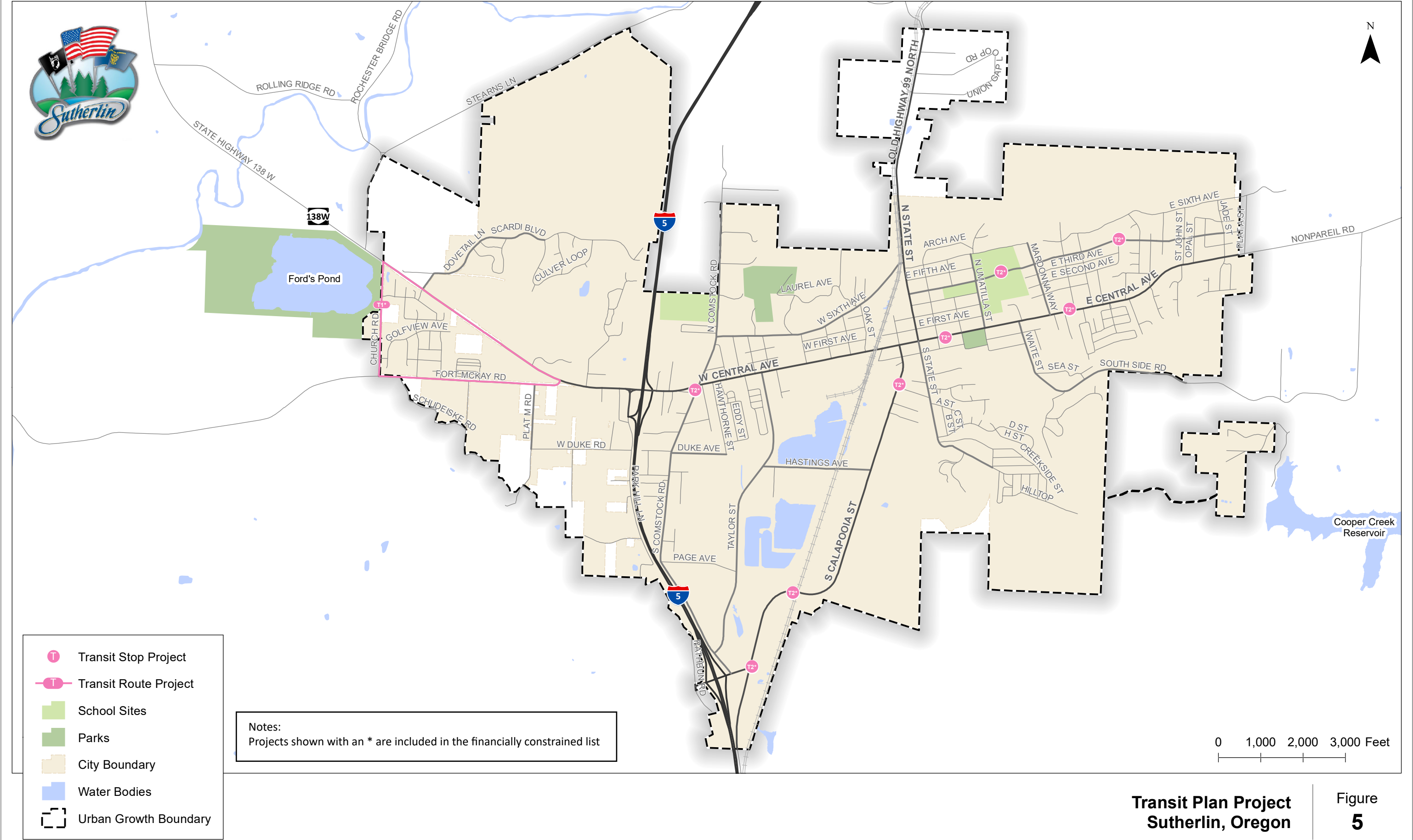
Table 4 identifies Sutherlin's Transit Plan projects. UPTD is currently developing a Transit Master Plan that will assess additional transit system improvements and plans for future service in Sutherlin. Projects summarized in **Table 4** are intended to support the development and implementation of the UPTD Transit Master Plan. Projects are organized by improvement type, location, project cost (2020 \$), priority, and primary funding source. The priorities shown in are based on the project evaluation criteria and reflect input from the project team and the general public. The cost estimates are based on average unit costs for roadway improvements. The cost estimates do not include the cost of right-of-way. **Figure 5** illustrates the location of the transit plan projects.

Table 4: Transit Plan Improvement Projects

Project ID	Improvement Type	Location	Project Cost (2020 \$) ²	Priority	Primary Funding Source ¹
T1	New Transit Routes	Western Sutherlin (Preliminary Route Shown)	\$25,000	Financially Constrained	City/UPTD
	Explore opportunities to provide new transit services in Western Sutherlin through collaboration with UPTD. This project should be coupled with T3.				
T2	Stop Enhancements	Existing Transit Stops/Location Varies	\$200,000	Financially Constrained	City/UPTD
	Improve station amenities by adding benches, signage, lighting, garbage cans, and transit maps. Project cost assumes amenities upgrades at all eight (8) existing transit stops.				
T3	New Transit Stops	Western Sutherlin	\$25,000	Financially Constrained	City/UPTD
	Explore opportunities to provide new transit stops in Western Sutherlin. New transit stop locations should be based on future identified transit routes and coupled with project T1.				

¹ Funding Sources: City = City of Sutherlin; UPTD = Umpqua Public Transportation District

² Project Costs are Planning Level Cost Estimates that do not include costs for Right-of-Way acquisitions and/or environmental mitigation. Future project design will need to estimate these additional project costs.



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MOTOR VEHICLE SYSTEM PLAN

The motor vehicle system in Sutherlin includes private streets, city streets, County roads, and state highways. These facilities provide residents with the ability to access retail, commercial, recreational, and other land uses within Sutherlin and neighborhood cities by vehicle.



The roadway network within Sutherlin is well established in areas; however, east-west connectivity across I-5 is limited to OR 138 W (Elkton-Sutherlin Highway)/Central Avenue. Providing increased options and parallel routes for people driving will increase the efficiency of the transportation system as well as improve access and circulation for all travel modes. Several intersections have been identified as having operational issues, other have been identified as having safety issues. The Motor Vehicle System Plan includes projects to increase the efficiency of the transportation system through changes in the functional classification of the roadway, refinement of roadway standards and standard cross sections, improvements to the street system connectivity, and improvements to local street connectivity.

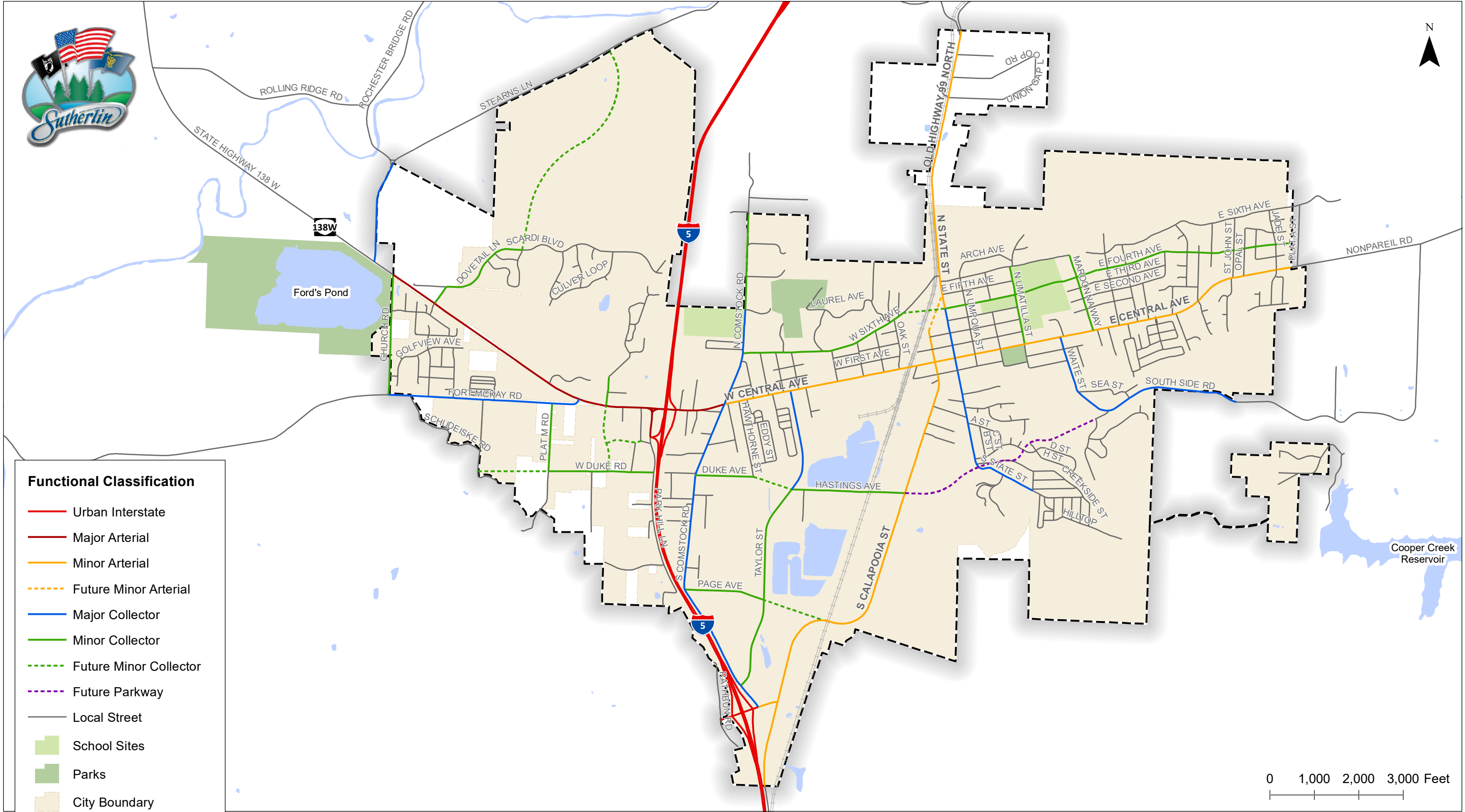
FUNCTIONAL CLASSIFICATION

Streets in Sutherlin are owned and maintained by three separate jurisdictions, including the City of Sutherlin, Douglas County, and the Oregon Department of Transportation (ODOT). Each jurisdiction is responsible for determining the street's functional classification, defining its major design and multimodal features, and approving construction and access permits. Coordination is required among jurisdictions to ensure that the streets are planned, operated, maintained, and improved to safely meet public needs. The Sutherlin classifies roadways into the following designations:

- ▶ **Urban Interstate:** The primary function of a principal highway is to provide a connection between communities, towns, and cities. It provides through traffic movement and distribution to lower-order facilities. Access is generally limited, as is on-street parking. Right-of-way width and pavement width are characteristics of the type of facility. The Principal Highway designation is reserved specifically for the ODOT owned/operated I-5 corridor.
- ▶ **Major Arterial:** The primary function of a major arterial is to provide regional through movement to vehicles and freight. These streets are generally characterized by a three to five lane cross section, and should accommodate pedestrian and bicycles movements. Major arterials have controlled access and no on-street parking. Bicycle lanes are required on major arterials even if they do not generate significant bicycle traffic. Sutherlin's major arterials are limited to state facilities and are subject to state standards and design practices.

- ▶ **Minor Arterial:** The primary function of a minor arterial is to provide through movement to traffic, distributing it to collector streets and principal highways, and providing limited land access. These streets are generally characterized by a three cross section, and should accommodate pedestrian and bicycles movements. Signalization should be provided at intersections with other arterials and collector streets, as warranted. Sutherlin's minor arterials are designed with large rights-of-way (60 to 80 feet wide) with pavement widths of at least 48 feet. Minor arterials have limited or controlled access to them and have little or no on-street parking. Oregon's Transportation Planning Rule requires bicycle lanes and sidewalks along minor arterials. Bicycle lanes are required on minor arterials even if they do not generate significant bicycle traffic.
- ▶ **Major Collector:** The primary function of a major collector is to move traffic between arterials and to provide access to adjacent uses. A major collector is generally characterized by a two or three lane cross section. Oregon's Transportation Planning Rule requires bicycle lanes and sidewalks along major collectors. Bicycle lanes are required on major collectors even if they do not generate significant bicycle traffic. Intersections with other collectors and arterials may be signalized, as warranted. Sutherlin's major collectors have a minimum right-of-way width of 52 feet with a minimum pavement width of 36 feet. Property access from collector streets should be discouraged.
- ▶ **Minor Collector:** The primary function of a minor collector is to move traffic between arterials and local streets, and to provide access to adjacent uses. Similar to a major collector, a minor collector is generally characterized by a two or three lane cross section. Intersections with other collectors and arterials may be signalized, as warranted. Sutherlin's major collectors have a minimum right-of-way width of 52 feet with a minimum pavement width of 36 feet. Property access from collector streets should be discouraged.
- ▶ **Parkway:** The primary function of the parkway is similar to the arterial function, which is to provide through movement to traffic, distributing it to Connectors and Urban Interstate, and providing limited land access. The parkway classification is generally characterized by a three- to five-lane cross section, and accommodates pedestrian and bicycles movements. Signalization or roundabouts should be provided at intersections with other Arterials and Collectors, as warranted and appropriate. The parkway is proposed to have limited or controlled access with a landscaped median/center left-turn lane at key intersections and accesses. Bicycle lanes and sidewalks/multi-use paths are proposed for the parkway along with landscaping and green bio-swales.
- ▶ **Local Street:** The function of local streets is to provide access to private dwellings and businesses. Local streets should focus on serving passenger cars, bicycles, and pedestrians. Oregon's Transportation Planning Rule requires bicycle lanes along most local roads. Generally, local streets have two lanes and can include parking on one or both sides. Transit and heavy truck traffic are generally discouraged from using local streets. The standard minimum right of way for local streets in Sutherlin is 48 feet with a minimum pavement width of 36 feet.

Figure 6 illustrates Sutherlin's functional Classification plan for all existing streets and future arterial and collector streets within the UGB. The alignment for future streets should be considered conceptual: the end points of the streets are fixed, but the alignments between intersections may vary depending on design requirements at the time the streets are constructed.



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Functional Classification Plan
Sutherlin, Oregon

Figure
6

Coordinate System: NAD 1983 StatePlane Oregon South FIPS 3602 Feet Intl

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Functional Classification Comparison

Amongst the various Federal, State, County and City transportation planning efforts, functional classification assignments have been provided to roadways within Sutherlin. **Table 5** summarizes these classifications for all classified Collector and higher facilities within Sutherlin. The City and Federal Functional Classifications must be consistent as part of the TSP adoption. City classifications have been updated. In some instances, the Federal Functional Classification must be updated to reflect the City classification based on the reality of the current roadway functionality i.e. Urban Local to Minor Collector. As such, the City of Sutherlin will work with ODOT to request Federal Functional Classification changes where inconsistent. In addition, the City of Sutherlin will work with Douglas County on future County TSP updates to request updates to the County classifications where inconsistent with Sutherlin classifications.

Table 5: Functional Classification Comparison¹

Roadway	Federal Functional Classification	Oregon Highway Plan Classification	Douglas County Classification	Sutherlin Classification
Interstate-5	Urban Interstate	Interstate Highway	Interstate Highway	Urban Interstate
OR 138 W (Elkton-Sutherlin Highway)	Urban Minor Arterial	Regional Highway	Principal Highway	Major Arterial ²
Park Hill Lane (OR 138 W to I-5 Southbound Off-ramp)	Urban Minor Arterial	-	-	Major Arterial ²
Stearns Lane	Major Collector	-	Minor Collector	Major Collector
Fort McKay Road	Major Collector	-	Major Collector	Major Collector
Plat M Road	-	-	Local	Minor Collector ²
Duke Avenue	-	-	Local	Minor Collector ²
Church Road	-	-	-	Minor Collector ²
Dove Tail Lane	-	-	-	Minor Collector ²
Central Avenue	Minor Arterial	-	-	Minor Arterial
S Comstock Road	Major Collector	-	Minor Collector	Major Collector
N Comstock Road	Major Collector	-	-	Major Collector
Taylor Street	-	-	-	Major Collector ²
S Calapooia Street	Minor Arterial	-	-	Minor Arterial
S State Street	Major Collector	-	-	Major Collector
N State Street	Minor Arterial	-	-	Minor Arterial
Waite Street	Major Collector	-	-	Major Collector
Mardonna Way	Major Collector	-	-	Minor Collector ²
Sixth Avenue	Major Collector	-	-	Minor Collector ²
Fourth Avenue	Major Collector	-	-	Minor Collector ²
Hastings Avenue	-	-	-	Minor Collector ²
South Side Road	Major Collector	-	-	Major Collector
Exit 135 Connector	Major Collector	-	-	Minor Arterial ²
Page Avenue	-	-	-	Minor Collector ²
Umatilla Street	-	-	-	Minor Collector ²
Dakota Street	-	-	-	Minor Collector ²

¹ Bold highlighting indicates jurisdictional ownership of the roadway.

² City will be requesting Federal Classifications to be updated for consistency purposes with Sutherlin Classifications.

OREGON DEPARTMENT OF TRANSPORTATION BLUEPRINT FOR URBAN DESIGN

On 12/15/2019, ODOT adopted the Blueprint for Urban Design (BUD) (see TSB 19-01(D)). This document is a "bridging document" to the highway design manual, and is to be used when designing urban projects on the state system. It provides greater flexibility in urban design when confronted with constraints within the built environment.

The BUD applies to local, county, or state highway that is the crossroad between the interstate or freeway ramp terminals. When these ramp terminals connect to urban roadways, the crossroad between the ramp terminals is considered part of the urban network and not part of the interstate or freeway crossing it. The BUD further breaks down the urban functional classifications into Urban Contexts. When determining the context of a roadway section, roadway federal functional classification, state classification, adjacent land use, roadside context, roadway segment designation, traffic volume, and number of lanes is considered. Creating greater differentiation in contexts based on more specific parameters along a section of roadway that affect its use can provide flexibility. It also helps prioritize design elements to better address user and community needs, rather than a "one-size-fits-all" approach.

The BUD breaks down the state high facilities into six contexts, described in the table below. The six contexts include:

- ▶ Traditional Downtown/Central Business District
- ▶ Urban Mix
- ▶ Commercial Corridor
- ▶ Residential Corridor
- ▶ Suburban Fringe
- ▶ Rural Community

Urban Context	Target Speed (MPH) ⁴	Travel Lanes ²	Turn Lanes ^{1,2}	Shy Distance ^{1,3}	Median ^{1,2}	Bicycle Facility ^{1,2,5}	Sidewalk	Target Pedestrian Crossing Spacing Range (feet) ⁴	On-street parking ¹
Traditional Downtown/CBD	20-25	Start with minimum widths, wider by roadway characteristics	Minimize additional crossing width at intersections	Minimal	Optional, use as pedestrian crossing refuge	Start with separated bicycle facility	Ample space for sidewalk activity (e.g., sidewalk cafes, transit shelters)	250-550 (1-2 blocks)	Include on-street parking if possible
Urban Mix	25-30	Start with minimum widths, wider by roadway characteristics	Minimize additional crossing width at intersections	Minimal	Optional, use as pedestrian crossing refuge	Start with separated bicycle facility, consider roadway characteristics	Ample space for sidewalk activity (e.g., sidewalk cafes, transit shelters)	250-550 (1-2 blocks)	Consider on-street parking if space allows
Commercial Corridor	30-35	Start with minimum widths, wider by roadway characteristics	Balance crossing width and operations depending on desired use	Consider roadway characteristics, desired speeds	Typically used for safety/operational management	Start with separated bicycle facility, consider roadway characteristics	Continuous and buffered sidewalks, with space for transit stations	500-1,000	Not Applicable
Residential Corridor	30-35	Start with minimum widths, wider by roadway characteristics	Balance crossing width and operations depending on desired use	Consider roadway characteristics, desired speeds	Optional, use as pedestrian crossing refuge	Start with separated bicycle facility, consider roadway characteristics	Continuous and buffered sidewalks	500-1,000	Generally Not Applicable, Consider roadway characteristics
Suburban Fringe	35-40	Start with minimum widths, wider by roadway characteristics	Balance crossing width and operations depending on desired use	Consider roadway characteristics, desired speeds	Optional, use as pedestrian crossing refuge	Start with separated bicycle facility, consider roadway characteristics	Continuous and buffered sidewalks	750-1,500	Not typical
Rural Community	25 - 35	Start with minimum widths, wider by roadway characteristics	Balance crossing width and operations depending on desired use	Consider roadway characteristics, desired speeds	Optional, use as pedestrian crossing refuge	Start with separated bicycle facility, consider roadway characteristics	Continuous and buffered sidewalks, sized for desired use	250-750	Consider on-street parking if space allows

ROADWAY CROSS SECTION STANDARDS

The Sutherlin Development Code Section 3.5.110 contains the proposed roadway cross section standards for the city that work together with the identified functional classification system shown in **Figure 6**.

ROADWAY PLAN

Roadway Segment Enhancement Plan

Table 6 identifies Sutherlin's Roadway Segment Enhancement Plan. Improvements are focused on existing roadways that are unimproved, are currently serving or projected to serve multi-modal travel demands, or are not meeting modern roadway design standards that could create safety and operational issues.

Table 6: Roadway Segment Enhancement Projects					
Project ID	Improvement Type	Location	Project Cost (2020 \$) ³	Priority	Primary Funding Source ¹
R1	Segment Enhancement	W Sixth Avenue	\$3,870,000	Financially Constrained	City
	Widen and reconstruct the roadway from N Comstock to N State Street to meet the multimodal Minor Collector street standards.				
R2	Segment Enhancement	E Fourth Avenue – East	\$2,325,000	Financially Constrained	City
	Reconstruct E Fourth Street to meet the multimodal Minor Collector street standards from N State Street to Madonna Way.				
R3	Segment Enhancement	Madonna Way	\$695,000	Financially Constrained	City
	Reconstruct Madonna Way from E Fourth Avenue to Central Avenue to meet the multimodal Minor Collector street standards.				
R4	Segment Enhancement	Waite Street ²	\$2,700,000	Financially Constrained	City
	Currently on the City's Capital Improvement Plan, widen and reconstruct the roadway between Central Avenue and South Side Road to meet the multimodal Minor Collector street standards.				
R5	Intersection Improvement	OR138W/Park Hill Lane	Total: \$500,000 City Match:\$167,000	Financially Constrained	State/City
	Install interim traffic signal at the OR138W/Park Hill Lane intersection until full Exit 136 IAMP improvements are implemented.				
R6	Intersection Improvement	OR138W/Dakota Street	Total: \$500,000 City Match:\$167,000	Financially Constrained	State/City
	Install traffic signal at the OR138W/Dakota Street intersection as envisioned in the larger Exit 136 IAMP.				
R7	Segment Enhancement	OR 138 W (Elkton-Sutherlin Highway)	Total: \$1,400,000 City Match:\$568,000	Financially Constrained	State/City
	Improve OR138W from Comstock Road to Dakota Street to a Major Arterial standard.				
R8	Segment Enhancement	OR 138 W (Elkton-Sutherlin Highway)	\$5,420,000	Tier3/ Aspirational	State/City/Private Development
	Widen and reconstruct the roadway between western city limits and Dakota Street to meet near-term, multimodal Major Arterial street standards.				
R9	Segment Enhancement	Fort McKay Road	\$2,975,000	Tier 2	City/County/Private Development
	Widen and reconstruct the roadway between western city limits and OR 138 W (Elkton-Sutherlin Highway) to meet the multimodal Major Collector street standards.				

Table 6: Roadway Segment Enhancement Projects

Project ID	Improvement Type	Location	Project Cost (2020 \$) ³	Priority	Primary Funding Source ¹
R10	Segment Enhancement	Plat M Road	\$1,080,000	Tier 2	City/County/Private Development
	Widen and reconstruct the roadway between For McKay Road and W Duke Road to meet the multimodal Minor Collector street standards.				
R11	Segment Enhancement	W Duke Road	\$1,655,000	Tier 2	City/County/Private Development
	Widen and reconstruct the roadway between Park Hill Lane and Plat M Road to meet the multimodal Minor Collector street standards.				
R12	Segment Enhancement	N Comstock Road	\$1,215,000	Tier3/ Aspirational	City/County/Private Development
	Widen and reconstruct the roadway between Laurel Avenue to northern city limits to meet the multimodal Minor Collector street standards.				
R13	Segment Enhancement	N Calapooia Street	\$2,050,000	Tier 2	City/Private Development
	Widen and reconstruct the roadway between Central Avenue and Second Avenue to meet the multimodal Minor Arterial street standards and extend the roadway to merge into N State Street at Fifth Avenue.				
R14	Segment Enhancement	N State Street	\$3,100,000	Tier 2	City/Private Development
	Widen and reconstruct the roadway from Fifth Avenue to northern city limits to meet the multimodal Minor Arterial street standards.				
R15	Segment Enhancement	E Fourth Avenue - West	\$2,470,000	Tier 2	City/Private Development
	Reconstruct E Fourth Street to meet the multimodal Minor Collector street standards from Mardonna Way to Jade Street.				
R16	Segment Enhancement	Church Road	\$1,760,000	Tier 2	City/County/Private Development
	Reconstruct Church Street to meet the multimodal Minor Collector street standards from OR 138W to Fort McKay Road.				

Note: All improved or newly constructed roadways are expected to meet the minimum multimodal requirements as identified by the functional classification standard for pedestrian and bicycle accommodations.

¹ Funding Sources: City = City of Sutherlin; State = Oregon Department of Transportation; County = Douglas County.

² Project identified in current City's Capital Improvement Plan.

³ Project Costs are Planning Level Cost Estimates that do not include costs for Right-of-Way acquisitions and/or environmental mitigation. Future project design will need to estimate these additional project costs.

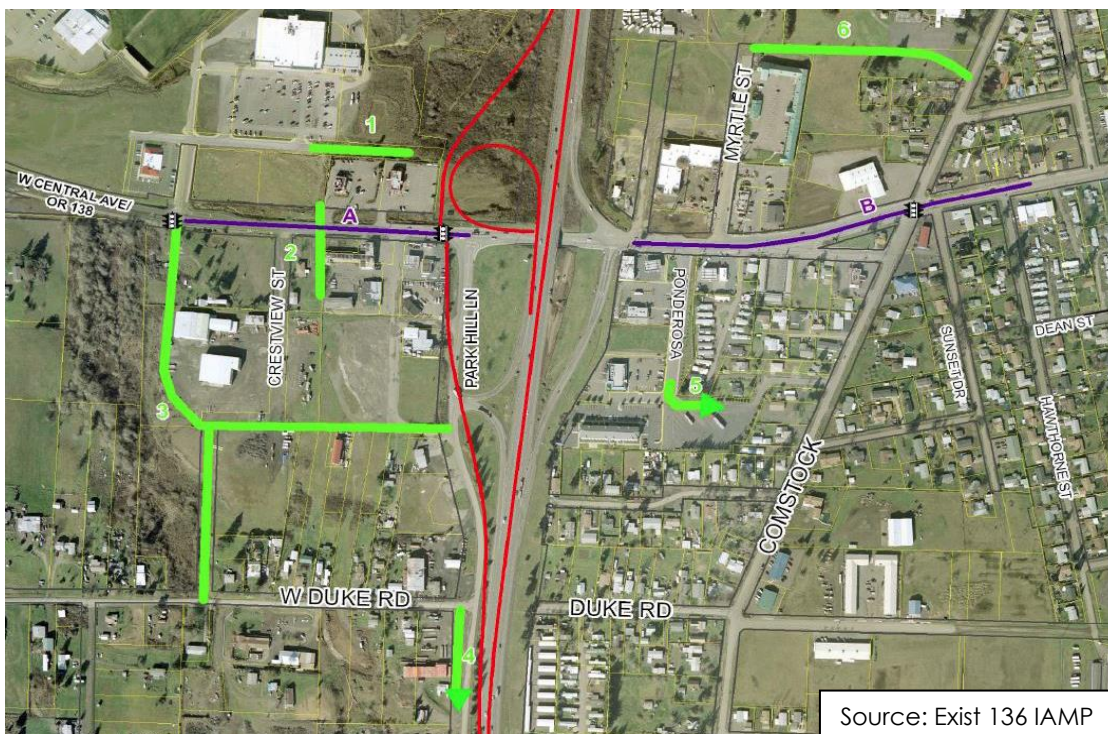
Exit 136 Interchange Area Improvement Plan

An interchange area improvement plan (IAMP) was adopted in April 2009 for Exit 136 to protect the near- and long-term function of the interchange and identify improvements needed to support long-term growth in Sutherlin. Through this analysis, the Exit 136 IAMP identified a preferred interchange design plan, access management plan, and local street connectivity plan to address long range growth and circulation needs. These projects are conceptually illustrated in **Exhibit 5**. The Exit 136 IAMP identified improvements at the following intersections.

- ▶ OR 138 W (Elkton-Sutherlin Highway)/Dakota Street
- ▶ OR 138 W (Elkton-Sutherlin Highway)/Park Hill Lane
- ▶ OR 138 W (Elkton-Sutherlin Highway)/I-5 Northbound Ramp Terminal
- ▶ OR 138 W (Elkton-Sutherlin Highway)/Ponderosa Drive
- ▶ OR 138 W (Elkton-Sutherlin Highway)/Comstock Road (east)

Refer to the Exit 136 IAMP for detailed information. **Figure 7** illustrates the location of the roadway plan projects.

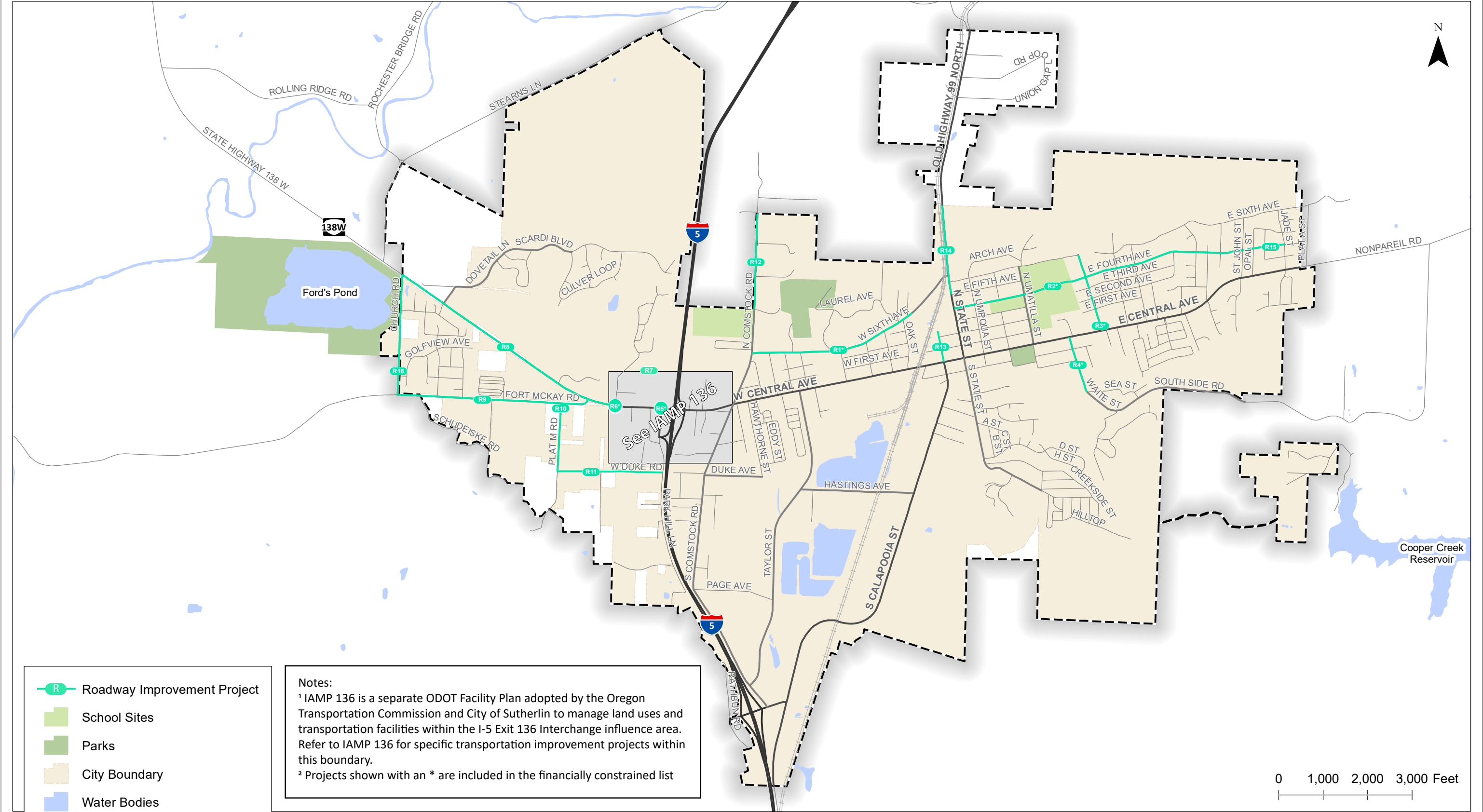
Exhibit 5: Exit 136 IAMP Preferred Alternative



Legend:

1. Extend Clover Leaf Loop to east along the back of the parcel that fronts OR 138 W (Elkton-Sutherlin Highway).
2. Create new intermediate access (either local street or shared driveway) serving multiple parcels north and south of OR 138 W (Elkton-Sutherlin Highway). Initially, this is expected to be a full-movement intersection, but may be restricted to right-in, right-out when traffic volumes increase causing operational or safety problems.
3. Extend Dakota Street south to connect with W Duke Road. This new street will substitute for Park Hill Lane that must be abandoned in connection with the preferred interchange improvement project.
4. Develop new collector street (Park Hill Lane) south of W Duke Road.
5. Develop a local street connection from Ponderosa Drive to Comstock Road.
6. Develop new local street to provide alternative access between Myrtle Street and Comstock Road north of W Central Avenue.

A & B. Implement access management along OR 138 W (Elkton-Sutherlin Highway), east and west of the interchange.



Roadway Plan Projects
Sutherlin, Oregon

Figure
7

Coordinate System: NAD 1983 StatePlane Oregon South FIPS 3602 Feet Intl

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Street Connectivity Plan

The future street system needs to balance the benefits of providing a well-connected linear grid system with the challenges associated with existing development patterns, railroad, topography, and environmentally sensitive areas. Incremental improvements to the street system can be planned carefully to provide route choices for people walking, biking, and driving while accounting for potential neighborhood impacts. In addition, the quality of the transportation system can be improved by making connectivity improvements to the pedestrian and bicycle system separate from street connectivity. Future roadway connections should occur as development occurs or as funding become available.

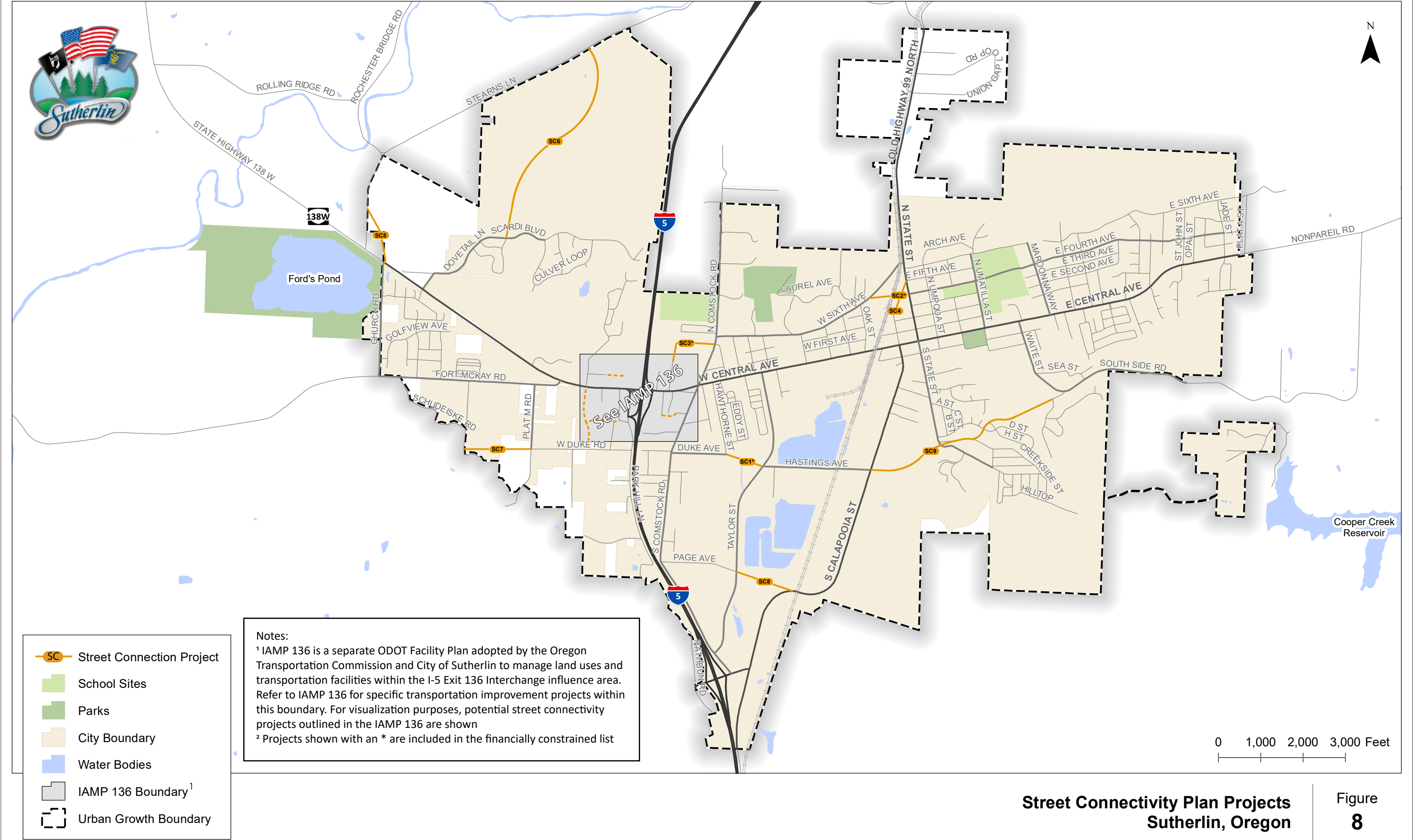
As described in Technical Memorandum #5: Transportation System Alternatives Analysis, a new Exit 136 interchange configuration and several local circulation improvements were evaluated to improve new local and regional street connections. The following section identifies additional Collector and Local Street connections that can further support street system connectivity within Sutherlin.

Figure 8 illustrates the location of Street Connectivity projects. **Table 7** summarizes the connections and identifies their priority based on the project evaluation criteria and input received through the TSP update process. Rough order of magnitude cost is provided for each project; however, in some cases future development may be responsible for implementation.

Local Street Connectivity Plan

The local street system in Sutherlin is a combination of traditional grid patterns north of Central Avenue, piecemeal development constrained by natural features and topography south of Central Avenue, and more traditional suburban layouts in western Sutherlin. However, in each of these areas, there are opportunities for new local streets, that if built, could improve access and circulation for all travel modes.

Figure 9 illustrates the general location of the local street connections that could be achieved as part of future residential development and redevelopment. Roadway alignments for each connection are not provided as they are anticipated to be determined as part of future development. Costs are not provided for these projects as they are anticipated to be constructed by future development.

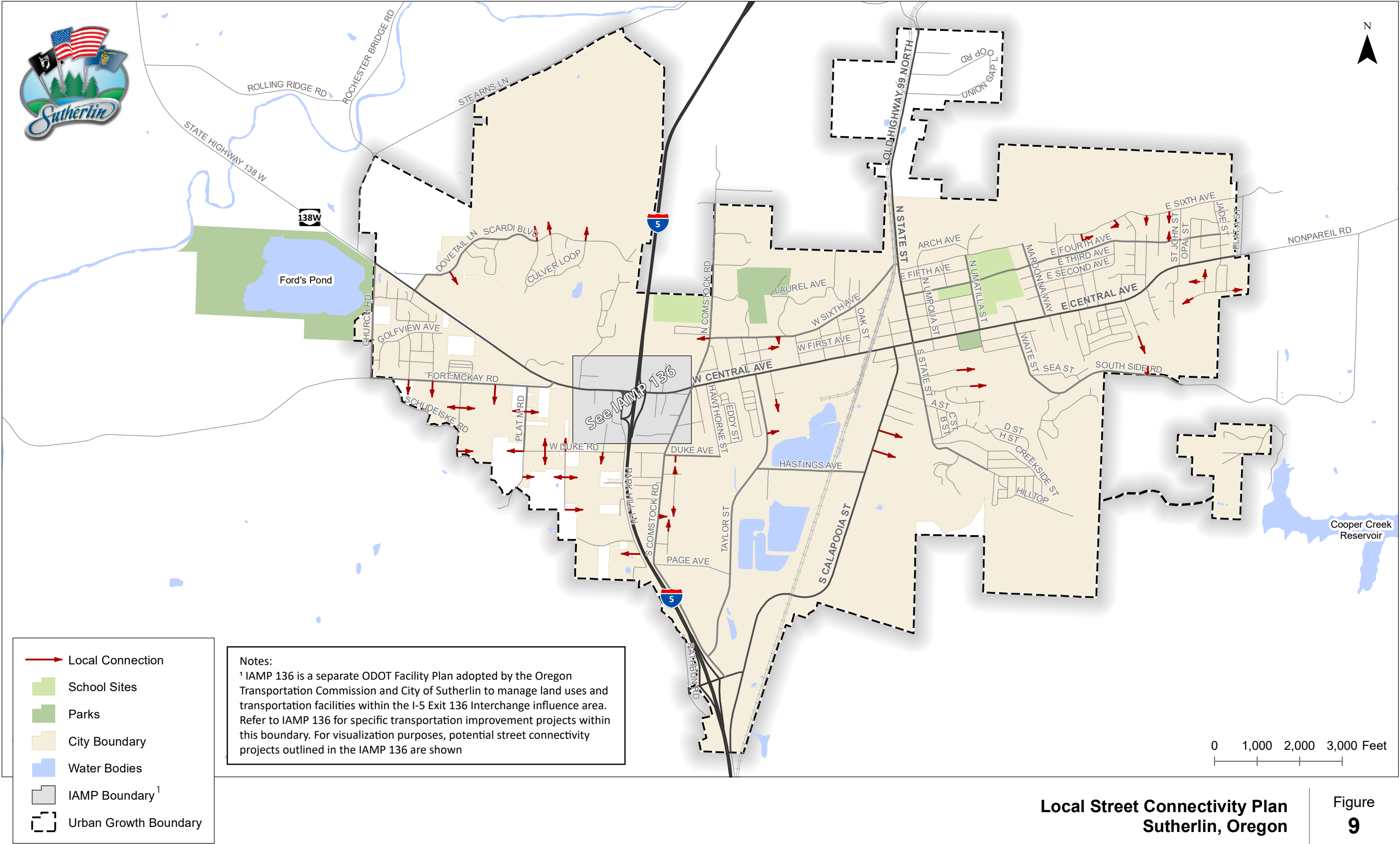


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Table 7: Street Connectivity Projects

Project ID	Improvement Type	Location	Project Cost (2020 \$) ³	Priority	Primary Funding Source ²
SC1	Street Connectivity	Duke Avenue	\$880,000	Financially Constrained	City
	Extend Duke Avenue east to create a new connection between Hawthorne Street and Taylor Street.				
SC2	Street Connectivity	Fourth Avenue Extension	\$1,035,000	Financially Constrained	City/Private Development
	Extend Fourth Avenue to the west connecting to W Sixth Avenue.				
SC3	Street Connectivity	Robinson Street	\$830,000	Financially Constrained	City/Private Development
	Extend Robinson Street to the west and south to connect to Myrtle Street.				
SC4	Street Connectivity	N Calapooia Street	\$1,450,000	Tier3/ Aspirational	City/Private Development
	Extend N Calapooia Street north to connect to N State Street.				
SC5	Street Connectivity	Stearns Lane	\$1,245,000	Tier 2	City/Private Development
	Realign Stearns Lane to intersect OR 138W (Elkton-Sutherlin Highway) across from realigned Church Road (eliminate skewed intersection angles)				
SC6	Street Connectivity	Dovetail Lane	\$5,175,000	Tier 2	Private Development
	Extend Dovetail lane to the north to connect to Stearns Lane.				
SC7	Street Connectivity	W Duke Road	\$1,555,000	Tier 2	City/Private Development
	Extend W Duke Road west to connect to Schudeiske Road.				
SC8	Street Connectivity	Page Avenue	\$1,410,000	Tier 2	City/Private Development
	Extend Page Avenue west to create a new a connection between Taylor Street and S Calapooia Street.				
SC9	Street Connectivity	Southside Road ¹	\$4,865,000	Tier3/ Aspirational	City/Private Development
	Extend Hastings Avenue east to create a new connection between S Calapooia Street and Waite Street.				

¹ This alternative is identified as part of the current 2005 TSP² Funding Sources: City = City of Sutherlin³ Project Costs are Planning Level Cost Estimates that do not include costs for Right-of-Way acquisitions and/or environmental mitigation. Future project design will need to estimate these additional project costs.



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Vehicular Safety Plans

Roadway Segments

There are a variety of potential safety solutions that can be applied within Sutherlin to address systemic crashes that occur along roadway segments, such as head-on collisions, sideswipes, and run off the road crashes as well as general speeding and other driver behaviors.

- ▶ Enhanced signs and pavement markings for curves (with and without flashing beacons)
- ▶ Rumble strips (e.g. centerline, shoulder line, and edge line)
- ▶ Tree/vegetation removal
- ▶ Traffic calming
- ▶ Enhanced enforcement
- ▶ Road diet

Intersections

There are a variety of potential safety solutions that can be applied within Sutherlin to address systemic crashes that occur at intersections, such as angled crashes, turning movement crashes, rear-end crashes, and crashes that involve other travel modes (pedestrian, and bicycles).

- ▶ Enhanced signs and pavement markings (e.g. stop signs, warning signs, and/or beacons)
- ▶ Application of traffic control devices (signs, markings, and signals)
- ▶ Signal improvements (e.g. signal timing, signal phasing)
- ▶ Left-turn phasing (e.g. permitted, protected, permitted-protected)
- ▶ Enhanced enforcement
- ▶ Pedestrian and bicycle improvements (see below)
- ▶ Intersection lighting
- ▶ Traffic calming
- ▶ Roundabout installation

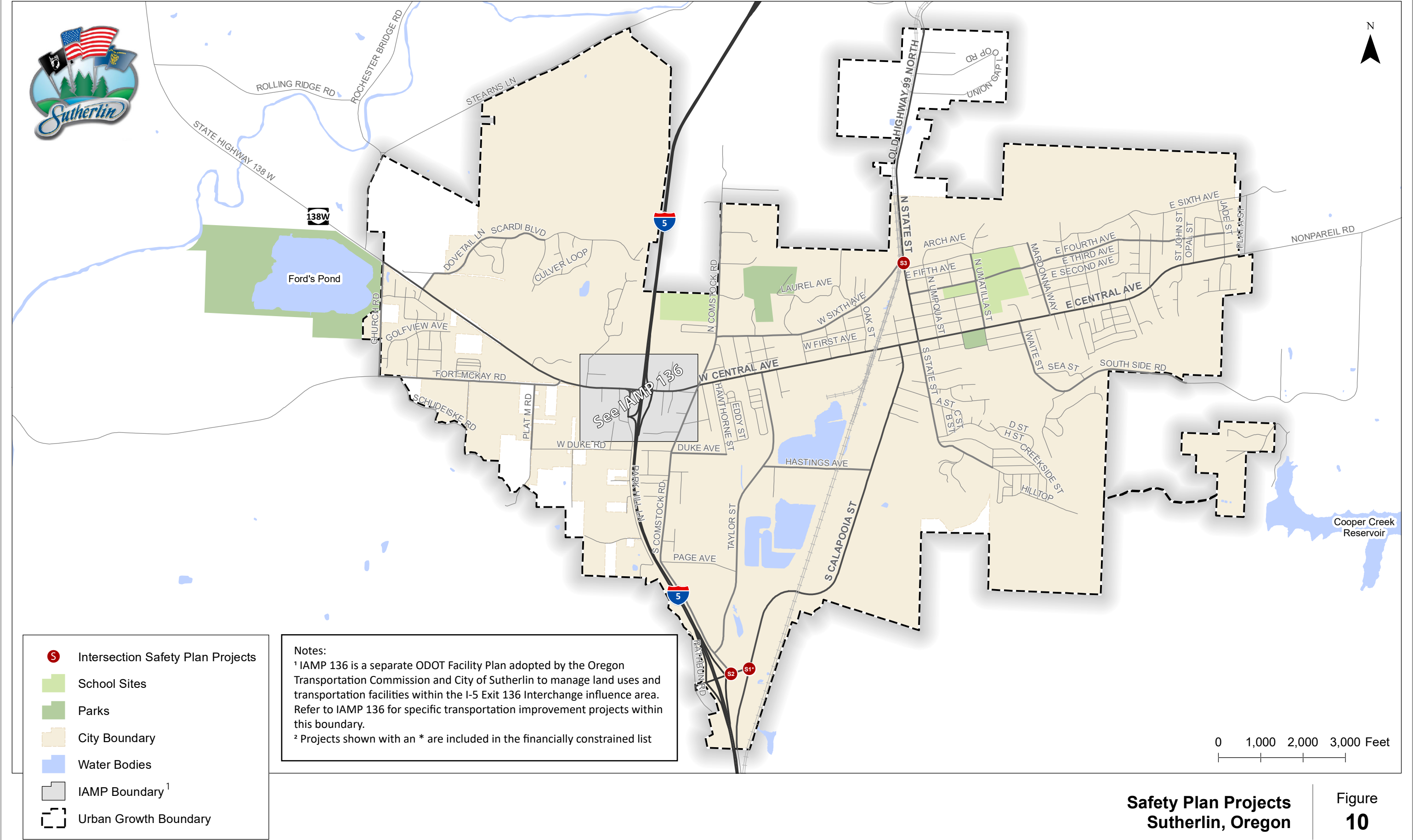
Table 8 summarizes the safety improvements.

Table 8: Safety Plan Alternatives				
Project ID	Improvement Type	Project Cost (2020 \$) ³	Priority	Primary Funding Source ²
S1	S Calapooia Street/Exit 135 Connector	\$25,000	Financially Constrained	County/State/City
	Install "Yield" signage and striping on the southbound right-turn lane.			
S2 ¹	S Comstock Road/Exit 135 Connector	\$100,000	Tier 3/Aspirational	County/State/ Private Development/ City/
	Limit future intersection access to right-in/right-out movements through installation of a raised median.			
S3	S Calapooia Street/Exit 135 Connector	Cost included with project SC2	Tier 3/Aspirational	City
	Install "Yield" signage and striping on the southbound right-turn lane			

¹ Access management on State Facilities will need to meet ODOT Access Management Standards and Notifications requirements.

² Funding Sources: City = City of Sutherlin; State = ODOT; County = Douglas County

³ Project Costs are Planning Level Cost Estimates that do not include costs for Right-of-Way acquisitions and/or environmental mitigation. Future project design will need to estimate these additional project costs.



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FREIGHT, RAIL, PIPELINE, AND AIR SYSTEM

Freight and rail systems in Sutherlin serve to transport goods to, from, and through the City. The following section summarizes the existing freight and rail facilities within the City of Sutherlin.

FREIGHT FACILITIES

ODOT's Motor Carrier Transportation Division (MCTD) routes, ORS 366.215 routes, and City of Sutherlin freight routes identified in the current TSP were reviewed to identify potential issues with freight truck movements. The MCTD routes are identified as state freight routes according to the *MCTD Mobility Map*, and these routes experience the highest percentage of heavy vehicle traffic within the State. As a result, they need to be able to accommodate efficient freight truck movement.

MCTD Freight Routes

Highways that are "unrestricted to standard freight truck traffic but are either weight or width restricted" include:

- ▶ OR 138 W (Elkton-Sutherlin Highway) – this three-lane highway does not allow freight vehicles over 14'6" in height for continuous movement, and it has weight restrictions on freight vehicles.

ORS 366.215 Freight Routes

Oregon law prohibits permanent reductions in vehicle carrying capacity on ORS 366.215 freight routes. The Oregon Transportation Commission may grant exceptions if freight movement is not unreasonably impeded. Treatments that may reduce the vehicle carrying capacity include raised pedestrian islands, bulb-outs, new signs or signals over the roadway, and raised medians/curbs. OR 138 W (Elkton-Sutherlin Highway) and I-5 are ORS 366.215 Freight Routes.

City Freight Routes

The City does not have a freight route policy in place that provides standards for restrictions to designated freight routes.

Based on the traffic data collected along OR 138 W (Elkton-Sutherlin Highway), heavy vehicle percentages range from approximately three to 12 percent during the weekday PM peak hour. Given the operations along OR 138 W (Elkton-Sutherlin Highway) meet the respective mobility targets as discussed in the Current Transportation System Operations sections, no current issues related to congestion have been identified.

FREIGHT PLAN

Motor Carrier Transportation Division (MCTD) Freight Routes

ODOT's MCTD identifies OR 138 W (Elkton-Sutherlin Highway) as a Blue Route between the western city limits and I-5 and W Central Avenue as an Orange Route between I-5 and Comstock Road. According to the ODOT's Freight Mobility Map (Reference 5), the following definitions are provided for each respective freight route designation.

- ▶ Blue Routes: Routes that are **unrestricted to standard freight truck traffic** but are either **weight or width restricted** for Non-Divisible and/or Heavy Haul loads.
- ▶ Orange Routes: **Generally unrestricted freight and oversize/overweight routes**. The most heavily used truck routes in the state.

No changes are likely necessary to the MCTD freight routes as part of the TSP Update.

ORS 366.215 Freight Routes

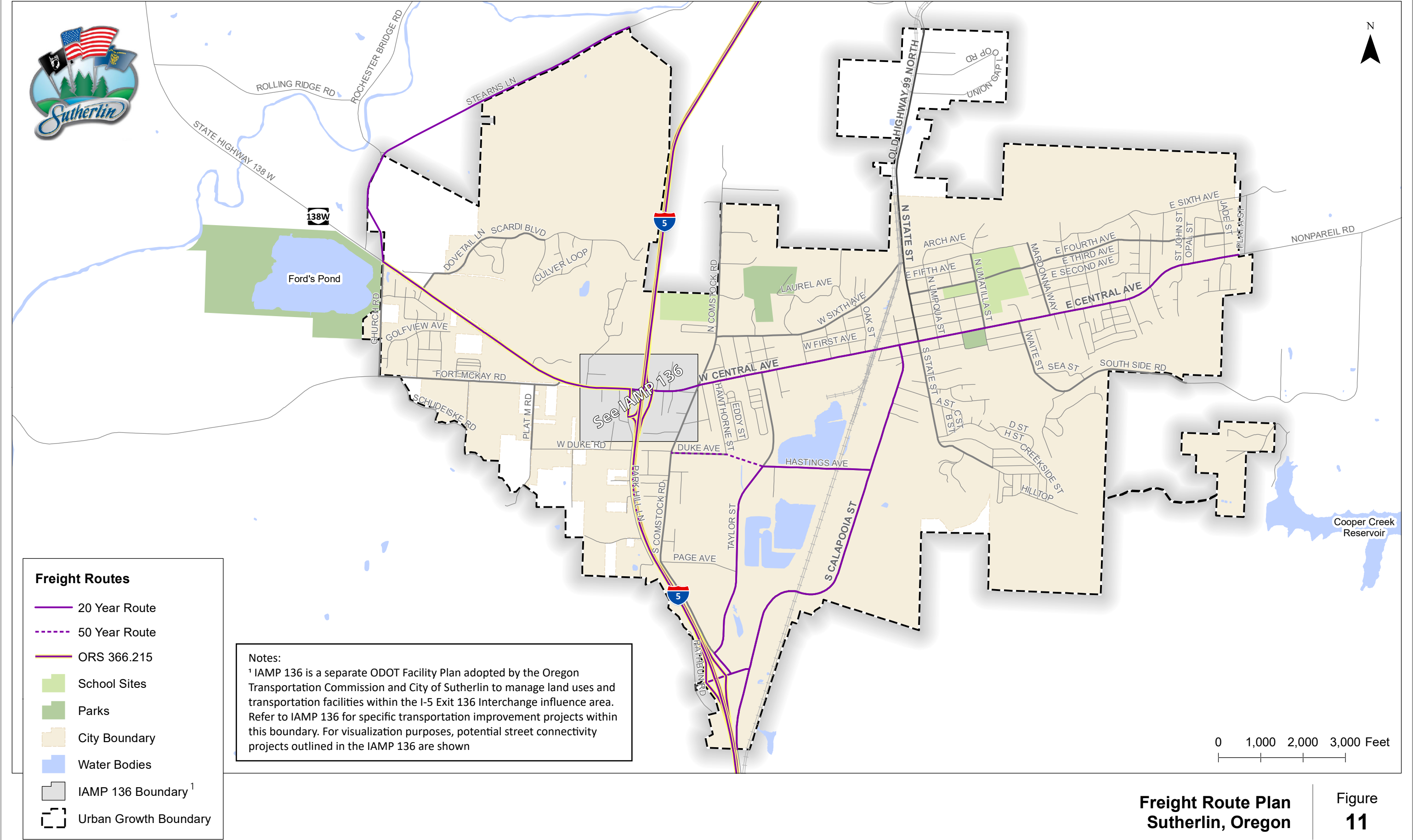
OR 138 W (Elkton-Sutherlin Highway) is classified as an ORS 366.215 Freight Route. Under this classification, Oregon law prohibits permanent reductions in vehicle carrying capacity. Exceptions are allowed if safety or access considerations require the reduction. An exception may be granted by the Oregon Transportation Commission (OTC) if it is in the best interest of the state and freight movement is not unreasonably impeded. Examples of features that may reduce the vehicle carrying capacity of a highway are:

- ▶ Raised pedestrian islands
- ▶ Bulb-outs
- ▶ New sign or signal structures over the roadway
- ▶ Raised medians/curbs and traffic separators

City of Sutherlin Freight Routes

The Freight Plan designated freight routes are summarized in **Table 9** and illustrated in **Figure 11**.

Roadway	From	To	Route Type/Change
N Calapooia Street	Central Avenue	N State Street	Freight Route (as part of R13/SC4 in Figure 11)
OR 138 W (Elkton-Sutherlin Highway)	Western City Limits	Park Hill Road	ORS 366.215
Park Hill Road	OR 138 W (Elkton-Sutherlin Highway)	SB Off-Ramp	ORS 366.215
Interstate 5 Exit 135 and Exit 136	Ramp Terminals		ORS 366.215
Central Avenue	Northbound I-5 Ramp	Eastern City Limits	20-Year Route
Taylor Street	Hasting Avenue	S Comstock Road	20-Year Route
S Comstock Road	Taylor Street	135 Connector	20-Year Route
S Calapooia Street	W Central Avenue	Southern City Limits	20-Year Route
Hasting Avenue	Taylor Street	S Calapooia Street	20-Year Route
Duke Avenue	S Comstock Road	Taylor Street	50-Year Route



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RAIL FACILITIES

According to the City's current TSP, the rail freight portion of commodities accounts for approximately five to ten percent of the estimated 25 million tons annually moved through the I-5 corridor. If the railroad were not available to carry commodities, there would likely be an impact on state freight routes in southern Oregon, particularly along the I-5 corridor.

Railroad Crossings

Four railroad crossings exist within Sutherlin. These crossings are presented in **Table 10** along with the type of crossing and type of crossing protection devices. Within Sutherlin approximately three trains pass through the City limits per day. During this time, east-west mobility is limited due to the train cars bisecting W Central Avenue.

Table 10: Existing Railroad Grade Crossings

Roadway	Railroad Crossed	Type of Crossing	Warning Devices
S Calapooia Street	Central Oregon Pacific	At-grade	Gates
Hasting Avenue	Central Oregon Pacific	At-grade	Gates
Central Avenue	Central Oregon Pacific	At-grade	Gates
Sixth Avenue	Central Oregon Pacific	At-grade	Stop-Sign

The railroad crossing at W Central Avenue is just west of S Calapooia Street near downtown Sutherlin. W Central Avenue is the most heavily trafficked road in the City. When trains block the road, long vehicle queues can form, and there is no alternative route for traffic or emergency vehicles to pass. Traffic along Hastings Avenue and Sixth Avenue is relatively low resulting less significant disruptions of traffic comparatively to Central Avenue. The railroad crossing on S Calapooia Street can significantly disrupt traffic that runs between I-5 Exit 135 and downtown Sutherlin.

Passenger Rail

Passenger rail service is not provided within Sutherlin. The closest intercity passenger rail service is provided in Eugene which lies on the major north-south rail line connecting California with destinations to the north such as the Portland metro region, Washington, and British Columbia.

Automatic Gates/Lighting

Automatic gates serve as barriers across the roadway when a train is approaching or occupying the crossing. Gates are typically highly reflective to enhance visibility during darkness. As a train approaches an at-grade crossing, the automatic gates are activated in advance of the train (no more than three seconds) after the signal lights start to operate. Automatic gates/flashing lights can be equipped as overhead signals or active traffic control devices (at-grade).

Advance Warning Signage

Advance signage can be provided to indicate an at-grade railroad crossing approach. Signage must comply with the Manual on Uniform Traffic Control Devices (MUTCD).

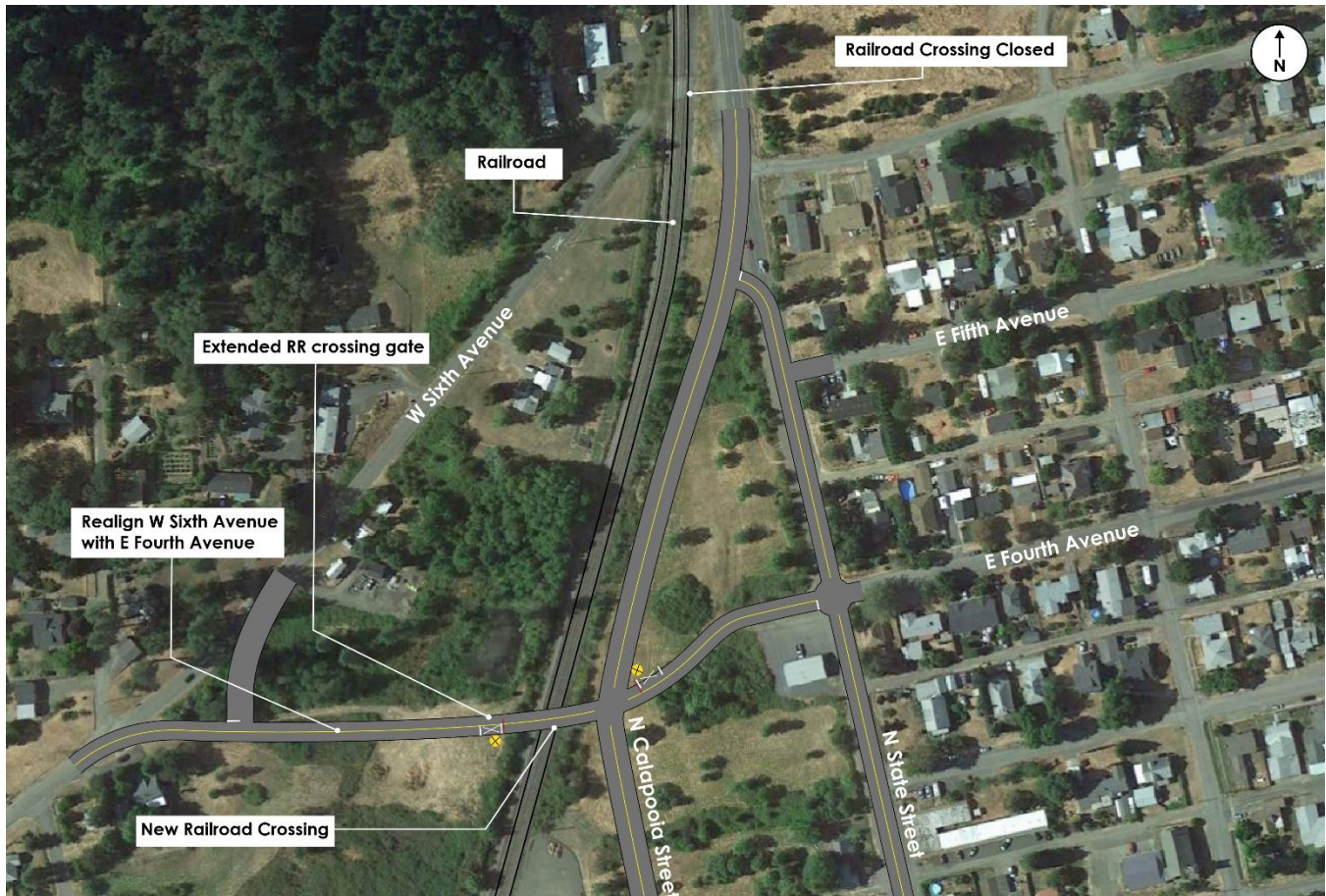
RAIL PLAN

Relocation of Sixth Avenue Railroad Crossing to New Fourth Avenue Alignment

As documented in Technical Memorandum #3: Current Transportation Operations, the N State Street/Sixth Avenue intersections is the only existing at-grade railroad crossing that does not provide gates or lighting. Rather than upgrade this crossing, an opportunity exists to realign W Sixth Avenue with E Fourth Avenue as previously documented in Project SC8 on **Figure 8**. In order to seek a potential new railroad crossing along the realigned Sixth Avenue to Fourth Avenue corridor, the existing W Sixth Avenue crossing would need to be closed.

In order to add or propose changes to an existing railroad crossing, coordination with ODOT rail must occur. When there is a formal interest to add a new crossing, or to modify or close an existing one, a review process initiated by the interested applicant must be submitted to ODOT Rail & Public Transit Division who will then work with the applicants and affected railroads and road authorities. As required by statute⁹, ODOT must also examine opportunities to eliminate at-grade crossings, focusing on crossings that are redundant or have the greatest potential for conflicts between rains and other modes. **Exhibit 6** illustrates a planning-level concept diagram of the Sixth Avenue to Fourth Avenue realignment and new railroad crossing.

Exhibit 6: Fourth Avenue/ N State Street Rail Plan Alternative

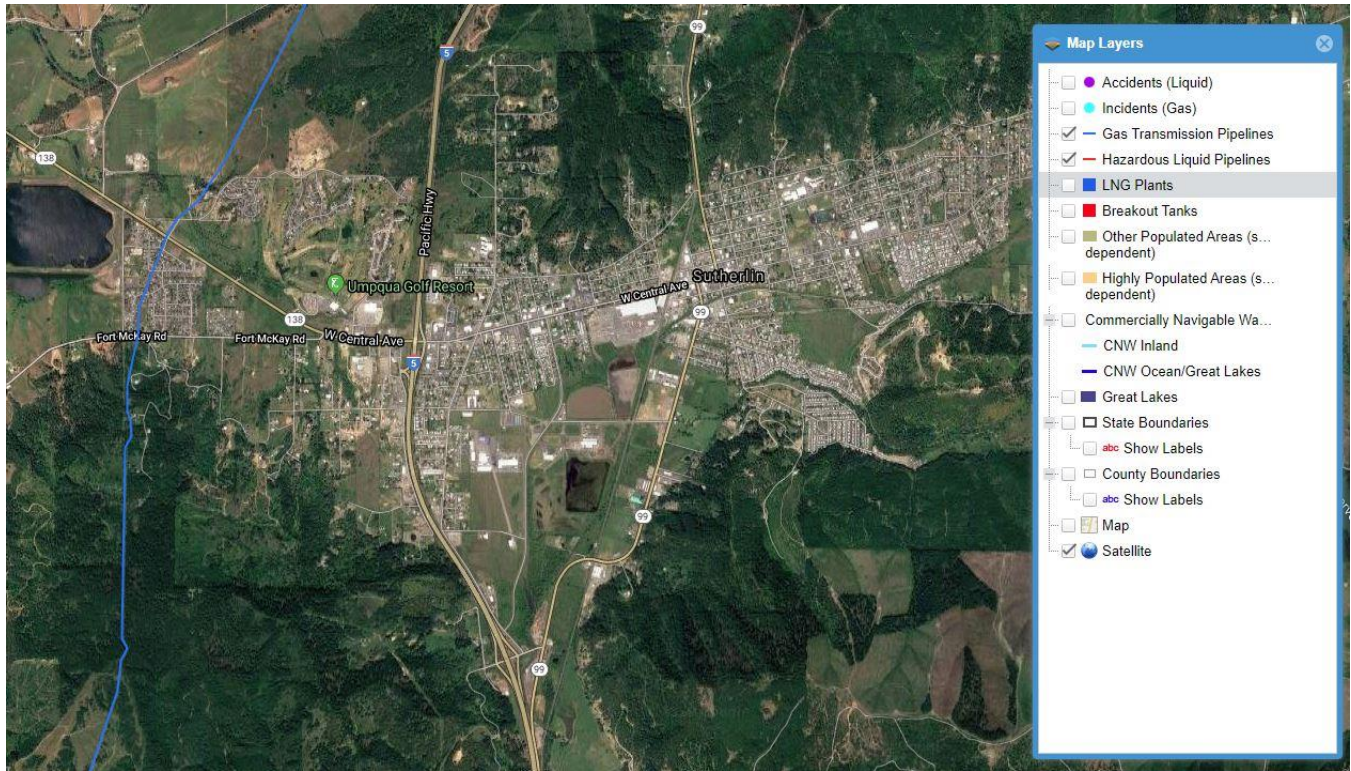


⁹ ORS 824.202 requires ODOT to eliminate at-grade crossings wherever possible.

PIPELINE FACILITIES

Northwest Pipeline LLC operates a major natural gas pipeline located in western Sutherlin. Exhibit 7 illustrates the location of the Gas Transmission Pipeline.

Exhibit 7: Gas Transmission Pipeline



According to the National Pipeline Mapping System (NPMS) Public Viewer, the natural gas pipeline in Sutherlin is located on the Eugene/Grants Pass System and identified as Pipeline ID 2443. The pipeline is 34.66 miles in length and is currently Active (filled).¹⁰

AIR FACILITIES

There are no public or private airports located within Sutherlin. The closest public airport is the Roseburg Regional Airport located approximately 12 miles south of Sutherlin. No air projects or programs were identified as part of the TSP.

¹⁰ <https://pvnpmns.phmsa.dot.gov/PublicViewer/>

FUNDING AND IMPLEMENTATION

FUNDING PROGRAMS AND REVENUE

Funding Forecast

The City of Sutherlin has historically relied upon different revenue sources to fund transportation-related maintenance and make capital improvements. These revenue sources include taxes, inter-governmental sources, and miscellaneous funds such as system development changes.

- ▶ **State Gas Tax** - State gas taxes are comprised of proceeds from excise taxes imposed by the State and Federal government to generate revenue for transportation funding. The proceeds from these taxes are distributed to Oregon counties and cities in accordance with Oregon Revised Statute (ORS) 366.764, by county registered vehicle number, and ORS 366.805, by city population. The Oregon Constitution states that revenue from the state gas tax is to be used for the construction, reconstruction, improvement, maintenance, operation and use of public highways, roads, streets, and roadside rest areas.
- ▶ **Inter-Governmental Sources** - Inter-Governmental Sources in Sutherlin has historically included grant funds and special agreements.
- ▶ **Miscellaneous** - Miscellaneous revenue includes various funds received throughout the year from system development charges (SDC) and unanticipated activities including land sales and cost sharing of special projects.

Revenue estimates from each of the historical revenue sources were combined and projected out over the next 5, 10, and 22-year period to determine the total revenue that is estimated through 2040. **Table 11** provides a summary of the potential future funding through 2040.

Table 11: Future Transportation Funding Projections			
Revenue Source	5-Year Forecast FY 2018-19 to FY 2022-2023	10-Year Forecast FY 2023-2024 to FY 2027-2028	22-Year Forecast FY 2028-2029 to 2039-2040
State Gas Tax	\$2,400,000	\$5,400,000	\$15,200,000
Inter-Governmental Sources	\$850,000	\$1,700,000	\$3,700,000
Miscellaneous	\$660,000	\$1,300,000	\$3,000,000
Total	\$3,910,000	\$8,400,000	\$21,900,000

Expenditure Forecast

The City organizes historical expenditures into three main categories, including Materials & Services, Maintenance, and Transfers.

- ▶ **Materials & Services** – Materials and Services consists of items that need to be purchased and one-time expenses including small equipment, tools and supplies, personnel training, insurance, and more.
- ▶ **Maintenance** – Maintenance expenditures are primarily used for general street and storm drainage maintenance; striping, filling potholes, clearing storm drains, fixing storm drains, small paving projects, and dust control.
- ▶ **Transfers** - Transfers have consisted primarily for the estimated labor and material costs to the General Fund for administration purposes and to the Public Works fund for street related services i.e., construction crews.

Table 12: Future Transportation Expenditure Projections

Expenditure Source	5-Year Forecast FY 2018-19 to FY 2022-2023	10-Year Forecast FY 2023-2024 to FY 2027-2028	22-Year Forecast FY 2028-2029 to 2039-2040
Materials & Services	\$450,000	\$910,000	\$2,000,000
Maintenance	\$180,000	\$360,000	\$800,000
Transfers	\$1,270,000	\$2,540,000	\$5,600,000
Total	\$1,900,000	\$3,810,000	\$8,400,000

As shown in **Table 11** and **Table 12**, the projected funding from now through FY 2039-40 is approximately \$21,900,000 and the projected expenditures are approximately \$8,400,000. Based on these projections, the City is expected to have approximately \$13,500,000 through the year 2040. The City should continue to identify other potential revenue sources to fund transportation projects including projects identified in the TSP update.

PLANNED TRANSPORTATION SYSTEM COST SUMMARY

Table 13 provides a summary of the full cost of the financially constrained and planned transportation system projects. As shown, the full cost of the planned system is approximately \$65M over the 20-year period.

Table 13: Planned Transportation System Cost Summary

Project Type	High Priority / Financially Constrained Projects	Tier 2 / Unfunded Projects	Tier 3 / Aspirational Projects	Total
Pedestrian	\$1,555,000	\$9,545,000	\$780,000	11,880,000
Bicycle/Rolling	\$190,000	\$8,985,000	\$0	9,175,000
Transit	\$250,000	\$0	\$0	250,000
Street Connectivity	\$2,745,000	\$10,835,000	\$4,865,000	18,445,000
Roadway Enhancement	\$8,160,000	\$12,585,000	\$3,340,000	24,085,000
Safety	\$25,000	\$350,000	\$0	375,000
Total	12,925,000	\$42,300,000	\$8,985,000	\$64,210,000

POTENTIAL FUNDING SOURCES

The projected transportation funding analysis shows that the City of Sutherlin will have a limited source of funds that can solely be dedicated to transportation-related capital improvement projects over the next twenty years. As such, Sutherlin will need to seek additional funds via transportation improvement grants, partnerships with regional and state agencies, and other funding sources to help implement future transportation-related improvements.

Table 14 identifies a list of potential Grant sources and Partnering Opportunities to consider during the course of the 20-year planning horizon.

Table 14: Potential Grant Sources and Partnering Opportunities		
Funding Source	Description	Potential Facility Benefit
Fixing America's Surface Transportation (FAST) Act	FAST Act funds surface transportation programs, including, but not limited to, federal-aid highways	<ul style="list-style-type: none"> Roadway facilities
Surface Transportation Block Grant (STBG)	STBG funds are flexible funding sources for jurisdictions and are eligible to be used for non-motorized transportation projects	<ul style="list-style-type: none"> Bicycle, pedestrian, and transit facilities
Highway Safety Improvement Program (HSIP)	HSIP is a core Federal-aid program with the purpose of achieving a significant reduction in traffic fatalities and serious injuries on all public roads	<ul style="list-style-type: none"> Safety
All Roads Transportation Safety (ARTS)	The ARTS is intended to address safety needs on all public roads in Oregon	<ul style="list-style-type: none"> Safety
Connect Oregon	Connect Oregon is an initiative to invest in air, rail, marine, and bicycle and pedestrian infrastructure to ensure Oregon's transportation system is strong, diverse, and efficient	<ul style="list-style-type: none"> Non-motorized
The Statewide Transportation Improvement Program (STIP)	The STIP is ODOT's four-year transportation capital improvement program	<ul style="list-style-type: none"> Roadway, pedestrian, bicycle, and trail facilities
House Bill (HB) 2017 Transportation Investments	House Bill (HB) 2017 affects drivers, bicyclists, and payroll employees by increasing the gas tax, weight-mile tax, and other transportation-related fees	<ul style="list-style-type: none"> Roadway, pedestrian, bicycle, transit, and trail facilities
Safe Routes to School (SRTS) Infrastructure Program	ODOT's Safe Routes to School (SRTS) infrastructure program is focused on providing grants to make it safer for children to walk and bike to school	<ul style="list-style-type: none"> Pedestrian and bicycle facilities

Table 15 identifies a list of potential new funding sources for Sutherlin to consider in an effort to increase funds for additional capital improvement projects.

Table 15: Potential New Funding Sources for Future Consideration		
Funding Source	Description	Potential Facility Benefit
Economic Improvement Districts (EIDs)	Economic Improvement Districts collect assessments or fees on businesses in order to fund improvements that benefit businesses and improve customer access within the district	<ul style="list-style-type: none"> Roadway, pedestrian, and bicycle facilities
Local Improvement Districts (LIDs)	LIDs are most often used to construct projects such as streets, sidewalks, or bikeways	<ul style="list-style-type: none"> Roadway, pedestrian, and bicycle facilities
Local Fuel Tax	A local tax assessed on fuel purchased within the jurisdiction that has assessed the tax	<ul style="list-style-type: none"> Roadway facilities
Urban Renewal Districts/Tax Increment Financing	Urban Renewal Districts are separate taxing districts created to remove blight within a district	<ul style="list-style-type: none"> Roadway, pedestrian, bicycle, transit, and trail facilities
Local Bond Measures	Local bond measures, or levies, are usually initiated by voter-approved general obligation bonds for specific projects	<ul style="list-style-type: none"> Roadway facilities
Street Utility Fees/Road Maintenance Fee	Flat fee charged to each property, on the number of trips a particular land use generates, or some combination of both	<ul style="list-style-type: none"> Roadway facilities
User Fees	Fees tied to the annual registration of a vehicle to pay for improvements, expansion, and maintenance to the street system	<ul style="list-style-type: none"> Roadway facilities
Development Exactions	Infrastructure improvements conditioned on new development to offset the transportation infrastructure impacts of new development.	<ul style="list-style-type: none"> Roadway, pedestrian, bicycle, transit, and trail facilities
Parking District Assessments	Taxes applied to businesses/property owners in areas where special parking districts are established. The funds generated by the taxes would go to the operation and maintenance of the parking district. Useful in areas where parking is a premium.	<ul style="list-style-type: none"> On-street parking

Table 15: Potential New Funding Sources for Future Consideration

Funding Source	Description	Potential Facility Benefit
Parking-in-lieu Fees	Special fees assessed on development that chooses to not provide on-site parking for the development.	<ul style="list-style-type: none"> Roadway, pedestrian, bicycle, transit, and trail facilities
Public/Private Partnerships	Public transportation infrastructure that is paid for by private sector in exchange for the revenue generated by that infrastructure. Examples could include car charging stations, car share facilities, bike lockers, and public parking lots.	<ul style="list-style-type: none"> Public parking lots, bike locker/storage facilities, car charging stations.
Streets District	Special taxing districts (separate from the City of Sutherlin) that are formed to help improve or maintain specific roadways within the district.	<ul style="list-style-type: none"> Local streets (surface improvements, sidewalks, bicycle lanes)

IMPLEMENTATION

The Transportation Planning Rule (TPR), as codified in the Oregon Administrative Rules (OAR 660-012-0045, requires that local jurisdictions identify and adopt land use regulation and code amendments needed to implement the TSP. Recommended land use regulations and code amendments are provided in Volume III.



MEMORANDUM

DATE February 7, 2020
TO Matt Hughart & Nick Gross, Kittelson and Associates, Inc. (KAI)
FROM Darci Rudzinski & Clinton “CJ” Doxsee, APG
RE **Technical Memorandum #7: Policy and Code Amendment Recommendations**
CC File

GENERAL POLICY AND CODE RECOMMENDATIONS

General Description of the Action

This memorandum outlines an approach for amending the Sutherlin Comprehensive Plan and the Sutherlin Development Code (SDC) to ensure consistency with and implement the 2020 Sutherlin Transportation System Plan (TSP) and relevant provisions of the Oregon Transportation Planning Rule (OAR 660 Division 12, known as the “TPR”).

Sutherlin Comprehensive Plan Actions

Recommended policy amendments reflect issues identified through the TSP update and the need for consistency between the TSP and Comprehensive Plan. Recommendations from the adopted 2005 TSP were not amended into the Comprehensive Plan document, nor were adopted Comprehensive Plan policies modified to reflect the TSP. The current TSP update planning process provides an opportunity to ensure that the policy language in the Comprehensive Plan and the TSP is consistent and to clarify the role each document serves in providing guidance for transportation planning in the city.

Sutherlin Development Code Actions

The TPR requires each local government to amend its land use regulations to implement the TSP and to adopt land use regulations consistent with state and federal requirements “to protect transportation facilities, corridors and sites for their identified functions.” These requirements are achieved through a variety of measures, including access control standards, robust pedestrian and bicycle circulation and connectivity provisions, standards to protect future road operations, and expanded notice requirements and coordinated review procedures for land use applications.

The consultant team evaluated the SDC and found it to be largely in compliance with TPR requirements. The recommended amendments are intended to ensure the requirements are consistent with the updated TSP, provide clarity, and enhance consistency with TPR requirements.

Likely Implementing Agencies and Other Involved Parties

The City of Sutherlin, with support from the Oregon Department of Transportation (ODOT), will be responsible for implementing the recommended modifications. The recommended modifications identify two City documents: the Sutherlin Comprehensive Plan and the SDC. Chapter 4 – Development Applications and Review Procedures in the City’s SDC identifies the type of land use application and review procedure by which modifications to approved plans and the SDC can be made.

Administrative or Legislative Actions Likely Required

The SDC determines the review procedure that applies to Comprehensive Plan and SDC amendments; amendments are reviewed through a Type IV procedure, subject to the provisions and approval criteria in Section 4.11 (see SDC Table 4.2.110). Type IV review procedures are quasi-judicial, with publicly noticed hearings before the Planning Commission and City Council. Amendments are considered initially by the Planning Commission and forwarded with a recommendation to City Council, the final decision-making body. Both bodies provide public notice and a hearing.

Potential Effectiveness

The recommended modifications to the Comprehensive Plan goals and policies are intended to provide sufficient guidance to ensure that future land use decisions and actions are consistent with the planned transportation system, thereby protecting the function of existing roadways and promoting a multi-modal system.

The recommended modifications to the SDC implement the provisions of the TSP update. Consistent with the TSP update, the recommended modifications are intended to integrate comprehensive land use planning with transportation needs and to promote multi-modal systems and make it more convenient for people to walk, bicycle, use transit, and drive less as development occurs.

Potential Impediments

Pursuant to Chapter 4 of the SDC, the recommended amendments to the Comprehensive Plan and the SDC are subject to a Type IV review. A Type IV review procedure requires a minimum of two hearings – one before the Planning Commission and one before the City Council – and also prescribes public notice requirements for each hearing.

Public hearings and public notice enable the City and the public to reasonably review applications and participate in the local decision-making process in a timely and effective way. It is possible that

areas of disagreement may arise as the proposed amendments, including adoption of the updated TSP, are reviewed as part of the public hearing process. Disagreements that the Planning Commission or City Council are not able to resolve may result in schedule delays and/or necessitate additional modifications to policy or code amendments. However, the risk for delays or additional modifications is low as a result of the City's public outreach and Public Advisory Committee involvement over the course of the project.

SPECIFIC POLICY AND CODE RECOMMENDATIONS

The City's TSP is the transportation element of the Sutherlin Comprehensive Plan. Upon adoption, the updated TSP's transportation policies will provide a framework for future land use and transportation decisions. To ensure that the text of the Comprehensive Plan is consistent with the updated TSP, policy language should be updated to reflect new transportation policy. In addition, the TSP project scope of work identifies topic areas where specific policy and code recommendations are to be reviewed as part of this Technical Memorandum. These topic areas are listed in Table 1 along with corresponding recommendations.

Table 1 provides a summary of recommendations identified in this memorandum. The full text of proposed Comprehensive Plan amendments are included in Attachment A; Attachment B includes proposed modifications to the SDC.

Table 1: Recommendation Summary

Policy and Code Amendment Topic Areas	Recommended Amendments	Document/ Section
Comprehensive Plan policies	Update the Public Facilities Goals and Policies to be consistent with the TSP goals and objectives.	Amend the Public Facilities Element in the Comprehensive Plan
Proposed Amendments to IAMP 136	No amendments to the IAMP are recommended as part of the TSP update process.	
Access Management	Modify vehicle access and circulation provisions in the SDC to clarify existing standards, provide flexibility, and ensure consistency with the TSP.	SDC Amendments: <ul style="list-style-type: none"> • 3.2.110.D • 3.2.110.E SDC Additions: <ul style="list-style-type: none"> • 3.2.110.I.4 • 3.2.110.S TPR -0045(2)(a)
Standards to Protect Future Operations of Roads, Transit, and Freight Movements	Add new section with traffic impact study provisions to provide additional clarification on when a TIS is required; propose TIS approval criteria and TIS conditions of approval.	SDC Addition: <ul style="list-style-type: none"> • 3.5.110.Z TPR -0045(2)(b)

Policy and Code Amendment Topic Areas	Recommended Amendments	Document/ Section
Regulations Supporting Safe and Convenient Bicycle and Pedestrian Facilities	Update street design standards and cross-sectional standards to be consistent with the TSP update.	SDC Amendments: <ul style="list-style-type: none"> 3.5.110.F TPR -0045(3)(b)
A Process for Agency Notification and Coordinated Review of Land Use Divisions Affecting Transportation Facilities	Update public notice requirements for Type III and Type IV Planning Hearing to include affected public agencies.	SDC Amendments: <ul style="list-style-type: none"> 4.2.140.C 4.2.150.D TPR -0045(1)(c) & (2)(f)
Regulations that Support Amendments to Land Use Designations, Densities, and Design Standards are Compatible with Function, Capacity, and Level of Service of Transportation Facilities	No amendments to the zoning map amendment approval criteria are recommended as part of this TSP update process. Add TIS approval criteria that ensure proposed zone changes and plan amendments are supported by the planned transportation system and that the City has the authority apply conditions of approval related to needed transportation mitigation.	SDC Addition <ul style="list-style-type: none"> 3.5.110.Z TPR -0045(2)(g) & -0060
Regulations Supporting Safe and Convenient Access to Transit Facilities	Include requirements for development proposals that are within a certain distance from an existing or proposed transit stop.	SDC Addition <ul style="list-style-type: none"> 3.2.120.A.5 TPR -0045(3)(b)
Definition of “Applicant” that Allows Agency to Obtain a Land Use Permit Without the Land Owner’s Consent or Participation	Expand the who may initiate land use applications to include public agencies or private entities that have statutory rights of eminent domain for projects they have the authority to construct.	SDC Amendments: <ul style="list-style-type: none"> 4.2.160.C

The following sections provides a summary of recommended modifications as they relate to each topic in Table 1.

Comprehensive Plan Amendments

The recommended Comprehensive Plan goal and policy language is intended to be consistent with updated TSP goals and objectives. The proposed goal and policy language is consistent with the recommendations that were first explored with City staff and advisory committees as part of *Technical Memorandum #1: Goals, Plan and Policy Review, Funding Forecast* and are intended to reflect the outcomes of the TSP update process. More broadly, the proposed policies are intended to provide sufficient guidance to ensure that future land use decisions and actions are consistent with the planned transportation system, thereby protecting the function of existing roadways and promoting a multi-modal system.

IAMP 136

The Interchange 136 Interchange Area Management Plan (IAMP) was adopted by the City and approved by the Oregon Transportation Commission (OTC) as an amendment to the Oregon Highway Plan (OHP) in 2009. It functions as a refinement plan to the City’s TSP and helps to guide

future land use and transportation decisions within the interchange influence area. The IAMP identified a preferred interchange configuration that addresses existing and anticipated deficiencies. The preferred interchange configuration is similar to a standard diamond but includes a supplemental loop ramp that provides movements for westbound traffic to southbound I-5. It also includes specific local street system projects to enhance connectivity in the vicinity of the interchange.

Recommendation: No amendments to the IAMP are proposed as part of the TSP update process. The preferred interchange configuration and access management plan have been incorporated into the TSP update. See the TSP draft for additional information.

Access Management

Access and circulation is regulated in Section 3.2 of the SDC. Specifically, Subsection 3.2.110 addresses vehicular access and circulation for all public roads, streets, and alleys within the City and to all properties abutting them. The regulations manage access through maintaining an adequate “level of service” (“LOS”) and functional classification of roadways.

The City currently has a robust set of access management provisions that regulate vehicular access onto public roadways. Existing provisions include access permit requirements, traffic impact study requirements, access standards and options, number and spacing of accesses standards, and more. The existing provisions are generally in conformance with TPR regulations.

Recommendation. This memorandum recommends minor modifications to the vehicle access and circulation provisions in the SDC. The recommended modifications are intended to clarify existing standards, provide flexibility for the City and applicants under specific circumstances, and to implement and be consistent with the updated TSP.

Standards to Protect Future Operations of Roads, Transit, and Freight Movements

The SDC states in Section 3.2.110.D “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 including identification of projects needed to implement the Transportation System Plan or other projects needed to mitigate for traffic impacts resulting from development...” Similarly, Section 3.2.110.E allows the City to apply conditions of approval for access permits to mitigate impacts from development. Together, these provisions ensure that the operation of the street and highway system will operate safely and efficiently as development occurs.

The SDC also includes provisions to ensure zoning map amendments are consistent with the TPR. The approval criterion in Section 4.8.110.C states that “Demonstration that the most intense uses and density that would be allowed... can be served through the orderly extension of urban facilities and services, including demonstrating consistency with OAR 660-012-0060.”

Recommendation: This memorandum recommends additional traffic impact study provisions be added to Section 3.5.110 (Transportation Standards) that will provide additional clarification on

when a TIS is required, TIS approval criteria, and TIS conditions of approval. The additional study provision would be added as a new subsection in 3.5.110.

Regulations Supporting Safe and Convenient Bicycle and Pedestrian Facilities

Access and circulation is regulated in Section 3.2 of the SDC. Specifically, Subsection 3.2.120 regulates pedestrian (and bicycle) access and circulation in new developments. It states that “safe, direct and convenient pedestrian circulation, all developments, except single family detached housing..., shall provide a continuous pedestrian and/or multi-use pathway system.” The regulations provide on-site and street connectivity standards as well as design and construction standards.

Bicycle parking is regulated in in Section 3.4 of the SDC. Specifically, Subsection 3.4.130 regulates bicycle parking requirements for all uses that are subject to site plan review. It requires bicycle parking for any use with greater than ten vehicle parking spaces as well as prescribed minimum requirements for multi-family development, schools, colleges/trade schools, and for all uses within the Downtown Commercial (C-1) zone.

Bicycle facilities within the City’s public right-of-way are regulated in Section 3.5 of the SDC. Specifically, Subsection 3.5.110 provides transportation related standards, including bike lane design standards for streets and pathways and cross-sectional standards for roadway based on street classification.

Recommendation: This memorandum recommends updating the street design standards and cross-sectional standards to be consistent with street standards identified in the TSP update.

A Process for Agency Notification and Coordinated Review of Land Use Divisions Affecting Transportation Facilities

Section 4.2 establishes procedures to allow the City, affected agencies, and the public to review and participate in the local decision-making process. Part of those provisions include public notice requirements for Type II, III, and IV review procedures. It also includes provisions that consolidate review of multiple land use applications under the highest applicable review procedure.

Recommendation: This memorandum recommends updating public notice requirements for Type III Planning Commission hearings to include governmental agencies or utilities who may be affected by a land use decision. Similarly, this this memorandum recommends a similar update for Type IV Planning Commission hearings to include utilities.¹

¹ Note, public notice requirements for Type IV Planning Commission hearings already list affected governmental agencies as an agency that should receive notice.

Regulations that Support Amendments to Land Use Designations, Densities, and Design Standards are Compatible with Function, Capacity, and Level of Service of Transportation Facilities

The SDC includes provisions to ensure zoning map amendments are consistent with the TPR. The approval criterion in Section 4.8.110.C states that “Demonstration that the most intense uses and density that would be allowed... can be served through the orderly extension of urban facilities and services, including demonstrating consistency with OAR 660-012-0060.”

Recommendation: No amendments to the zoning map amendment approval criteria are recommended as part of the TSP update process. Add TIS approval criteria that ensure proposed zone changes and plan amendments are supported by the planned transportation system and that the City has the authority apply conditions of approval related to needed transportation mitigation.

Regulations Supporting Safe and Convenient Access to Transit Facilities

The existing transit service in Sutherlin is provided by the UTrans Blueline. UTrans is currently developing a Transit Master Plan that will potentially provide additional transit system improvements in the City. The TSP’s Transit element identifies transit amenity and service improvements for the City. Although the City does not have the authority to improve transit service, it can coordinate with UTrans and ensure that future development is supportive of transit through the land use approval process.

Recommendation: Include development requirements that support transit for proposals that are within a certain distance from an existing or proposed transit stop.

Definition of “Applicant” that Allows Agency to Obtain a Land Use Permit Without the Land Owner’s Consent or Participation

City Council, Planning Commission, the planning director, or property owners or their agents are authorized to initiate land use applications (SDC 4.2.160.C). The challenge for agencies like the Oregon Department of Transportation (ODOT), which has responsibility to plan for state transportation facilities and has the power of eminent domain, is one of timing. ODOT may not yet be the owner of the property where the improvement is planned at which time land use approval is needed, as property acquisition often happens very late in the project timeline. Allowing agencies with eminent domain powers (e.g., ODOT) to initiate land use applications would simplify and facilitate project approval and development.

Recommendation: Expand the who may initiate land use applications to include public agencies or private entities that have statutory rights of eminent domain for projects they have the authority to construct.

ATTACHMENT A: GOALS AND OBJECTIVES

The following Sutherlin Comprehensive Plan modifications implement the recommendation in Table 1 of the Implementing Ordinances memorandum. Recommended changes are in an adoption-ready format; text that is recommended to be added is shown as **underlined and bold**, and text recommended to be removed is shown in ~~strikeout~~.

PUBLIC FACILITIES ELEMENT

The services required for a community to function properly are called public facilities. This broad title includes such systems as water, sewer, transportation, drainage, solid waste, emergency services, parks and recreation, as well as other public facilities. As a community grows, these services must necessarily expand. The policies in this element are designed to provide for needed service expansion in an orderly manner. Oregon law ORS 197.712(2)(e) requires public facility plans for storm sewer, sanitary sewer, water, and transportation systems for land uses shown in the Comprehensive Plan. This law applies to areas with populations over 2500 within urban growth boundaries.

In addition, Oregon Administrative Rule (OAR) 660, Division 11, requires that public facilities plans list proposed public facility projects and map their locations and provide policies or an urban growth management agreement that designates the provider of each service. Also, the rule specifies that the Public Facility Plan provide an inventory and general assessment of the public facilities, rough cost estimates of each project, an estimate of when the project will be needed, and a discussion of existing funding mechanisms.

The updated Public Facilities Plan for Sutherlin prepared in 1990 includes the elements required by Oregon law and administrative rules. To prevent duplication, the Sutherlin Public Facilities Plan is the document of reference for both general and specific aspects of Sutherlin's public facility systems. However, the goals and policies of the Public Facilities Plan are retained in this element. Both documents work to outline Sutherlin's community aims.

ENERGY CONSERVATION

Energy conservation is not directly addressed in the Public Facilities Plan. But despite the -fact that the city has control over only a few activities that relate to energy use and conservation, these few areas are significant.

Included among the energy-conserving policies the city has adopted are planning for alternative transportation methods by resolving to study a bike route system and requiring sidewalks in new developments. The city encourages zero lot line zoning to increase structure density and heat retention. Infilling of vacant lots is encouraged to keep distances to the city's commercial areas as short as possible. The city requires new requires new construction to meet state standards for weatherization and energy conservation. And waste recycling is encouraged as the city coordinates

with Douglas County solid waste management policies. Energy conservation policies are found on page 41, below.

PUBLIC FACILITIES -- GOALS AND POLICIES

A. GOAL: TO PROVIDE EFFICIENT PUBLIC FACILITIES AND SERVICES IN AN ORDERLY, PLANNED MANNER SO AS TO MEET THE NEEDS OF SUTHERLIN'S RESIDENTS AND BUSINESSES.

POLICIES:

[No modifications to Goal A policies]

B-1. GOAL - SAFETY: TO PROVIDE AND ENCOURAGE A SAFE, CONVENIENT, AESTHETIC, AND ECONOMICAL TRANSPORTATION SYSTEM. TO PROVIDE A TRANSPORTATION SYSTEM THAT ENHANCES SAFETY AND SECURITY OF ALL TRANSPORTATION MODES.

POLICIES:

- ~~1. Encourage the expansion of the street improvement program and also coordinate the program with the future street plan, and thus ensure that those streets that have been designated to carry high volumes of traffic (arterials and collectors) are in satisfactory and safe condition.~~
- ~~2. Support the development of an additional east-west limited access arterial thoroughfare.~~
- ~~3. Actively assist the State Highway Department in upgrading U.S. Highway 99 to a four-lane road and removing the jogs in the highway at Central Avenue and south of town in the vicinity of the Pacific Railroad tracks.~~
- ~~4. Require the installation of street lights in new developments.~~
- ~~5. Encourage the Southern Pacific Railroad to put up railroad crossing arms at railroad crossings and to use indicator lights on high-traffic streets.~~
- ~~6. Develop a street systems plan which identifies the function of each street in the community.~~
- ~~7. Future streets and major improvements to existing streets shall satisfy the following applicable developmental criteria:~~

	Local	Collector	Arterial
Minimum Right-of-Way	56 ft.	60 ft.	102 ft.
Minimum Pavement Width	36 ft.	40 ft.	70-82 ft.

- ~~8. Discourage direct residential access onto existing and future arterials, in particular Central Avenue west of Sherwood Street.~~
- ~~9. Develop a system of sidewalks in the existing core city with emphasis on linking the community's major activity nodes.~~
- ~~10. The city shall coordinate with the county to plan and develop an area bikeway.~~
- ~~11. The city shall encourage the development of alternative modes of transportation to the automobile.~~
- ~~12. The city shall require sidewalks in all new subdivisions.~~
- ~~13. The city shall work with the Oregon Department of Transportation and Douglas County to improve the city's transportation system to a level consistent with the goals and policies of the Comprehensive Plan and the Public Facilities Plan.~~
- ~~14. The city shall require new development to install appropriate and pleasing landscaping along arterial streets.~~

B-1.1 Promote transportation safety through a comprehensive program of engineering, education, and enforcement.

B-1.2 Address existing and potential future safety issues by identifying high crash locations and develop strategies to address those issues.

B-1.3 Designate safe routes from residential areas to schools and identify transportation improvements needed to ensure the safety of Sutherlin's school children.

B-1.4 Develop a safe, complete, attractive, efficient, and accessible system of pedestrian ways, bicycle ways and personal electric vehicle ways, including bike lanes, shared roadways, multi-use paths, and sidewalks.

B-2 GOAL – MOBILITY AND EFFICIENCY: TO PROVIDE A BALANCED AND EFFICIENT TRANSPORTATION SYSTEM FOR ALL MEMBERS OF THE COMMUNITY THROUGH EFFECTIVE TRANSPORTATION AND LAND USE PLANNING

POLICIES:

B-2.1 Reduce reliance on single occupancy vehicles by improving the quality of walking, biking, transit, and electric vehicle facilities. Identify strategies appropriate to the City of Sutherlin to help reduce vehicle miles traveled.

B-2.2 Integrate transportation and land use into development ordinances to increase opportunities for multi-purposes trips.

B-2.3 Manage projected travel demand consistent with community, land use, environmental, economic and livability goals.

B-2.4 Manage the transportation system for adequate and efficient operations.

B-3 GOAL – HEALTH AND LIVABILITY: PROVIDE A TRANSPORTATION SYSTEM THAT ENHANCES THE HEALTH AND LIVABILITY OF LOCAL RESIDENTS BY PROMOTING ACTIVE MODES OF TRANSPORTATION

POLICIES

B-3.1 Enhance the livability of the Sutherlin Community through proper location and design of transportation facilities including multi-use paths to balance the needs of human use and enjoyment with resource conservation in areas identified in the Parks Master Plan and Comprehensive Plan.

B-3.2 Design roadways to enhance livability by ensuring that aesthetics and landscaping are an integral part of Sutherlin’s transportation system.

B-3.3 Construct multi-use paths where they can be developed with satisfactory design components that address safety, security, maintainability, and acceptable uses.

B-4 GOAL – CONNECTIVITY AND ACCESSIBILITY: DEVELOP A COMPREHENSIVE, MULTIMODAL TRANSPORTATION SYSTEM THAT CONNECTS ALL MEMBERS OF THE SUTHERLIN AREA TO COMMUNITY DESTINATION.

POLICIES

B-4.1 Provide connectivity to each area of the City for convenient multi-modal access. Ensure pedestrian, bicycle, transit, and vehicle access to schools, parks, employment and recreational areas, and the Sutherlin core city area by identifying and developing improvements that address connectivity needs.

B-4.2 Make better use of the southern interchange by connecting an east-west route to the southern interchange on both sides of Interstate-5.

B-4.3 Identify opportunities to improve east-west travel for all modes of transportation across I-5.

B-4.4 Balance the needed street function for all travel modes with adjacent land uses through the use of context-sensitive street and streetscape design techniques.

B-4.5 Develop neighborhood and local connections to provide adequate circulation into and out of neighborhoods.

B-4.6 Ensure that adequate access for emergency services vehicles is provided throughout the City.

B-5 GOAL – COORDINATION AND INTEGRATION: ENSURE THE LOCAL TRANSPORTATION SYSTEM IS INTEGRATED WITH COUNTY AND STATE TRANSPORTATION SYSTEMS AND OBJECTIVES, AND WITH OTHER RELATED

ASPECTS OF THE COMMUNITY IN SUTHERLIN, INCLUDING LAND USE PLANNING, NATURAL RESOURCE PROTECTION, HOUSING, AND ECONOMIC DEVELOPMENT.

POLICIES

B-5.1 Meet federal and state safety compliance standards for operation, construction, and maintenance of the rail system.

B-5.2 Provide safe routing of hazardous materials consistent with federal guidelines and provide for public involvement in the process.

B-5.3 Engage community members and organizations in the development and design of the transportation facilities identified in the TSP.

B-5.4 Work with regional and local public transportation providers to identify opportunities to expand public transportation service within the City and to surrounding communities. Encourage intercity public transportation connections for long-range public transportation. Enhance public volunteer transit system.

B-5.5 Maintain access management standards for streets consistent with City, County, and State requirements to reduce conflicts between vehicles and trucks, and between vehicles, bicycles, and pedestrians. Develop access management strategies for Central Avenue.

B-6 GOAL – STRATEGIC ECONOMIC INVESTMENT: FACILITATE THE PROVISION OF A MULTI-MODAL TRANSPORTATION SYSTEM FOR THE EFFICIENT, SAFE, AND COMPETITIVE MOVEMENT OF GOODS AND SERVICES TO, FROM, AND WITHIN THE SUTHERLIN AREA.

POLICIES

B-6.1 Construct all transportation facilities to meet the requirements of the Americans with Disabilities Act.

B-6.2 Provide satisfactory levels of maintenance to the transportation system in order to preserve user safety, facility aesthetics, and the integrity of the system as a whole.

B-6.3 Promote accessibility to transport modes that fulfill the needs of freight shippers.

B-6.4 Strive to balance the needs of moving freight with community livability and land use decision making.

B-6.5 Promote the appropriate location of freight routes and regional pipeline systems to enhance security, local service, and efficiency.

B-6.6 Manage on-street parking by providing an appropriate supply and design of off-street parking facilities to promote economic vitality, neighborhood livability, efficient use of urban space, and reduced reliance on single occupancy motor vehicles.

C. TO CONSERVE ENERGY RESOURCES AND ENCOURAGE UTILIZATION OF RENEWABLE ENERGY RESOURCES.

[No modifications to Goal C policies]

ATTACHMENT B: SUTHERLIN DEVELOPMENT CODE AMENDMENTS

The following Sutherlin Development Ordinance modifications correspond to recommendations in Table 1 of the memorandum. Recommended changes are in an adoption-ready format; text that is recommended to be added is shown as **underlined and bold**, and text recommended to be removed is shown in ~~strikeout~~.

Section 3.2 ACCESS AND CIRCULATION

...

3.2.110 Vehicular Access and Circulation.

A. Intent and Purpose.

1. The intent of this section is 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. Access shall be managed to maintain an adequate “level of service” and to maintain the “functional classification” of roadways [See **2020** Transportation System Plan ~~adopted November 2006 and amended in April 2009~~]. Major roadways, including highways, arterials, and collectors, serve as the primary system for moving people and goods. “Access management” is a primary concern on these roads. Local streets and alleys provide access to individual properties. If vehicular access and circulation are not properly designed, these roadways will be unable to accommodate the needs of development and serve their transportation function. This section balances the right of reasonable access to private property with the right of the public to safe and efficient travel.

B. Applicability. 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.

- D. Traffic **Impact** Study Requirements. The city or other agency with access jurisdiction may require a traffic **impact** study prepared by a traffic engineer to determine access, circulation and other transportation requirements including identification of projects needed to implement the Transportation System Plan or other projects needed to mitigate for traffic impacts resulting from development that exceeds assumptions from the Transportation System Plan. (See also, section 3.5, Infrastructure.)
- 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, **limit direction of travel at an approach**, 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.
- ...
- 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.
 - 4. Where the spacing standards limit the number or location of connections to a street or highway, the city engineer may require a driveway to extend to one of more edges of a parcel and be designed to allow for future extension and inter-parcel circulation as adjacent properties develop. The city engineer may also require the owner(s) of the subject site to record an access easement for future joint use of the approach and driveway as the adjacent property(ies) develop(s).**
- ...

- 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)~~ **three (3)** 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:

Figure 3.2.110(Q) – Flag Lot (Typical)

1. Driveway and Lane Width and Lot Frontage. The minimum 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.

...

3.2.120 Pedestrian Access and Circulation

- A. Pedestrian Access and Circulation. To ensure safe, direct and convenient pedestrian circulation, all developments, except single family detached housing (i.e., on individual lots), shall provide a continuous pedestrian and/or multi-use pathway system. (Pathways only provide for pedestrian circulation. Multi-use pathways accommodate pedestrians and bicycles, and may also be designed to accommodate personal electronic vehicles such as golf carts or scooters.) The system of pathways shall be designed based on the standards in subsections 1-3, below:

...

- 5. Improvements at Transit Stops. Proposed development that is adjacent to or includes an existing or planned transit stop is required to plan for access to the transit stop and, where determined necessary in consultation with the transit agency, provide for transit improvements. Requirements apply where the subject parcel(s) or portions thereof are within 200 feet of a transit stop. Where consistent with an approved transportation or transit plan, development requirements and improvements may include the following:**
 - a. Intersection or mid-block traffic management improvements (e.g. traffic lighting or similar protected pedestrian crossing improvement) to allow for pedestrian crossings at transit stops.**

- b. Building placement within twenty (20) feet of the transit stop, a transit street or an intersection street, or a pedestrian plaza at the stop or a street intersection.**
- c. Transit passenger landing pad accessible to disabled persons, constructed to transit agency standards.**
- d. An easement or dedication for a passenger shelter and an underground utility connection to a transit stop if requested by the transit agency.**

Section 3.4 VEHICLE AND BICYCLE PARKING

...

3.4.120 Vehicle Parking Standards

- A. Minimum Off-Street Vehicle Parking. The minimum number of required off-street vehicle parking spaces (i.e., parking that is located in parking lots and garages and not in the street right-of-way) shall be determined based on the standards in Table 3.4.120.A, except that there is no minimum number of off-street parking spaces required in the downtown commercial (C-1) zone. The number of required off-street vehicle parking spaces shall be determined in accordance with the following standards. Off-street parking spaces may include spaces in garages, carports, parking lots, and/or driveways if vehicles are not parked in a vehicle travel lane (including emergency or fire access lanes), public right-of-way, pathway or landscape. Credit is allowed for “on-street parking”, as provided below in 3.4.120 B. **Exceptions and reductions to off-street parking are provided in 3.4.120.D.**

...

- D. Exceptions and Reductions to Off-street Parking. Applicants may reduce vehicle parking minimum requirements below the minimum off-street parking standards required in Table 3.4.120.A as provided below:**

- 1. Commercial Uses within the downtown commercial zone (C-1): Allow up to a 30 percent reduction to the standard to the standard number of automobile spaces;**
- 2. Site has a bus stop with transit service located adjacent to it, and the site’s frontage is improved with a bus stop waiting shelter, consistent with the standards of the applicable transit service provider: Allow up to a 20 percent reduction to the standard number of automobile parking spaces;**
- 3. Site has dedicated parking spaces for carpool or vanpool vehicles: Allow up to a 10 percent reduction to the standard number of automobile parking spaces;**
- 4. Site has dedicated parking spaces for motorcycles, scooters, or electric carts: Allow reductions to the standard dimensions for parking spaces;**

5. Site has more than the minimum number of required bicycle parking spaces: Allow up to a 5 percent reduction to the number of automobile parking spaces.

~~D-E.~~ Maximum Number of Parking Spaces. The number of parking spaces provided by any particular use in ground surface parking lots shall not exceed the required minimum number of spaces provided by this section by more than thirty (30) percent. Spaces provided on-street, or within the building footprint of structures, such as in rooftop parking, or under- structure parking, or in multi-level parking above or below surface lots, may not apply towards the maximum number of allowable spaces. Parking spaces provided through “shared parking” also do not apply toward the maximum number.

[Renumber Subsections D through F. No other modifications to these subsections are recommended.]

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Section 3.5 INFRASTRUCTURE STANDARDS

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3.5.110 Transportation Standards

...

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~~ **5.2.120** 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 the following factors:

...

~~Table 3.5.110F—Street Pathway Design Standards~~

[Note, replace or update Table 3.5.110F to be consistent with updated TSP.]

~~Figure 1. Two Lane Arterial—Parking Both Sides~~

~~Figure 2. Three Lane Arterial~~

~~Figure 3. Five Lane Arterial~~

~~Figure 4. Parkway~~

~~Figure 5. Three Lane Collector—Parking Both Sides~~

~~Figure 6. Commercial / Industrial Collector—Parking Both Sides~~

~~Figure 7. Commercial / Industrial Collector—Parking One Side~~

~~Figure 8. Commercial / Mixed-Use Collector—Parking Both Sides~~

~~Figure 9. Residential Collector~~

~~Figure 10. Local Residential Street – Parking One Side~~

~~Figure 11. Local Residential Street – Parking Both Sides~~

[Note, replace or update Figures 1 through 11 to be consistent with updated TSP.]

...

Z. Traffic Impact Studies. The following provisions establish when a proposal must be reviewed for potential transportation impacts; when a Traffic Impact Study (TIS) must be submitted with a development application in order to determine whether conditions are needed to minimize impacts to and protect transportation facilities; the required contents of a TIS; and who is qualified to prepare the analysis.

- 1. When a Transportation Impact Study (TIS) is Required. The City or other road authority with jurisdiction may require a TIS as part of an application for development, a change in use, or a change in access. A TIS shall be required where a change of use or a development would involve one or more of the following:**
 - a. A change in zoning or a plan amendment designation;**
 - b. Operational or safety concerns documented in writing by a road authority;**
 - c. An increase in site traffic volume generation by 300 Average Daily Trips (ADT) or more;**
 - d. An increase in peak hour volume of a particular movement to and from a street or highway by 20 percent or more;**
 - e. The development is expected to impact intersections that are currently operating at the upper limits of the acceptable range of level of service during the PM peak operating hour.**
 - f. The development is expected to significantly impact adjacent roadways and intersections that have previously been identified as high crash locations or areas that contain a high concentration of pedestrians or bicyclists such as school zones.**
 - g. An increase in the use of adjacent streets by vehicles exceeding the 20,000-pound gross vehicle weights by 10 vehicles or more per day;**
 - h. Existing or proposed approaches or access connections that do not meet minimum spacing or sight distance requirements or are located where vehicles entering or leaving the property are restricted, or such vehicles are likely to queue or hesitate at an approach or access connection, creating a safety hazard; or**

- i. A TIS required by ODOT pursuant to OAR 734-051.
2. TIS Preparation. The TIS shall be prepared by a professional engineer with competence in traffic engineering, licensed in the State of Oregon. If the TIS identifies level of service conditions less than the minimum standard established in the Transportation System Plan, improvements and funding strategies mitigating the problem shall be considered concurrent with the development proposal.
3. Approval Criteria. The TIS shall be reviewed according to the following criteria:
 - a. The analysis complies with the content requirements set forth by the City and/or other road authorities as appropriate;
 - b. The study demonstrates that adequate transportation facilities exist to serve the proposed land use action or identifies mitigation measures that resolve identified traffic safety problems in a manner that is satisfactory to the road authority;
 - c. For affected City facilities, the study demonstrates that the project meets mobility and other applicable performance standards established in the SDC and TSP, and includes identification of multi-modal solutions used to meet these standards, as needed; and
 - d. Proposed design and construction of transportation improvements are in accordance with the design standards and the access spacing standards specified in the SDC and TSP.
4. Conditions of Approval.
 - a. The City may deny, approve, or approve a proposal with conditions necessary to meet operational and safety standards; provide the necessary right-of-way for planned improvements; and require construction of improvements to ensure consistency with the future planned transportation system.
 - b. Construction of off-site improvements, including those related to bicycle and pedestrian facilities, may be required to mitigate impacts resulting from development that relate to capacity deficiencies and public safety; and/or to upgrade or construct public facilities to City standards.
 - c. Where the existing transportation system is shown to be impacted by the proposed use, improvements such as paving; curbing; installation of or contribution to traffic signals; and/or construction of sidewalks, bikeways, access ways, paths, or streets that serve the proposed use may be required.
 - d. Improvements required as a condition of development approval, when not voluntarily provided by the applicant, shall be roughly proportional to the

impact of the development on transportation facilities. Findings in the development approval shall indicate how the required improvements directly relate to and are roughly proportional to the impact of development.

...

Section 4.1 ADMINISTRATION OF LAND USE AND DEVELOPMENT PERMITS

4.1.110 Exclusions from Land Use Review. The following activities are permitted outright in each zone, subject to the applicable provisions of the subject zone, and are excluded from the requirement of obtaining a land use permit. Exclusion from the permit requirement does not exempt the activity from otherwise complying with applicable standards, conditions, and other provisions of this code.

- A. Operation, maintenance, and repair of existing transportation facilities identified in the Transportation System Plan;**
- B. Dedication of right-of-way, authorization of construction, and construction of transportation facilities and improvements, where the improvements are planned improvements identified in the Transportation System Plan or are otherwise consistent with clear and objective dimensional standards; and**
- C. Changes in transit service.**

Section 4.2 TYPES OF APPLICATIONS AND REVIEW PROCEDURES

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4.2.140 Type III Procedure.

...

C. Notice of Planning Commission Hearing.

1. Notice. The city shall give notice of the planning commission in the following manner:
 - a. At least twenty (20) days before the hearing date, notice shall be mailed to:
 - (1) The applicant and all owners of record of the property which is the subject of the application;
 - (2) All property owners of record within one hundred (100) feet of the site;
 - (3) For Type II appeals, the appellant and persons who provided testimony during the planning director's proceedings; ~~and~~
 - (4) Any governmental agency or public utility (e.g. state or county agencies such as ODOT or public utility companies such as electric,**

water, or wastewater) whose property, services, or facilities may be affected by the decision; and

~~(4)~~(5) For a zoning district change affecting a manufactured home or mobile home park, all mailing addresses within the park, in accordance with ORS 227.175(8).

- b. At least fourteen (14) days before the first hearing, notice of the hearing shall be printed in a newspaper of general circulation in the city.

4.2.150 Type IV Procedure.

...

D. Notice of Planning Commission Hearing.

1. Required Hearings. A minimum of two hearings, one before the planning commission and one before the city council, are required for all Type IV applications, except annexations. Annexations only require one hearing by the city council.
2. Notice. Except as provided in subsection D.4. of this section, the city shall give notice of the planning commission public hearing in the following manner:
 - a. At least twenty (20) days before the date of the planning commission's hearing, a notice shall be mailed to:
 - (1) The applicant and/or titleholder;
 - (2) Any affected governmental agency **or public utility (e.g. state or county agencies such as ODOT or public utility companies such as electric, water, or wastewater) whose property, services, or facilities may be affected by the decision;**
 - (3) For a zone change affecting a manufactured home or mobile home park, all mailing addresses within the park, in accordance with ORS 227.175.
 - b. At least fourteen (14) days before the scheduled planning commission public hearing date, notice shall be published in a newspaper of general circulation in the city;
 - c. The city shall mail a notice of the proposed comprehensive plan amendment to the Department of Land Conservation and Development (DLCD) at least thirty-five (35) days before the first public hearing at which public testimony or new evidence will be received; and
 - d. Notifications for annexation shall follow the provisions in ORS 222.

4.2.160 General Provisions.

...

C. Applications.

1. Initiation of Applications:

a. Applications may be initiated by:

- (1) Order of city council;
- (2) Resolution of the planning commission;
- (3) The planning director; ~~or~~
- (4) A record owner of the property that is the subject of the application (person(s) whose name is on the most recently recorded deed), or contract purchaser with written permission from the record owner; **or**
- (5) Public agencies that have statutory rights of eminent domain for projects they have the authority to construct.**



COUNCIL BUSINESS





City of Sutherlin

STAFF REPORT

Re: Budget adoption, and levying property taxes for fiscal year 2020-21				Meeting Date:	May 11, 2020
Purpose:	Action Item <input checked="" type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
Submitted By: Dan Wilson, Finance Director				City Manager Review	<input checked="" type="checkbox"/>
Attachments: Resolution 2020.05					

WHAT IS BEING ASKED OF COUNCIL?

Consider approving Resolution 2020.05 to adopt the budget for fiscal year 2020-21 as approved by the Budget Committee and levy property taxes for operating purposes and as approved by voters for general obligation bonded debt.

EXPLANATION

The Budget Committee approved the budget in the amount of \$28,332,233 April 20, 2020. Oregon Revised Statutes (Oregon Budget Law ORS 294) requires the Council to adopt the budget by resolution and to levy property taxes to enact the budget for the ensuing fiscal year.

OPTIONS

The Council may amend the budget of each fund, in an amount not to exceed 10% of the approved appropriations of each fund.

SUGGESTED MOTION(S)

Move that Resolution 2020.05 be adopted as presented (or as amended).

RESOLUTION NO. 2020.05

A RESOLUTION ADOPTING THE 2020-2021 BUDGET AND MAKING APPROPRIATIONS

BE IT RESOLVED BY THE CITY OF SUTHERLIN AS FOLLOWS:

Section 1. The City Council of the City of Sutherlin hereby adopts the budget for fiscal year 2020-2021 in the sum of \$28,332,233 now on file at City Hall, 126 E. Central Ave., Sutherlin, Oregon.

Section 2. That for the fiscal year beginning July 1, 2020, the amounts for the purposes shown below are hereby appropriated:

GENERAL FUND

Mayor & City Council	\$ 5,000
City Attorney	41,000
City Manager's Office	147,770
City Recorder/Human Resources	273,079
Finance	479,954
Municipal Court	212,430
Parks/Facilities	444,489
Community Development	456,111
Police	2,521,751
Fire	1,377,144
Non-Departmental	328,850
Contingency	200,000
Unappropriated	1,471,538
Total	<u>\$ 7,959,116</u>

POLICE RESERVE FUND

Capital Outlay	\$ 10,500
Contingency	187,500
Total	<u>\$ 198,000</u>

FIRE RESERVE

Capital Outlay	\$ 1,059,000
Contingency	339,250
Total	<u>\$ 1,398,250</u>

PARKS/FACILITIES RESERVE

Capital Outlay	\$ 172,000
Contingency	51,000
Total	\$ 223,000

PARKS CONSTRUCTION FUND

Capital Outlay	\$ 450,000
Contingency	55,086
Total	\$ 505,086

DIAL-A-RIDE FUND

Materials and Services	\$ 24,700
Transfers	2,400
Contingency	1,900
Total	\$ 29,000

TOURISM-MOTEL TAX FUND

Materials and Services	\$ 192,325
Transfers	14,900
Contingency	166,275
Total	\$ 373,500

LIBRARY BOARD FUND

Materials and Services	\$ 26,400
Contingency	625
Total	\$ 27,025

LIBRARY G.O. BOND FUND

Debt Service	\$ 58,000
Reserved for Debt Service	1,000
Total	\$ 59,000

STATE GAS TAX FUND

Materials and Services	\$ 156,700
Capital Outlay	500,000
Debt Service	8,200
Transfers	351,300
Contingency	21,700
Total	\$ 1,037,900

BICYCLE/FOOTPATH FUND

Contingency	\$ 13,200
Total	<u>\$ 13,200</u>

STREET CONSTRUCTION FUND

Contingency	\$ 80,250
Total	<u>\$ 80,250</u>

STREET SDC FUND

Contingency	\$ 337,000
Total	<u>\$ 337,000</u>

WATER OPERATIONS FUND

Materials and Services	\$ 506,250
Capital Outlay	5,000
Transfers	1,937,400
Contingency	368,947
Total	<u>\$ 2,817,597</u>

WATER CONSTRUCTION FUND

Capital Outlay	\$ 3,750,000
Contingency	407,000
Total	<u>\$ 4,157,000</u>

WATER RESERVE FUND

Contingency	\$ 345,000
Total	<u>\$ 345,000</u>

WATER DEBT SERVICE FUND

Debt Service	\$ 420,775
Contingency	34,755
Reserved for Debt Service	352,470
Total	<u>\$ 808,000</u>

WASTEWATER OPERATIONS FUND

Materials and Services	\$ 593,600
Transfers	2,197,300
Contingency	193,959
Total	<u>\$ 2,984,859</u>

STEP SURCHARGE FUND

Materials and Services	\$ 25,000
Contingency	46,500
Total	\$ 71,500

WASTEWATER CONSTRUCTION FUND

Capital Outlay	\$ 250,000
Contingency	474,500
Total	\$ 724,500

WASTEWATER RESERVE FUND

Capital Outlay	\$ 15,000
Contingency	91,250
Total	\$ 106,250

WASTEWATER DEBT SERVICE FUND

Debt Service	\$ 1,422,605
Reserved for Debt Service	896,395
Total	\$ 2,319,000

PUBLIC WORKS OPERATIONS FUND

Personnel Services	\$ 1,439,159
Materials and Services	77,000
Transfers	100,000
Contingency	21,841
Total	\$ 1,638,000

PUBLIC WORKS OPERATIONS RESERVE FUND

Capital Outlay	\$ 95,000
Contingency	25,200
Total	\$ 120,200

SUMMARY

Personnel Services	\$ 5,712,087
Materials and Services	3,063,225
Capital Outlay	6,351,500
Transfers	5,111,700
Debt Service	1,909,580
Contingency	3,462,738
Reserved for Debt Service	1,249,865
Unappropriated	1,471,538
Total	<u>\$ 28,332,233</u>

Section 3. That the Finance Director shall certify to the County Clerk and County Assessor the tax levy made by this resolution and shall file with them a copy of the budget as finally adopted herewith.

Section 4. That the City Council for the City of Sutherlin hereby imposes the taxes provided for in the adopted budget:

At the rate of \$5.6335 per \$1,000 of assessed value for general operations; and
In the amount of \$62,000 for bonds;

and that these taxes are hereby imposed and categorized for tax year 2020-21 upon the assessed value of all taxable property within the district as follows:

Subject to Measure 5 Limitation as General Government, General Fund permanent tax rate \$5.6335/\$1,000 of assessed value, and

Excluded from Limitation, Debt Service Fund \$62,000.00.

PASSED BY THE CITY COUNCIL, ON THIS _____ DAY OF _____, 2020

APPROVED BY THE MAYOR ON THIS _____ DAY OF _____, 2020

Todd McKnight, Mayor

ATTEST:

Diane Harris, City Recorder



City of Sutherlin

STAFF REPORT					
Re: Resolution 2020.06 A Resolution Certifying City Services for Receipt of State Revenue Sharing Funds				Meeting Date:	May 11, 2020
Purpose:	Action Item <input checked="" type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
Submitted By: Dan Wilson, Finance Director				City Manager Review	<input checked="" type="checkbox"/>
Attachments: Resolution 2020.06					

WHAT IS BEING ASKED OF COUNCIL?

Consider approving Resolution 2020.06 to Certify City Services for the purpose of receiving State Revenue Sharing Funds.

EXPLANATION

This is the first of two resolutions that are required by the State of Oregon in order to receive State Revenue Sharing Fund. After holding a public hearing on the use of State Revenue Sharing Funds the City needs to adopt this Resolution.

OPTIONS

N/A

SUGGESTED MOTION(S)

Move that Resolution 2020.06 be adopted as presented.

RESOLUTION NO. 2020.06

**A RESOLUTION CERTIFYING CITY SERVICES FOR RECEIPT OF STATE
REVENUE SHARING FUNDS**

WHEREAS, ORS 221.760 provides as follows:

Section 1. The officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820 and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following services:

1. Police protection
2. Fire protection
3. Street construction, maintenance, and lighting
4. Sanitary sewer
5. Storm sewers
6. Planning, zoning, and subdivision control
7. One or more utility services

and

WHEREAS, city officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760, now, therefore,

BE IT RESOLVED, that the City of Sutherlin hereby certifies that it provides the following four or more municipal services enumerated in Section 1, ORS 221.760

Police protection
Fire protection
Street construction, maintenance, and lighting
Sanitary sewer
Water utility
Storm sewers
Planning, zoning, and subdivision control

PASSED BY THE CITY COUNCIL, ON THIS ____ DAY OF _____, 2020

APPROVED BY THE MAYOR ON THIS ____ DAY OF _____, 2020

Todd McKnight, Mayor

ATTEST:

Diane Harris, City Recorder



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

City of Sutherlin

STAFF REPORT					
Re: Resolution 2020.07 A Resolution Declaring the City's Election to Receive State Revenues				Meeting Date:	May 11, 2020
Purpose:	Action Item <input checked="" type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
Submitted By: Dan Wilson, Finance Director				City Manager Review	<input checked="" type="checkbox"/>
Attachments: Resolution 2020.07					

WHAT IS BEING ASKED OF COUNCIL?

Consider approving Resolution 2020.07 to elect to receive State Revenues.

EXPLANATION

This is the second of two resolutions that are required by the State of Oregon in order to receive State Revenue Sharing Fund. After holding a public hearing on the use of State Revenue Sharing Funds the City needs to adopt this resolution.

OPTIONS

SUGGESTED MOTION(S)

Move that Resolution 2020.07 be adopted as presented.

RESOLUTION NO. 2020.07

A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUES

The City of Sutherlin ordains as follows:

Section 1. Pursuant to ORS 221.770, the City hereby elects to receive state revenues for fiscal year 2020-2021.

PASSED BY THE CITY COUNCIL, ON THIS _____ DAY OF _____, 2020

APPROVED BY THE MAYOR ON THIS _____ DAY OF _____, 2020

Todd McKnight, Mayor

ATTEST:

Diane Harris, City Recorder

I certify that a public hearing before the Budget Committee was held on April 20, 2020 and a public hearing before the City Council was held on May 11, 2020, giving citizens an opportunity to comment on use of State Revenue Sharing.

Diane Harris, City Recorder



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

City of Sutherlin

STAFF REPORT					
Action: Right-of-Way Dedication – Robert-Lavern Street				Meeting Date:	05/11/2020
Purpose:	Action Item <input checked="" type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input checked="" type="checkbox"/>	Update <input type="checkbox"/>
Submitted By: Jamie Chartier, City Planner and Brian Elliott, Community Development Director				City Manager Review	<input checked="" type="checkbox"/>
Attachments: Resolution No. 2020.08, Deed and Exhibit					

WHAT IS BEING ASKED OF COUNCIL?

City Council is being asked to accept the Robert-Lavern Street Right of Way from Robinson Living Trust Dated 5/8/2017, Michael and Tina Robinson and Srikureja Living Trust Dated 5/7/15 and approve Resolution 2020.08.

EXPLANATION

Sam Robinson, developer for property owners, constructed a 60 foot Right-of-Way to meet all City standards (asphalt, curb, gutter, sidewalks, storm and public utilities) for the dedication of to the City of Sutherlin (see attached exhibit “B”).

Dedication of the Right-of-Way is derived from an Irrevocable Offer required as a condition of approval of 2018 Land Partition application (Planning Department File No. 18-S023).

OPTIONS

1. Motion to approve Resolution 2020.08, accepting the Robert-Lavern Street Right-of-Way extension.
2. Motion to not approve Resolution 2020.08, and not accept the Robert-Lavern Street Right-of-Way extension.

SUGGESTED MOTION(S)

Motion to approve Resolution 2020.08, accepting the Robert-Lavern Street Right-of-Way.

RESOLUTION NO. 2020.08

**A RESOLUTION AUTHORIZING THE DEED OF DEDICATION
FROM ROBINSON LIVING TRUST DATED 5/8/2017, MICHAEL and TINA ROBINSON
AND SRIKUREJA LIVING TRUST DATED 5/7/15 TO THE CITY OF SUTHERLIN AND
DELEGATING AUTHORITY TO THE CITY MANAGER TO SIGN DOCUMENTS ON
BEHALF OF THE CITY TO ACCEPT THE DEEDS OF DEDICATION**

WHEREAS, the City of Sutherlin ("City") required property owners to construct and dedicate the extension of Robert-Lavern Street (formerly referred to as a 60' easement Ave in the Planning Department File No. 18-S023) from W. Duke Avenue south approximately 569.75' +/-; and

WHEREAS, said property owners constructed 60' wide street to meet all City standards (asphalt, curb, gutter, sidewalks, storm and public utilities); and

WHEREAS, the City is willing to accept this portion of Robert-Lavern Street south from W. Duke Avenue to approximately 53.18' +/- south of its intersection with Jaswant Avenue; and

WHEREAS, transfer of ownership of this portion of Robert-Lavern Street to the City is now agreed upon by all property owners and City; and

WHEREAS, the City Council desires to provide authority to the City Manager to sign documents as necessary to accept the deeds of dedication to transfer of ownership of this portion of Robert-Lavern Street;

NOW, THEREFORE, BE IT RESOLVED by the City Council for the City of Sutherlin, as follows:

Section 1. The City Council hereby approves the Deeds of Dedication for the Robert-Lavern Street.

Section 2. The City Manager is authorized to execute any documents on behalf of the City as may be necessary to accept the deeds of dedication to transfer of ownership of this portion of Robert-Lavern Street.

Section 3. This Resolution shall become effective immediately upon its adoption.

PASSED BY THE COUNCIL ON THE ____ DAY OF _____, 2020.

APPROVED BY THE MAYOR ON THIS ____ DAY OF _____, 2020.

Mayor, Todd McKnight

ATTEST:

City Recorder, Diane Harris, CMC

Grantor: Michael J. and Tina N. Robinson

Grantee: City of Sutherlin, Oregon

After Recording Return to:

Michael and Tina Robinson

38 Ypao Rd.

Tamuning, GU 96913

DEED OF DEDICATION

Michael J. and Tina N. Robinson, Grantor, dedicates, releases and quitclaims to the City of Sutherlin, Oregon, Grantee, all right, title and interest in and to the real property described in the attached Exhibit "A" and shown on the attached Exhibit "B". The public by and through the City of Sutherlin, Oregon and the City's agents and assigns will have the perpetual right to construct, improve, operate and maintain the property for use as right-of-way across, under and on the property and for all other purposes for which a public street and right-of-way is used, including installing, repairing, maintaining, altering, replacing, relocating and operating utilities in, into, upon, over, across and under the right-of way. This Dedication Deed will be effective as of the date signed below and remain in effect perpetually; however, it shall terminate if the City of Sutherlin vacates the property in accordance with Oregon law.

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009 AND SECTIONS 2 TO 17, CHAPTER 8, OREGON LAWS 2010. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009 AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010.

The true consideration for this conveyance is other valuable consideration than cash.

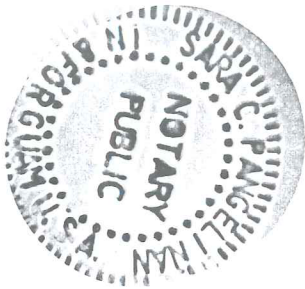
IN WITNESS WHEREOF the grantor has executed this instrument on the day and year written below.

GRANTOR:

By: _____
Michael J. Robinson

By: _____
Tina N. Robinson

This instrument was acknowledged before me on the 28th day of April, 2020 by Michael J. and Tina N. Robinson, Husband and Wife.



Notary Public for the Territory of Guam, USA
My Commission Expires: _____

ACCEPTED FOR GRANTEE CITY OF SUTHERLIN

SARA C. PANGELINAN
NOTARY PUBLIC
In and for Guam, U.S.A.
My Commission Expires: **July 11, 2021**
888 N. Marine Corps Drive, Ste: 200 Tamuning, Guam 96913

By: _____
City Manager, Jerry Gillham
It's Authorized Representative

STATE OF OREGON)
)ss.
County of Douglas)

This instrument was acknowledged before me on the _____ day of _____, 2020 by Jerry Gillham, City Manager and Authorized Representative for City of Sutherlin.

Notary Public for Oregon
My Commission Expires: _____

EXHIBIT "A"

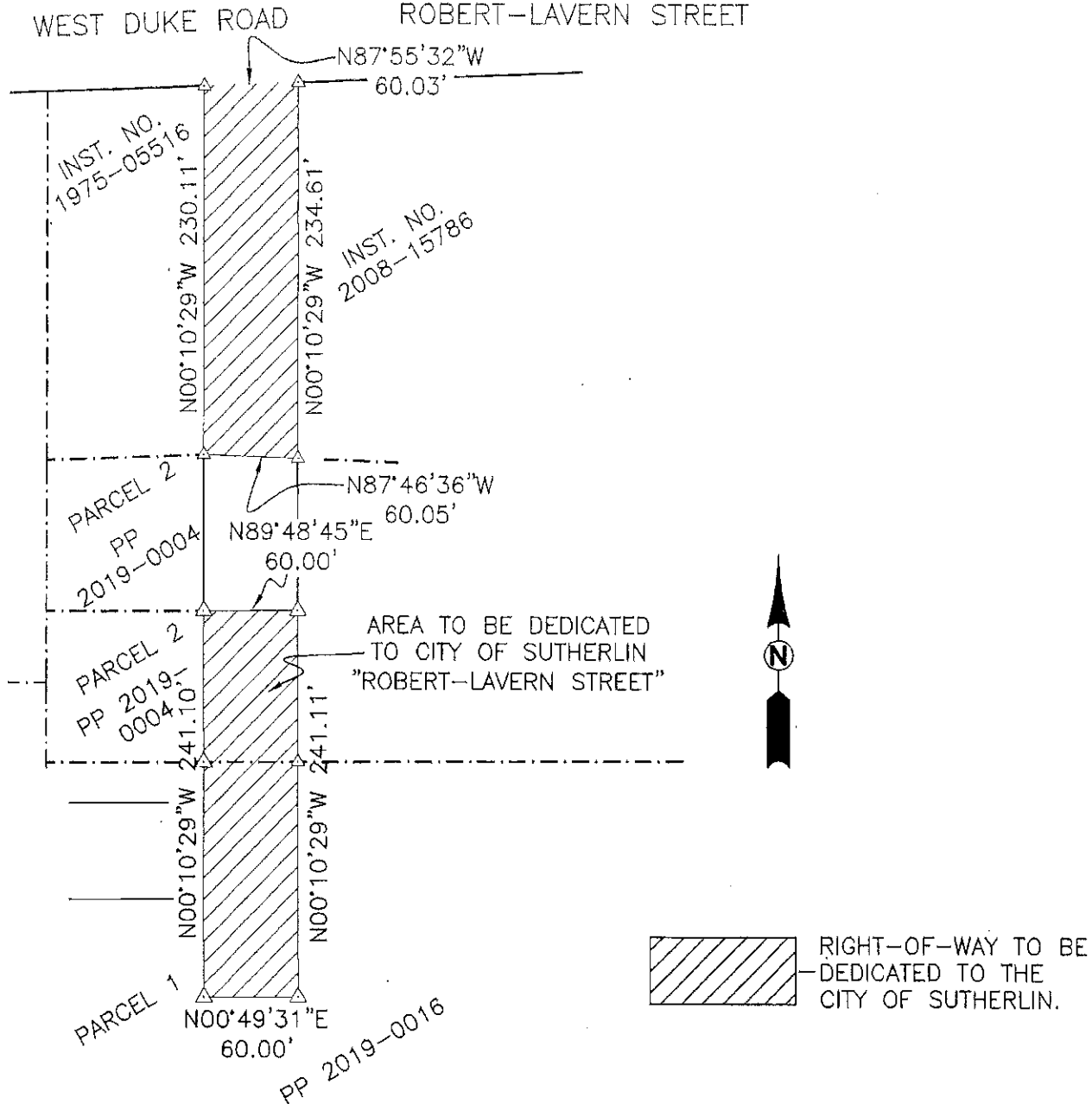
A 60.00-foot wide strip of land being a portion of PARCEL 2, Partition Plat 2019-0004, Plat Records of Douglas County, and a portion of that tract of land described as PARCEL 1 in Instrument Number 2008-15786, Deed Records of Douglas County, located in the Northwest Quarter of Section 19, Township 25 South, Range 5 West, Willamette Meridian, Douglas County, Oregon, more particularly described as follows:

Beginning at the Southeast corner of said PARCEL 2; Thence Northerly along the East boundary of said PARCEL 2, North $00^{\circ}10'29''$ West, 95.02 feet to the Northeast corner of said PARCEL 2; Thence Westerly along the North boundary of said PARCEL 2, North $87^{\circ}46'36''$ West, 60.05 feet; Thence leaving said North boundary, South $00^{\circ}10'29''$ East, 97.55 feet to a point on the South boundary of said PARCEL 2; Thence Easterly along said South boundary, North $89^{\circ}48'45''$ East, 60.00 feet to the Point of Beginning and there terminating.

The above described strip contains 5,777 Square Feet, more or less.

EXHIBIT "B"

ROBINSON LIVING TRUST
ROBERT-LAVERN STREET



**REGISTERED
PROFESSIONAL
LAND SURVEYOR**

PRELIM

OREGON
NOVEMBER 10, 2010
BRENT H. KNAPP
81116

EXPIRES: 6/30/2021

SURVEYED FOR:
BOBBIE JO SRIKUREJA
2015 E WILDFLOWER LN
SPOKANE, WA 99224

i.e.
ENGINEERING

809 S.E. Pine Street
Roseburg, Oregon 97470
PHONE (541) 673-0168
FAX (541) 440-9392

DATE: 05/05/20

DWG: BHK

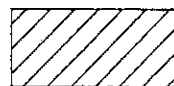
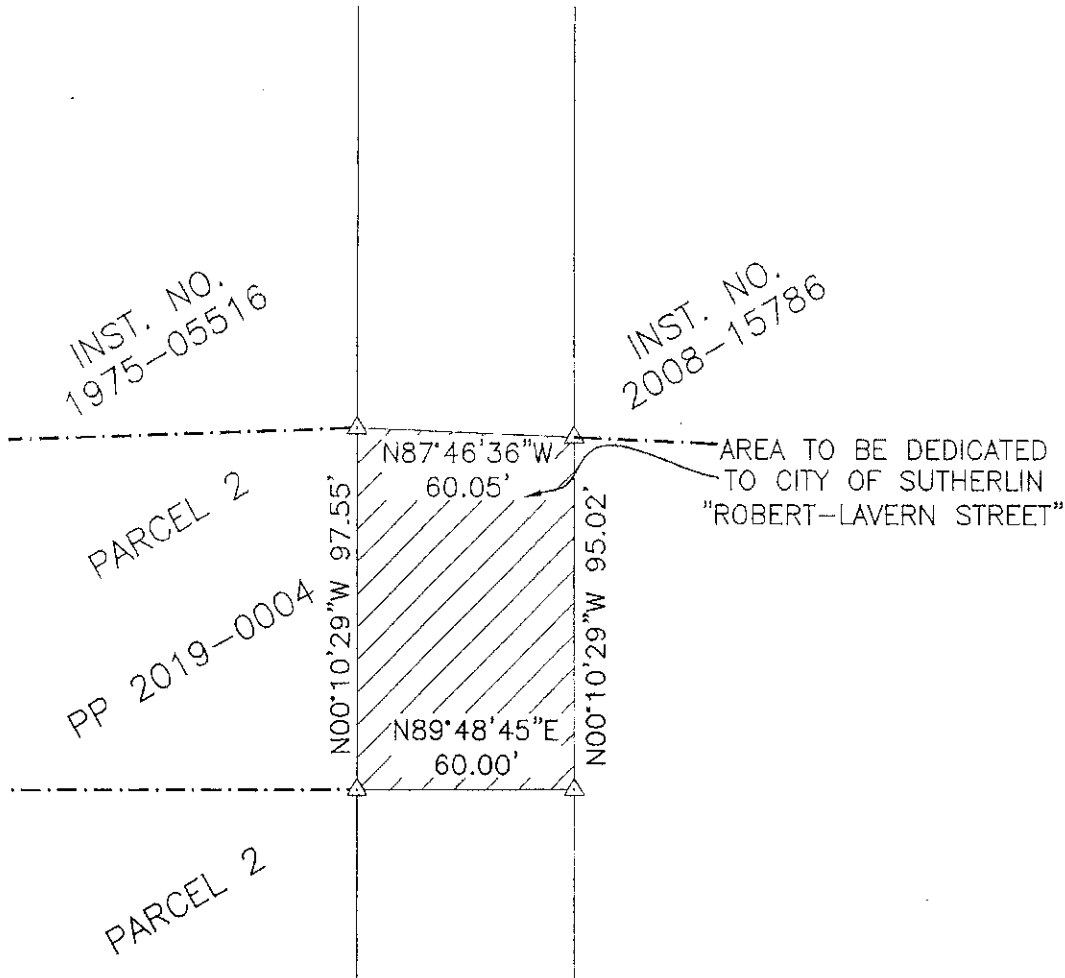
JOB NO. 0682-16

SCALE: 1"=100'

PAGE: 1 OF 1

EXHIBIT "B"

MICHAEL AND TINA ROBINSON
ROBERT-LAVERN STREET



RIGHT-OF-WAY TO BE DEDICATED TO THE CITY OF SUTHERLIN.

**REGISTERED
PROFESSIONAL
LAND SURVEYOR**

PRELIM

OREGON
NOVEMBER 10, 2010
BRENT H. KNAPP
81116

EXPIRES: 6/30/2021

SURVEYED FOR:
BOBBIE JO SRIKUREJA
2015 E WILDFLOWER LN
SPOKANE, WA 99224

i.e.
ENGINEERING

809 S.E. Pine Street
Roseburg, Oregon 97470
PHONE (541) 673-0166
FAX (541) 440-9392

DATE: 05/05/20

DWG: BHK

JOB NO. 0682-16

SCALE: 1"=50'

PAGE: 1 OF 1

Grantor: Robinson Living Trust

Grantee: City of Sutherlin, Oregon

After Recording Return to:

Robinson Living Trust
2015 E. Wildflower Ln.
Spokane, WA. 99224

DEED OF DEDICATION

Robinson Living Trust, Grantor, dedicates, releases and quitclaims to the City of Sutherlin, Oregon, Grantee, all right, title and interest in and to the real property described in the attached Exhibit "A" and shown on the attached Exhibit "B". The public by and through the City of Sutherlin, Oregon and the City's agents and assigns will have the perpetual right to construct, improve, operate and maintain the property for use as right-of-way across, under and on the property and for all other purposes for which a public street and right-of-way is used, including installing, repairing, maintaining, altering, replacing, relocating and operating utilities in, into, upon, over, across and under the right-of way. This Dedication Deed will be effective as of the date signed below and remain in effect perpetually; however, it shall terminate if the City of Sutherlin vacates the property in accordance with Oregon law.

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009 AND SECTIONS 2 TO 17, CHAPTER 8, OREGON LAWS 2010. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009 AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010.

The true consideration for this conveyance is other valuable consideration than cash.

EXHIBIT "A"

A 60.00-foot wide strip of land being a portion of PARCEL 1, Partition Plat 2019-0016 and a portion of PARCEL 2, Partition Plat 2019-0004, Plat Records of Douglas County, and a portion of that tract of land described as PARCEL 1 in Instrument Number 2008-15786, Deed Records of Douglas County, located in the Northwest and Southwest Quarters of Section 19, Township 25 South, Range 5 West, Willamette Meridian, Douglas County, Oregon, more particularly described as follows:

Beginning at a point on the North boundary of said PARCEL 1, from which the Northwest corner of said PARCEL 1 bears South 89°48'45" West, 100.30 feet; Thence leaving said North boundary, South 00°10'29" East, 146.59 feet; Thence North 89°49'31" East, 60.00 feet; Thence North 00°10'29" West, 146.61 feet to the Southeast corner of said PARCEL 2; Thence Northerly along the East boundary of said PARCEL 2, North 00°10'29" West, 94.51 feet to the Northeast corner of said PARCEL 2; Thence Westerly along the North boundary of said PARCEL 2, South 89°48'45" West, 60.00 feet; Thence leaving said North boundary, South 00°10'29" East, 94.51 feet to the Point of Beginning and there terminating.

TOGETHER WITH that portion of said PARCEL 1, Instrument Number 2008-15786, more particularly described as follows:

Beginning at the Northwest corner of said PARCEL 1 being on the Southerly Right-of-Way boundary of West Duke Avenue (Douglas County Road Number 155A); Thence Leaving said Southerly Right-of-Way, Southerly along the West boundary of said PARCEL 1, South 00°10'29" East, 230.11 feet to a point on the North boundary of PARCEL 2, said Partition Plat 2019-0004; Thence Leaving said West boundary, Easterly along said North boundary, South 87°46'36" East, 60.05 feet; Thence leaving said North boundary, North 00°10'29" West, 234.61 feet to a point on the North boundary of said PARCEL 1, being on the aforementioned Southerly Right-of-Way boundary of said West Duke Road; Thence Westerly along said North boundary, coincident with said Southerly Right-of-Way boundary, South 87°55'32" West, 60.03 feet to the Point of Beginning and there terminating.

The above described strip contains 28,407 Square Feet, more or less.



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

City of Sutherlin

STAFF REPORT					
Action: Right-of-Way Dedication – Jaswant Avenue				Meeting Date:	05/11/2020
Purpose:	Action Item <input checked="" type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input checked="" type="checkbox"/>	Update <input type="checkbox"/>
Submitted By: Jamie Chartier, City Planner and Brian Elliott, Community Development Director				City Manager Review	<input checked="" type="checkbox"/>
Attachments: Resolution No. 2020.09, Map, Deed and Exhibit					

WHAT IS BEING ASKED OF COUNCIL?

City Council is being asked to accept the Jaswant Avenue Right of Way from Robinson Living Trust Dated 5/8/2017 and Srikureja Living Trust Dated 5/7/15 and approve Resolution 2020.09.

EXPLANATION

Sam Robinson, developer for property owners, constructed a 60 foot Right-of-Way to meet all City standards (asphalt, curb, gutter, sidewalks, storm and public utilities) for the dedication of to the City of Sutherlin (see attached exhibit “B”).

Dedication of the Right-of-Way is derived from an Irrevocable Offer required as a condition of approval of 2018 Land Partition application (Planning Department File No. 18-S022).

OPTIONS

1. Motion to approve Resolution 2020.09, accepting the Jaswant Avenue Right-of-Way extension.
2. Motion to not approve Resolution 2020.09, and not accept the Jaswant Avenue Right-of-Way extension.

SUGGESTED MOTION(S)

Motion to approve Resolution 2020.09, accepting the Jaswant Avenue Right-of-Way.

RESOLUTION NO. 2020.09

**A RESOLUTION AUTHORIZING THE DEED OF DEDICATION
FROM ROBINSON LIVING TRUST DATED 5/8/2017 AND SRIKUREJA LIVING
TRUST DATED 5/7/15 TO THE CITY OF SUTHERLIN AND DELEGATING
AUTHORITY TO THE CITY MANAGER TO SIGN DOCUMENTS ON BEHALF OF THE
CITY TO ACCEPT THE DEEDS OF DEDICATION**

WHEREAS, the City of Sutherlin ("City") required property owners to construct and dedicate the extension of Robert-Lavern Street (formerly referred to as a 60' easement Ave in the Planning Department File No. 18-S022) east from Fir Grove Lane approximately 411.28' +/-; and

WHEREAS, said property owners constructed 60' wide street to meet all City standards (asphalt, curb, gutter, sidewalks, storm and public utilities); and

WHEREAS, the City is willing to accept this portion of Jaswant Avenue east from Fir Grove Lane to its intersection with Robert-Lavern Street; and

WHEREAS, transfer of ownership of this portion of Jaswant Avenue to the City is now agreed upon by all property owners and City; and

WHEREAS, the City Council desires to provide authority to the City Manager to sign documents as necessary to accept the deeds of dedication to transfer of ownership of this portion of Jaswant Avenue;

NOW, THEREFORE, BE IT RESOLVED by the City Council for the City of Sutherlin, as follows:

Section 1. The City Council hereby approves the Deeds of Dedication for the Jaswant Avenue.

Section 2. The City Manager is authorized to execute any documents on behalf of the City as may be necessary to accept the deeds of dedication to transfer of ownership of this portion of Jaswant Avenue.

Section 3. This Resolution shall become effective immediately upon its adoption.

PASSED BY THE COUNCIL ON THE ____ DAY OF ____, 2020.

APPROVED BY THE MAYOR ON THIS ____ DAY OF ____, 2020.

Mayor, Todd McKnight

ATTEST:

City Recorder, Diane Harris, CMC

Grantor: Robinson Living Trust

Grantee: City of Sutherlin, Oregon

After Recording Return to:

Robinson Living Trust
2015 E. Wildflower Ln.
Spokane, WA. 99224

DEED OF DEDICATION

Robinson Living Trust, Grantor, dedicates, releases and quitclaims to the City of Sutherlin, Oregon, Grantee, all right, title and interest in and to the real property described in the attached Exhibit "A" and shown on the attached Exhibit "B". The public by and through the City of Sutherlin, Oregon and the City's agents and assigns will have the perpetual right to construct, improve, operate and maintain the property for use as right-of-way across, under and on the property and for all other purposes for which a public street and right-of-way is used, including installing, repairing, maintaining, altering, replacing, relocating and operating utilities in, into, upon, over, across and under the right-of way. This Dedication Deed will be effective as of the date signed below and remain in effect perpetually; however, it shall terminate if the City of Sutherlin vacates the property in accordance with Oregon law.

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009 AND SECTIONS 2 TO 17, CHAPTER 8, OREGON LAWS 2010. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009 AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010.

The true consideration for this conveyance is other valuable consideration than cash.

IN WITNESS WHEREOF the grantor has executed this instrument on the day and year written below.

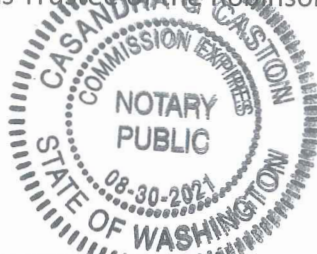
GRANTOR:

Robinson Living Trust

By [Redacted]
Brenda A. Robinson, Trustee
Robinson Living Trust

STATE OF Washington)
)ss.
County of Spike)

This instrument was acknowledged before me on the 29 day of May April, 2020
by Brenda A. Robinson as Trustee of the Robinson Living Trust.



[Redacted]
Notary Public for Washington
My Commission Expires: 08-30-2021

ACCEPTED FOR GRANTEE CITY OF SUTHERLIN

By: _____
City Manager, Jerry Gillham
It's Authorized Representative

STATE OF OREGON)
)ss.
County of Douglas)

This instrument was acknowledged before me on the _____ day of _____, 2020
by Jerry Gillham, City Manager and Authorized Representative for City of Sutherlin.

Notary Public for Oregon
My Commission Expires: _____

EXHIBIT "A"

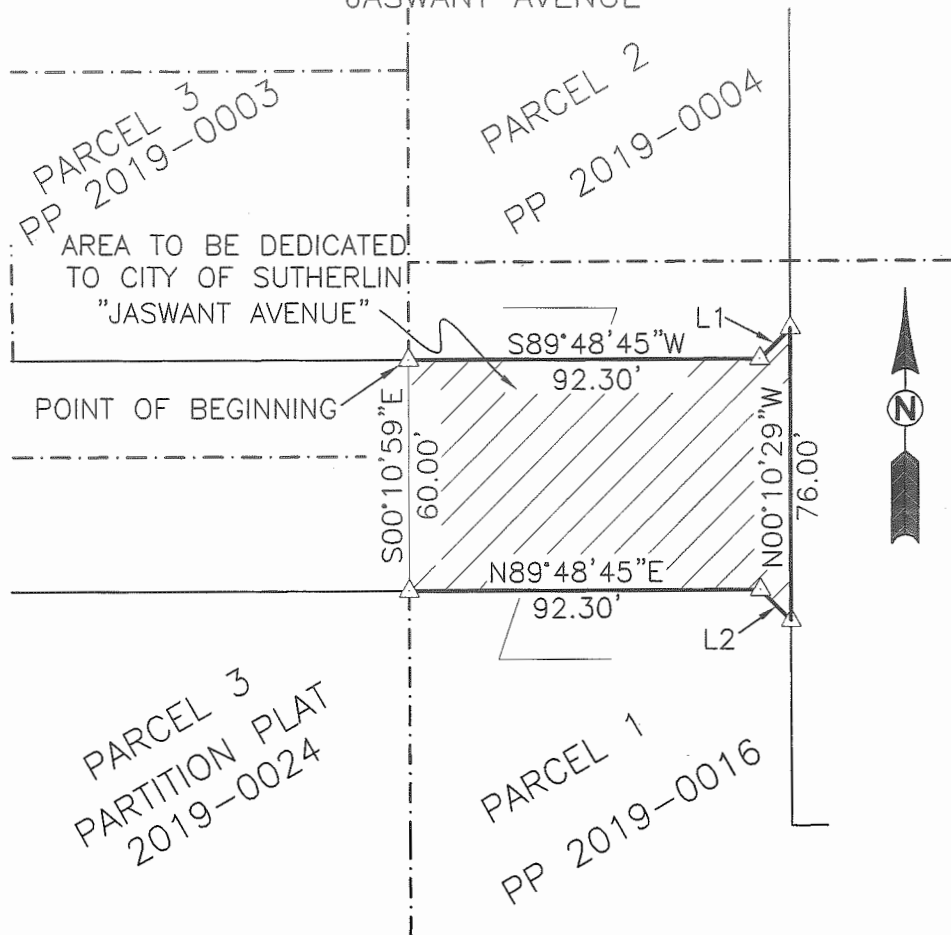
A variable width strip of land being a portion of PARCEL 1, Partition Plat 2019-0016, Plat Records of Douglas County, located in the Southwest Quarter of Section 19, Township 25 South, Range 5 West, Willamette Meridian, Douglas County, Oregon, more particularly described as follows:

Beginning at a point on the West boundary of said PARCEL 1, from which the Northwest corner of said PARCEL 1 bears North $00^{\circ}10'59''$ West, 25.41 feet; Thence Southerly along said West boundary, South $00^{\circ}10'59''$ East, 60.00 feet; Thence leaving said West boundary North $89^{\circ}48'45''$ East, 92.30 feet; Thence South $45^{\circ}10'52''$ East, 11.31 feet; Thence North $00^{\circ}10'29''$ West, 76.00 feet; Thence South $44^{\circ}49'08''$ West, 11.32 feet; Thence South $89^{\circ}48'45''$ West, 92.30 feet to the Point of Beginning and there terminating.

The above described strip contains 6,082 Square Feet, more or less.

EXHIBIT "B"

ROBINSON LIVING TRUST
JASWANT AVENUE



RIGHT-OF-WAY TO BE
DEDICATED TO THE
CITY OF SUTHERLIN.

LINE TABLE		
LINE	BEARING	LENGTH
L1	S44°49'08"W	11.32'
L2	S45°10'52"E	11.31'

**REGISTERED
PROFESSIONAL
LAND SURVEYOR**

OREGON
NOVEMBER 10, 2010
BRENT H. KNAPP
81116

EXPIRES: 6/30/2021

SURVEYED FOR:
BOBBIE JO SRIKUREJA
2015 E WILDFLOWER LN
SPOKANE, WA 99224

i.e.
ENGINEERING

809 S.E. Pine Street
Roseburg, Oregon 97470
PHONE (541) 673-0166
FAX (541) 440-9392

DATE: 05/05/20

DWG: BHK

JOB NO. 0682-16

SCALE: 1"=50'

PAGE: 1 OF 1

Grantor: Srikureja Living Trust

Grantee: City of Sutherlin, Oregon

After Recording Return to:

Srikureja Living Trust
2015 E. Wildflower Ln.
Spokane, WA. 99224

DEED OF DEDICATION

Srikureja Living Trust, Grantor, dedicates, releases and quitclaims to the City of Sutherlin, Oregon, Grantee, all right, title and interest in and to the real property described in the attached Exhibit "A" and shown on the attached Exhibit "B". The public by and through the City of Sutherlin, Oregon and the City's agents and assigns will have the perpetual right to construct, improve, operate and maintain the property for use as right-of-way across, under and on the property and for all other purposes for which a public street and right-of-way is used, including installing, repairing, maintaining, altering, replacing, relocating and operating utilities in, into, upon, over, across and under the right-of way. This Dedication Deed will be effective as of the date signed below and remain in effect perpetually; however, it shall terminate if the City of Sutherlin vacates the property in accordance with Oregon law.

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009 AND SECTIONS 2 TO 17, CHAPTER 8, OREGON LAWS 2010. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009 AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010.

The true consideration for this conveyance is other valuable consideration than cash.

IN WITNESS WHEREOF the grantor has executed this instrument on the day and year written below.

GRANTOR:

Srikureja Living Trust

By: _____

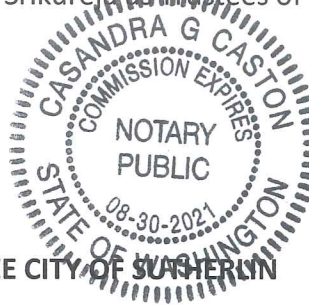
Wichit Srikureja, Trustee
Srikureja Living Trust

By: _____

Bobbie Jo Srikureja, Trustee
Srikureja Living Trust

STATE OF Washington)
)ss.
County of Spokane)

This instrument was acknowledged before me on the 29 day of April, 2020
by Wichit and Bobbie Jo Srikureja as Trustees of the Srikureja Living Trust.



Notary Public for Washington
My Commission Expires: 08-30-2021

ACCEPTED FOR GRANTEE CITY OF SUTHERLIN

By: _____
City Manager, Jerry Gillham
It's Authorized Representative

STATE OF OREGON)
)ss.
County of Douglas)

This instrument was acknowledged before me on the _____ day of _____, 2020
by Jerry Gillham, City Manager and Authorized Representative for City of Sutherlin.

Notary Public for Oregon
My Commission Expires: _____

EXHIBIT "A"

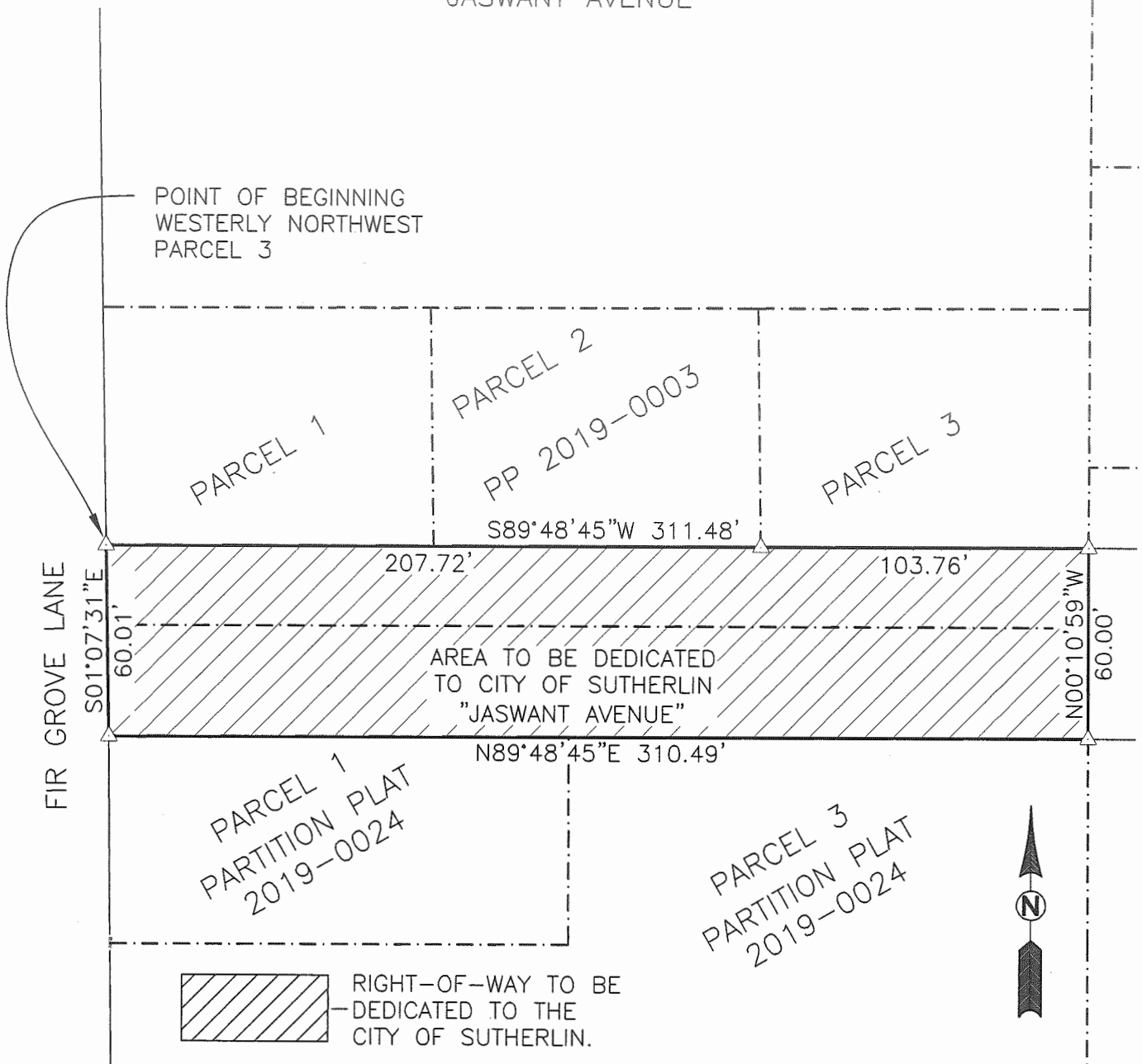
A 60.00-foot wide strip of land being a portion of PARCEL 3, Partition Plat 2019-0003 and PARCEL 3, 2019-0024, Plat Records of Douglas County, located in the Southwest Quarter of Section 19, Township 25 South, Range 5 West, Willamette Meridian, Douglas County, Oregon, more particularly described as follows:

Beginning at the most Westerly Northwest corner of said PARCEL 3, Partition Plat 2019-0003, being the Southwest corner of PARCEL 1, said Partition Plat 2019-0003 and being on the Easterly Right-of-way Boundary of Fir Grove Lane; Thence Southerly along the West boundaries of said PARCEL 3, Partition Plat 2019-0003, and said PARCEL 3, Partition Plat 2019-0024, coincident with said Easterly Right-of-way boundary, South $01^{\circ}11'12''$ East, 60.01 feet; Thence leaving said West boundary and said Easterly Right-of-Way boundary, North $89^{\circ}48'45''$ East, 310.49 feet to the East boundary of said PARCEL 3, Partition Plat 2019-0024; Thence Northerly along said East boundary and the East boundary of said PARCEL 3, Partition Plat 2019-0003, North $0^{\circ}10'59''$ West, 60.00 feet; Thence leaving said East boundary, South $89^{\circ}48'45''$ West, 103.76 feet to the Southeast corner of PARCEL 2, said Partition Plat 2019-0003; Thence continuing Westerly along the South boundary of said PARCEL 2 and the South boundary of PARCEL 1, said Partition Plat 2019-0003, South $89^{\circ}48'45''$ West, 207.72 feet to the Point of Beginning and there terminating.

The above described strip contains 18,661 Square Feet, more or less.

EXHIBIT "B"

SRIKUREJA LIVING TRUST
JASWANT AVENUE



**REGISTERED
PROFESSIONAL
LAND SURVEYOR**

OREGON
NOVEMBER 10, 2010
BRENT H. KNAPP
81116

EXPIRES: 6/30/2021

SURVEYED FOR:

BOBBIE JO SRIKUREJA
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PAGE: 1 OF 1



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

City of Sutherlin

STAFF REPORT					
Re: AFSCME Contract 2020-2023				Meeting Date:	May 11, 2020
Purpose:	Action Item <input checked="" type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
Submitted By: City Recorder, Diane Harris				City Manager Review	<input checked="" type="checkbox"/>
Attachments: AFSCME Contract Proposals					

WHAT IS BEING ASKED OF COUNCIL?

Approve the 2020-2023 AFSCME CBA contract that was brought to Council on March 9, 2020 during Executive Session.

EXPLANATION

During Executive Session, staff received consensus approval from council regarding a new CBA agreement. With the advice of our labor attorney in negotiations with AFSCME, there were four (4) sections of the current agreement modified through these negotiations. The entire agreement with changes was reviewed on March 9th and subsequently, we have attached the four sections that were changed for your additional review.

OPTIONS

See suggested motions.

SUGGESTED MOTION(S)

Move to approve the July 1, 2020 to June 30, 2023 AFSCME & City of Sutherlin, Collective Bargaining Agreement (CBA) as presented.

TA J 2/18/2020
TA DA 2/18/2020

City of Sutherlin - AFSCME Local 1481
Sutherlin Proposal
February 18, 2020

ARTICLE 4 UNION RIGHTS

Section 1: Fair Share/Dues and Payroll Deductions.

The City and the Union agree to the following "Fair Share" provisions:

- A. ~~The amount of "fair share in lieu of dues" to be paid by non-members of the Union shall be equivalent to the amount uniformly required of each member of the Union.~~
- B. ~~The City will deduct Union dues from the wages of such employees. The amount deducted shall be remitted with an itemized statement to the Union monthly, no later than ten (10) days after the payday on which the employee deductions are made.~~
- C. ~~The rights and responsibilities of employees in regard to dues check off and fair share, as provided in ORS 292.055, shall apply to all employees covered by this Agreement.~~
- D. ~~The City will not be held liable for check off errors but will make proper adjustments for errors as soon as it is practicable.~~
- E. ~~Any individual employee objecting to payment of "fair share in lieu of dues" on a bona fide religious tenet or teaching of a church or religious body of which such employee is a member will inform the City and the Union of the objection. The employee will meet with representatives of the Union to establish a mutually satisfactory arrangement for distribution of a contribution of an amount of money equivalent to regular Union membership dues to a non-religious charity.~~
- F. ~~The Employer agrees to deduct on a monthly basis from the payroll checks of employees covered by this Agreement who so request in writing voluntary contributions to the Union's Public Employees organized to Promote Legislative Equality Voluntary Contribution also referred to as PEOPLE Fund.~~
- G. ~~The Union agrees to hold the City harmless against any and all claims, suits, orders or judgments brought against the City as a result of the provisions of this Article.~~

Section 1 – Deduction of Dues

The **UNION** shall notify the **CITY** of the current rate of dues and in a timely manner which will enable the **CITY** to make necessary payroll deductions as specified below.

The **CITY** shall deduct from the paycheck for the second pay period of each month of all employees in the bargaining unit who have authorized such deductions the specified amount for the payment of **UNION** membership to the **UNION**. At the option of the **UNION**, instead of monthly dues deduction, the **CITY** shall deduct from each paycheck of employees who have authorized such deductions the specified amount, proportionate to monthly, for the payment of **UNION** dues to the **UNION**.

The **CITY** agrees to deduct on a monthly basis from the payroll check of employees covered by the agreement who so request in writing voluntary contributions to be paid to the treasurer of American Federation of State, County, and Municipal Employees Public Employees Organized to Promote Legislative Equality, also referred to as "PEOPLE." In accordance with ORS 243.702, the parties agree that if these types of voluntary contributions are declared to be legally invalid at any point during the life of the *Agreement*, then this section shall be reopened for negotiation upon request by either party.

Section 2 – Dues Transmittal/Hold Harmless

The **CITY** agrees to remit the aggregate deductions, together with an itemized statement in excel to the **UNION**, by the first day of the succeeding month after such deductions are made. Such statement will include employee name, amount of deduction, pay period beginning or end date, amount of wages earned in the period, employee ID number.

The **UNION** agrees to fully defend and indemnify the **CITY** and hold the **CITY** harmless from any liability or claims, suits or proceedings arising out of the **COUNTY'S CITY'S** faithful compliance with the terms of this Article, provided the **CITY** notifies the **UNION** in writing of such claim and tenders the defense to the **UNION**. ~~Reasonable~~ Costs incurred in the defense of the **CITY** by the **UNION** in any legal action or proceeding brought against the **CITY** for implementing or carrying out the provisions of this Article shall be borne by the **UNION**. The **COUNTY CITY** agrees to cooperate fully in the defense of the claim. Nothing in this section shall be construed as to limit the **CITY's** obligation to deduct and transmit dues and fees to the **UNION**.

Section 3 – New Employee Notifications

The **CITY** shall furnish monthly to the **UNION** an electronic list, in Excel or similar spreadsheet, of new employees who have accepted positions represented by the **UNION**, along with anticipated start dates. ~~The list, or notification of no new bargaining unit employees, shall be provided by the close of business each Friday.~~ The list shall contain the name, employee ID

number, classification, position number, department, position status, date of employment and bargaining unit designation.

Section 4 – Timely Deductions

A file listing new authorizations or changes in authorizations for employee **UNION** deductions will be submitted ~~by to~~ the **UNION** by the **CITY** electronically by close of business on the business day immediately following the end of the second (2nd) pay period of each month. The **CITY** agrees that new or changed **UNION** payroll deduction authorizations submitted within the timeliness above shall be deducted from the next issued paycheck for the previous applicable pay period.

Section 5 – Monthly Audit

The **CITY** agrees to ~~run~~ ~~conduct~~ an audit comparing the full list of all represented bargaining unit employees with the list of employees who have authorized **UNION** deductions as provided for electronically by the **UNION** to the **CITY** ~~by the~~ following the end of the second (2nd) Wednesday of the second (2nd) pay period of each month.

Section 6: Union Activity.

Except as otherwise herein expressly permitted or agreed to by the City, Union business except for administering this agreement, shall be transacted outside of normal working hours. An exception to this provision may be granted if the Union President makes a request to the City Manager.

Section 7: Union Representatives.

Employees selected by the Union to act as Union Officers and Stewards shall be known as "Union Representatives". The names of employees selected as "Union Representatives" and the names of other AFSCME representatives who may represent employees shall be certified in writing to the City by the Union. Union to notify City when any change in representatives.

The City agrees that "Union Representatives" of AFSCME shall have access to bargaining unit members and management representatives during working hours for the purpose of administering this agreement, provided that such access does not interfere with the normal operations of the City, without loss of pay.

Section 8: Bulletin Boards.

The Union shall be allowed a bulletin board for union use, in a designated location in each of the following facilities: City Hall, Public Works Shop, and Wastewater Treatment Plant, or any other mutually agreeable location. The Union shall limit its posting of notices and bulletins to such bulletin board and shall identify any such notices and bulletins posted there as Union materials.

Section 9: Negotiations.

The City agrees to pay up to ~~three (3)~~ **Four (4)** bargaining unit members designated by the Union President their regular pay for periods of contract negotiating which occur during the normal working day. No regular pay or overtime pay shall apply to periods of negotiations occurring outside the normal working day or outside the employee's workday.

Section 10: Bargaining Unit Work.

City employees outside the bargaining unit shall not on a regular basis perform work regularly performed by employees in the bargaining unit which would result in the continuous loss of overtime, standby time or result in the layoff of bargaining unit members. It is understood that non-bargaining unit City employees may perform bargaining unit work from time to time but not on a continuous basis. Nothing in this section is intended to truncate either parties' rights under PECBA.

Section 11: Notice of New Work Rule.

Nothing in this agreement is intended to nullify existing wage or other economic benefits to employees under current policies, practices, and work rules, unless specifically included in this agreement. To the extent that any proposed changes in policies, practices, work rules, or working conditions, not covered by this agreement consist of or affect mandatory subjects of bargaining, the City agrees to bargain the negotiable aspects of the changes. The City agrees to give written notice of the proposed changes. Should the Union not respond with a demand to bargain within ten (10) working days after receipt, the City may implement the proposed changes.

Section 12: Non Discrimination.

Employees shall have the right to form join and participate in the activities of employees organizations of their own choosing, for the purpose of representation matters of employee relations. Employees shall also have the right to refuse to join or participate in the activities of any employee organization. No employee shall be interfered with, intimidated, restrained, coerced or discriminated against by the City or by any employee organization because of his/her exercise of these rights.

7/4 / 2/18/2020
TA / 2/18/2020

PACKAGED PROPOSAL – ARTICLE 23 AND ARTICLE 24

ARTICLE 23 - WAGES

Section 1: Mileage.

Employees are encouraged to use City vehicle whenever possible for official City related travel. When no City vehicle is available and an employee is authorized to use the employee's own vehicle in the performance of official City duties, the employee shall be compensated for mileage at the rate set by the Internal Revenue Service.

Section 2: Commercial Drivers License and Certifications.

For any employee required to have a Commercial Driver's License (COL) the City will pay for recurring license and physical examination costs.

The City shall continue to pay for certifications and all travel, training, and related expenses for employees to maintain the certifications that are required for their position.

Section 3: Salaries.

- a. The City will provide a ~~three-two and half~~ percent (~~2.53~~%) Cost of Living Adjustment July 01, 2017-2020

The City will provide a two-percent (2%) ~~three-two and half~~ percent (~~2.53~~%) Cost of Living Adjustment July 01, 2018.
2021

The City will provide a two-percent (2%) ~~three-two and half~~ percent (~~32.5~~%) Cost of Living Adjustment July 01, 2019
2022

All employees working at the treatment facility would receive an additional 2% increase to their base salary. This is specific to operation/ maintenance.

~~Parties agree to a classification and compensation study in the 3rd year. The compensation study will consist of each party bringing their 5 comparators and averaging those independently or by mutually agreeing to the same 5 comparators. If the average of all comparators comes in below the current salary schedule then the COLA will remain at two percent (2%), if it comes in higher the COLA will be increased by that amount with a (2%) maximum total of four percent (4%).~~

- c. Effective July 01, 2017, 2020, the attached salary schedule "A" shall be in effect.

(City to provide Schedule A – Salary Schedule)

Section 4: Salary Steps.

- a. Advancement: An employee shall advance to the next successive step upon his or her anniversary date and upon achieving an overall satisfactory rating in the employee's evaluation. In the event an employee's evaluation has not been completed in a timely manner, any approved step advancement shall be applied retroactive back to the due date.
- b. Promotion: Upon promotion an employee will advance to the new classification and/or position and to the step within the salary range for the new position which provides at least a 5% increase from the employee's former salary. A new anniversary date for salary step advancement will be established upon the effective date of promotion.
- c. Reclassification: When an employee's position is reclassified upward the employee shall be placed on the new salary range at the first step that is at least 5% higher than the employee's former salary step. A new anniversary date for salary step advancement will be established upon the effective date of reclassification.
- d. Probationary Employees: Upon satisfactory completion of initial trial service probation an employee shall be eligible for a step increase.

TA / 2/18/2020
TA / 2/18/2020

ARTICLE 24 - INSURANCE

Section 1: Health Insurance.

The City will provide health insurance coverage for its employees and their eligible dependents. This coverage shall also include coverage for vision, dental and alternative care.

The City offers a High Deductible Health Plan (HDHP). A Health Savings Account will be established for each employee.

- a. Employees will be responsible for 10% of their monthly health care premium cost. The City shall make available an IRS Section 125 premium conversion plan, under the terms of which an employee may elect and instruct the City to withhold, on a pre-tax basis, the employee's contribution to medical, dental and vision premiums.
- b. For each eligible employee, for the remainder of 2017 2020 and calendar years 2018, 2019, and 2020-2021, 2022 and 2023 the City will fund each employee's individual Health Savings Account (HSA) according to the attached HSA Funding Schedule (Schedule "B"). (City to provide Schedule B)

The City shall deposit 100% of the HDHP deductible (currently \$1700 for single employee and \$3400 for an employee plus spouse, children or family) ~~(currently \$1500 for a single employee and \$3000 for an employee plus spouse, children or family)~~ into each eligible employee's HSA account for the employee's use for any eligible medical expenses. The City agrees to self insure the difference between CIS insurance out of pocket maximum changes for the life of this contract. Deposits to eligible employees' HSA accounts will be made in quarterly installments.

Employees who exceed the amount of the annual deductible in eligible medical expenses prior to having received the full annual employer contribution may request an exception for the remainder of the contribution in a lump sum. If the City does, in its sole discretion, deposit the entire deductible into the employee's account, the employee will be thereafter ineligible for quarterly payments until January 1st of the following year.

- c. AFSCME employees who are not eligible for an HSA as deemed by IRS rules and regulations (for instance they are on Medicare or Medicare eligible and/or they are covered by another non HDHP insurance policy) and or those employees who choose not to have an HSA, the City will compensate them in an amount equal to the HDHP plan annual deductible (currently ~~\$1500~~ \$1700 for a single employee and ~~\$3000~~ \$3400 for an employee plus spouse, children or family.) Taxes and other required deductions will apply and be deducted from the compensation payments. The payment of the annual deductible amount will be distributed in quarterly installments in the form of a separate check rather than combined with their regular paycheck.
- d. Contributions to HSAs for mid-year hires will begin at the same time that medical insurance coverage starts which currently is the first of the month following the date of hire. The City will prorate the deductible (currently ~~\$1500~~ \$1700 for a single employee and ~~\$3000~~ \$3400 for an employee plus spouse, children or family) and deposit a prorated quarterly installment into the employee's HSA account based on the month the employee is first eligible for insurance. The employee will then be eligible for the next scheduled quarterly installment as long as the individual is still a City employee.
- e. If an employee's health coverage status changes from employee only to employee plus one or more (i.e. employee plus spouse, children or family) within the first three quarters of the calendar year (January through September), for the remainder of ~~2017~~ 2020 and ~~calendar years 2018, 2019, 2021, 2022 and 2020~~ 2023 the City will make an additional deposit into the affected employee's HSA account in an amount equal to the difference between the employee only and family deductible (difference currently ~~\$1500~~ \$1700 per calendar year).

Section 2: Life Insurance.

The City shall provide, at no expense to the employee, Group Term life Insurance and Accidental Death and Dismemberment for each regular full-time employee, life insurance coverage in the amount of \$20,000.

Section 3: 457 Deferred Compensation Plan.

The City shall continue to offer a 457 Deferred Compensation plan to all employees in the bargaining unit. Participation is voluntary. Contributions are made solely by the employee.

TA / J 2/18/2020
TA DH 2/18/2020

City of Sutherlin - AFSCME Local 1481

City Proposal

February 18, 2020

ARTICLE 28 - TERM OF AGREEMENT

Section 1: Effective Date.

This Agreement shall become effective as of July 1, 2017 2020 and shall remain in full force and effect until June 30, 2020-2023. This Agreement shall automatically renew from year to year unless either party gives notice to the other to negotiate a successor Agreement. The parties agree to commence bargaining no later than March 1.

Section 2: Amendments.

This Agreement may be amended at any time by mutual agreement of the Union and the City; such amendments shall be in writing and signed by both parties.



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

City of Sutherlin

STAFF REPORT					
Re: Ordinance No. – Sutherlin Transportation System Plan, Planning File 20-S003				Meeting Date:	05-11-2020
Purpose:	Action Item <input checked="" type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input checked="" type="checkbox"/>	Update <input type="checkbox"/>
Submitted By: Kristi Gilbert, Community Development Supervisor, Brian Elliott, Community Development Director				City Manager Review	<input checked="" type="checkbox"/>
Attachments: Ordinance & Exhibits					

WHAT IS BEING ASKED OF COUNCIL?

The Council to approve the first reading of Ordinance adopting above referenced 2020 Transportation System Plan, Comprehensive Plan Amendment and Amendments to the Sutherlin Development Code.

EXPLANATION

Council closed the public hearing, deliberated to a decision. The Council shall consider the first reading of the ordinance adopting the 2020 Transportation System Plan, Comprehensive Plan Amendment and Amendments to the Sutherlin Development Code.

OPTIONS

1. Approve the first reading of Ordinance adopting the 2020 Transportation System Plan, Comprehensive Plan Amendment and Amendment to the Sutherlin Development Code, or
2. Not to approve the first reading of Ordinance adopting the 2020 Transportation System Plan, Comprehensive Plan Amendment and Amendment to the Sutherlin Development Code.

SUGGESTED MOTION(S)

To approve the first reading of Ordinance adopting the 2020 Transportation System Plan, Comprehensive Plan Amendment and Amendment to the Sutherlin Development Code.



From the Office of the
City Recorder & Human Resources Manager
Diane Harris

Administration
126 E. Central Avenue
Sutherlin, OR 97479
(541) 459-2856
(541) 459-9363 (Fax)
d.harris@ci.sutherlin.or.us
www.cityofsutherlin.com

City of Sutherlin

NOTICE OF ORDINANCE ENACTMENT

ORDINANCE NO.

AN ORDINANCE OF THE CITY OF SUTHERLIN ADOPTING AN UPDATED TRANSPORTATION SYSTEM PLAN, AMENDING THE SUTHERLIN COMPREHENSIVE PLAN, AND AMENDING THE SUTHERLIN DEVELOPMENT CODE (SDC).

THIS ORDINANCE WILL BE CONSIDERED BY COUNCIL AT THE REGULAR COUNCIL MEETING OF:

**FIRST READING: MONDAY, MAY 11, 2020 @ 7PM
SECOND READING (if first reading approved): MONDAY, JUNE
8, 2020 @ 7PM
CIVIC AUDITORIUM - 175 E. EVERETT AVENUE**

Questions or copies of this Ordinance may be viewed by interested persons at the office of City Recorder, 126 E. Central Avenue, Sutherlin, Oregon, between the hours of 9:00 a.m. and 5:00 p.m., weekdays. A copy of this Ordinance may be purchased by interested persons for a sum determined to cover the City's expense for providing the copy.

Pursuant to Section 30 (b) (c) of the Sutherlin City Charter, this notice has been posted at the following locations: Sutherlin City Hall; Sutherlin Post Office; Sutherlin Visitor's Center and the City's website (www.cityofsutherlin.com).

Posted this day, May 4, 2020
By Diane Harris
City Recorder

ORDINANCE NO.

**AN ORDINANCE OF THE CITY OF SUTHERLIN ADOPTING AN
UPDATED TRANSPORTATION SYSTEM PLAN, AMENDING THE
SUTHERLIN COMPREHENSIVE PLAN, AND AMENDING THE
SUTHERLIN DEVELOPMENT CODE (SDC)**

WHEREAS, Oregon statutes and administrative rules require every municipality to enact a Comprehensive Plan and land use regulations in conformance with Statewide Planning Goals and Guidelines, and coordinated with other affected units of government;

WHEREAS, Statewide Planning Goal 12 requires cities, counties, metropolitan planning organizations, and ODOT to provide and encourage a “safe, convenient and economic transportation system.” This is accomplished through development of Transportation System Plans based on inventories of local, regional and state transportation needs. Goal 12 is implemented through OAR 660, Division 12, also known as the Transportation Planning Rule (TPR). The TPR contains numerous requirements governing transportation planning and project development;

WHEREAS, the Oregon Transportation Plan (OTP) is the State’s long-range, multimodal transportation plan and is the overarching policy document for a series of modal and topic plans with which a local TSP must be consistent;

WHEREAS, the City of Sutherlin last adopted a Transportation System Plan in 2005 and that TSP is in need being updated;

WHEREAS, upon setting out to update the TSP, the City of Sutherlin formed a Project Advisory Committee (PAC) composed of City of Sutherlin Community Development Department, Douglas County Planning Department and Public Works Engineering Department, Oregon Department of Transportation (ODOT), Umpqua Public Transportation District (UPTD), Sutherlin School District, Sutherlin City Council, Sutherlin Planning Commission, Sutherlin Police Department, Sutherlin Fire Department, Oregon Department of Land Conservation and Development, Sutherlin Area Chamber of Commerce, Sutherlin Sanitary Service, Friends of Ford’s Pond, and Cow Creek Tribe. The project team met with the PAC five (5) times throughout the TSP update process to review the technical memoranda, the policy alternatives, and the draft TSP;

WHEREAS, during the course of developing the draft TSP there were two public open houses held to discuss the findings of existing conditions, the policy alternatives, and the draft recommendations and opportunities for public involvement were made available throughout the TSP update process via the project website;

WHEREAS, the City’s consultants have recommended text amendments to the Public Facilities Element of the Comprehensive Plan and to the Sutherlin Development Code to implement the TSP and to bring the City’s Land Use and Development Code into compliance with the requirements of the State;

WHEREAS, the notice of the first public hearing on the draft TSP, Comprehensive Plan amendments, and Land Use Code amendments was sent to the Oregon Department of Land Conservation and Development on February 11, 2020;

WHEREAS, the Sutherlin Planning Commission held a public hearing on April 21, 2020 and following the public hearing recommended adoption of the TSP, the Comprehensive Plan amendments, and Land Use Code amendments;

WHEREAS, the Sutherlin City Council held a public hearing on May 11, 2020;

WHEREAS, based on the record before it, the Sutherlin City Council makes the following findings:

1. In accordance with ORS 197.225 local governments are required to adopt comprehensive plans and land use regulations in accordance with Statewide Planning Goals and Guidelines established by the Land Conservation and Development Commission. The following is an analysis of the compliance with each of the Statewide Planning Goals and Guidelines that are applicable.

Citizen Involvement (Goal 1)

Objective: To develop a citizen involvement program that insures the opportunity for citizens to be involved in all phases of the planning process.

Finding: This application complies with the citizen involvement and environmental justice processes, included in the City's acknowledged Comprehensive Plan and Development Code, which is consistent with Statewide Planning Goal 1. The Planning Commission and City Council will hold public hearings on the proposal prior to adopting the TSP and amendments to the Comprehensive Plan and Land Development Code. Notice of the proposal and hearings was published in the local newspaper on March 3, 2020 and April 7, 2020. The proposal was mailed to the Department of Land Conservation and Development on February 11, 2020, in advance of the April 21, 2020 Planning Commission hearing.

As noted above, opportunities for public involvement and environmental justice were made available throughout the TSP update process. The opportunities consisted of a kick-off meeting and site visit, web-based communications about upcoming committee meetings and the project website. The project team met with the PAC five (5) times throughout the TSP update process and held two public open houses. Each PAC meeting was open to the general public. The goal of the public involvement process was to develop a TSP Update that addressed the gaps and deficiencies in the transportation system while meeting the needs of the community.

Finding: This application process complies with Title VI, stating that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity.

Land Use Planning (Goal 2)

Objective: To establish a land use planning process and policy framework as a basis for all decision and actions related to use of land and to assure an adequate factual base for such decisions and actions.

Finding: The proposal is to adopt the 2020 Transportation System Plan, and to amend the Comprehensive Plan and Development Code, consistent with the City’s regulations regarding legislative land use decisions. Legislative decisions first require a Planning Commission recommendation to the City Council, which then makes a decision based on stated findings. The Planning Commission and City Council hearings are open to the public. The Planning Commission hearing was held on April 21, 2020, and City Council hearing will be held on May 11, 2020. This action complies with Goal 2.

Economic Development (Goal 9)

Objective: To provide adequate opportunities throughout the state for a variety of economic activities vital to the health, welfare, and prosperity of Oregon's citizens.

Finding: Goal 9 of the TSP is to “support the development and revitalization efforts of the City, Region, and State economies and ensure the efficient movement of people and goods.” Multiple projects have been identified and prioritized in the financially constrained plan which, collectively, seek to improve intersections, roadways, sidewalks, and bicycle facilities near employment areas.

Public Facilities and Services (Goal 11)

Objective: To plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development.

Finding: The TSP provides guidance for managing, operating, and improving the transportation system, a public facility providing multi-modal accessibility, through the year 2040. The TSP documents existing conditions and future needs for the City’s transportation system. Proposed improvements and implementation measures have been tailored as the means to meet those future needs, primarily to improve safety and increase efficiency of existing roadways.

Transportation (Goal 12)

Objective: To provide and encourage a safe, convenient and economic transportation system.

Finding: The TSP provides a comprehensive, long-term guide for City transportation improvement investments over a 20-year period. The TSP’s multi-modal, network-wide approach, prioritizes projects which benefit driving, bicycling, walking, and transit use. Multiple projects would improve connectivity, safety, and mobility for drivers within the City. More numerous are projects that benefit non-motorized modes, including sidewalk and crossing projects to create seamless connections for pedestrians throughout the City and biking projects for creating an integrated network of bicycle lanes and marked on-street routes. Transit projects are identified that would enhance the quality and convenience for transit passengers.

In addition, transportation-related amendments to the Comprehensive Plan and Development Code will increase the City’s ability to implement the TSP. Amendments to the Comprehensive Plan include goals and policies that will guide future land-use decisions, and which reflect the project goals and objectives, which were collaboratively developed through the TSP update process. Amendments to the Development Code provide additional standards to promote pedestrian and bicycle circulation, requirements for traffic impact studies, and ensure future

amendments to the Comprehensive Plan, Development Code, or Zoning Map are consistent with the function and classification of roadways in the TSP.

Statewide Planning Goals 3-8, 10, and 13-19 are not applicable to this application.

1. The following Statutes, Rules, Comprehensive Plan Provisions and Implementing Ordinances have been considered by the City of Sutherlin in the formation of the language contained within this request:

OAR 660 Division 12 – Transportation Planning Rule (TPR):

The purpose of the TPR is to “implement Statewide Planning Goal 12 (Transportation) and promote the development of safe, convenient, and economic transportation systems that are designed to reduce reliance on the automobile so that the air pollution, traffic, and other livability problems face by urban areas in other parts of the country might be avoided.” A major purpose of the TPR is to promote more careful coordination of land use and transportation planning, to ensure that planned land uses are supported by and consistent with planned transportation facilities and improvements.

660-012-0005 through 660-012-0055

These sections of the TPR contain policies for preparing and implementing a transportation system plan.

Finding: The 2020 TSP includes sections on existing conditions, future conditions, roadway classifications and corresponding standards, recommended improvements by mode, and a general funding plan as required by Section 660-012-0020 of the TPR. The TSP is a collection of current inventory, forecasts, past and current project ideas, decisions, and standards, which were developed collaboratively among various public agencies, the community, an advisory committee, and the project management team which consisted of City staff, ODOT, and consultants.

Updated transportation standards and development regulations are proposed to ensure future development or redevelopment of property is consistent with the TSP. Standards and regulations include functional classifications with associated street design and access spacing standards. The TSP also establishes level-of-service (LOS) and volume-to-capacity (V/C) ratio mobility targets for various intersection configurations in the City.

Elements of the TSP are implemented in the requirements of Sutherlin’s Development Code. The code regulates land uses and development within City limits and implements the long-range vision of the Comprehensive Plan, of which the TSP is part. Proposed amendments to the Development Code are intended to protect the design and function of the transportation network, modify parking standards to include walkways and promote walking, and increase coordination among agencies (see full text of proposed amendments to the Development Code). Amendments are proposed in the following sections:

- Section 3.2.110 – Vehicular Access and Circulation
- Section 3.2.120 – Pedestrian Access and Circulation
- Section 3.4.120 – Vehicle Parking Standards
- Section 3.5.110 – Transportation Standards
- Section 4.2.140 – Type III Procedure

- Section 4.2.150 – Type IV Procedure
- Section 4.2.160 – General Provisions

Goals and Policies from the Sutherlin Comprehensive Plan

Finding: The 2020 Sutherlin TSP is intended to be adopted as the transportation element of the Sutherlin Comprehensive Plan. Transportation Goals and Policies within the Comprehensive Plan are proposed to be replaced entirely with the recommended Goals and Policies. The recommended amendments reflect issues identified through the TSP update and the need for consistency between the TSP and Comprehensive Plan. The City’s existing transportation policies were adopted in the 2005 TSP. New language is principally based on the draft TSP, however existing policies relevant to the TSP and City have been incorporated into the proposed language. Proposed policies also support related modifications to the Sutherlin Development Code.

Sutherlin Development Code – Section 4.11 AMENDMENTS TO THE SUTHERLIN DEVELOPMENT CODE

Section 4.11.110(C) APPROVAL PROCEDURES

C. Approval Criteria. The planning commission’s recommendation and the city council’s decision shall be based on the following approval criteria.

1. For a proposed amendment to the city’s development code, the proposed amendment is consistent with applicable provisions of the comprehensive plan, including inventory documents and facility plans incorporated therein.
2. For a proposed amendment to a land use plan’s text or map:
 - a. The proposed amendment is consistent with applicable statewide planning goals as adopted by the Land Conservation and Development Commission

Finding: The Planning Commission’s recommendations and the City Council’s decisions are based on applicable statewide planning goals and guidelines, federal and state statutes and rules, Comprehensive Plan policies, and provisions of the Sutherlin Development Code, as detailed in the findings.

The 2020 Sutherlin TSP is consistent with the remainder of the comprehensive plan, including inventory documents and facility plans incorporated therein.

WHEREAS, based on the above findings, the Sutherlin City Council concludes that

1. The draft Transportation System Plan, the proposed Comprehensive Plan amendments, and the proposed Land Use and Development Code amendments are consistent with and in compliance with Statewide Planning Goals 1, 2, 9, 11, and 12. The City Council further concludes that Statewide Planning Goals 3 through 8, 10 and 13 through 19 are not directly applicable to these proposals.
2. The draft Transportation System Plan is consistent with the Oregon Transportation Plan and with the Transportation Planning Rule.

3. The proposed Comprehensive Plan amendments meet the requirements of Sutherlin Development Code Section 4.11.
4. The proposed amendments to the Sutherlin Development Code meet the requirements of Section 4.11;

NOW, THEREFORE, the Sutherlin City Council does ordain as follows:

Section 1. Transportation System Plan Adopted. The City of Sutherlin Draft Transportation System Plan, consisting of Volume I, Transportation System Plan and Volume II, Technical Appendices, are hereby adopted.

Section 2. Comprehensive Plan Amended. Public Facilities Element of the City of Sutherlin Comprehensive Plan, is hereby amended as shown on Exhibit A attached hereto and incorporated herein.

Section 3. Land Use and Development Code Amended. Sutherlin Development Code is hereby amended as shown on Exhibit B attached hereto and incorporated herein.

Section 4. Effective Date. This Ordinance shall not become effective until the 30th day after adoption by the Sutherlin City Council and execution by the Mayor, or a representative of the Mayor. In the event of a timely appeal to LUBA, this Ordinance shall not become effective until the LUBA appeal is finally resolved, including any appeals from the decision of LUBA.

Section 5. Notification to State. A copy of this Ordinance shall be furnished to the State of Oregon, Department of Land Conservation and Development, as required by OAR 660-018-0040.

PASSED BY THE COUNCIL ON THIS ____ DAY OF _____, 2020.

APPROVED BY THE MAYOR ON THIS ____ DAY OF _____, 2020.

Todd McKnight, Mayor

ATTEST:

Diane Harris, CMC, City Recorder

EXHIBIT A

Amendments to the Transportation Public Facilities Element of the Sutherlin Comprehensive Plan

The following Sutherlin Comprehensive Plan modifications implement the recommendation in Table 1 of the Implementing Ordinances memorandum. Recommended changes are in an adoption-ready format; text that is recommended to be added is shown as **underlined and bold**, and text recommended to be removed is shown in ~~strikeout~~.

PUBLIC FACILITIES ELEMENT

The services required for a community to function properly are called public facilities. This broad title includes such systems as water, sewer, transportation, drainage, solid waste, emergency services, parks and recreation, as well as other public facilities. As a community grows, these services must necessarily expand. The policies in this element are designed to provide for needed service expansion in an orderly manner. Oregon law ORS 197.712(2)(e) requires public facility plans for storm sewer, sanitary sewer, water, and transportation systems for land uses shown in the Comprehensive Plan. This law applies to areas with populations over 2500 within urban growth boundaries.

In addition, Oregon Administrative Rule (OAR) 660, Division 11, requires that public facilities plans list proposed public facility projects and map their locations and provide policies or an urban growth management agreement that designates the provider of each service. Also, the rule specifies that the Public Facility Plan provide an inventory and general assessment of the public facilities, rough cost estimates of each project, an estimate of when the project will be needed, and a discussion of existing funding mechanisms.

The updated Public Facilities Plan for Sutherlin prepared in 1990 includes the elements required by Oregon law and administrative rules. To prevent duplication, the Sutherlin Public Facilities Plan is the document of reference for both general and specific aspects of Sutherlin's public facility systems. However, the goals and policies of the Public Facilities Plan are retained in this element. Both documents work to outline Sutherlin's community aims.

ENERGY CONSERVATION

Energy conservation is not directly addressed in the Public Facilities Plan. But despite the -fact that the city has control over only a few activities that relate to energy use and conservation, these few areas are significant.

Included among the energy-conserving policies the city has adopted are planning for alternative transportation methods by resolving to study a bike route system and requiring sidewalks in new developments. The city encourages zero lot line zoning to increase structure density and heat retention. Infilling of vacant lots is encouraged to keep distances to the city's commercial areas as short as possible. The city requires new requires new construction to meet state standards for weatherization and energy conservation. And waste recycling is encouraged as the city coordinates

with Douglas County solid waste management policies. Energy conservation policies are found on page 41, below.

PUBLIC FACILITIES -- GOALS AND POLICIES

A. GOAL: TO PROVIDE EFFICIENT PUBLIC FACILITIES AND SERVICES IN AN ORDERLY, PLANNED MANNER SO AS TO MEET THE NEEDS OF SUTHERLIN'S RESIDENTS AND BUSINESSES.

POLICIES:

[No modifications to Goal A policies]

B-1. GOAL - SAFETY: TO PROVIDE AND ENCOURAGE A SAFE, CONVENIENT, AESTHETIC, AND ECONOMICAL TRANSPORTATION SYSTEM. TO PROVIDE A TRANSPORTATION SYSTEM THAT ENHANCES SAFETY AND SECURITY OF ALL TRANSPORTATION MODES.

POLICIES:

1. Encourage the expansion of the street improvement program and also coordinate the program with the future street plan, and thus ensure that those streets that have been designated to carry high volumes of traffic (arterials and collectors) are in satisfactory and safe condition.
2. Support the development of an additional east-west limited access arterial thoroughfare.
3. Actively assist the State Highway Department in upgrading U.S. Highway 99 to a four lane road and removing the jogs in the highway at Central Avenue and south of town in the vicinity of the Pacific Railroad tracks.
4. Require the installation of street lights in new developments.
5. Encourage the Southern Pacific Railroad to put up railroad crossing arms at railroad crossings and to use indicator lights on high traffic streets.
6. Develop a street systems plan which identifies the function of each street in the community.
7. Future streets and major improvements to existing streets shall satisfy the following applicable developmental criteria:

	Local	Collector	Arterial
Minimum Right-of-Way	56 ft.	60 ft.	102 ft.
Minimum Pavement Width	36 ft.	40 ft.	70-82 ft.

8. Discourage direct residential access onto existing and future arterials, in particular Central Avenue west of Sherwood Street.
9. Develop a system of sidewalks in the existing core city with emphasis on linking the community's major activity nodes.
10. The city shall coordinate with the county to plan and develop an area bikeway.
11. The city shall encourage the development of alternative modes of transportation to the automobile.
12. The city shall require sidewalks in all new subdivisions.

- ~~13. The city shall work with the Oregon Department of Transportation and Douglas County to improve the city's transportation system to a level consistent with the goals and policies of the Comprehensive Plan and the Public Facilities Plan.~~
- ~~14. The city shall require new development to install appropriate and pleasing landscaping along arterial streets.~~

B-1.1 Promote transportation safety through a comprehensive program of engineering, education, and enforcement.

B-1.2 Address existing and potential future safety issues by identifying high crash locations and develop strategies to address those issues.

B-1.3 Designate safe routes from residential areas to schools and identify transportation improvements needed to ensure the safety of Sutherlin's school children.

B-1.4 Develop a safe, complete, attractive, efficient, and accessible system of pedestrian ways, bicycle ways and personal electric vehicle ways, including bike lanes, shared roadways, multi-use paths, and sidewalks.

B-2 GOAL – MOBILITY AND EFFICIENCY: TO PROVIDE A BALANCED AND EFFICIENT TRANSPORTATION SYSTEM FOR ALL MEMBERS OF THE COMMUNITY THROUGH EFFECTIVE TRANSPORTATION AND LAND USE PLANNING

POLICIES:

B-2.1 Reduce reliance on single occupancy vehicles by improving the quality of walking, biking, transit, and electric vehicle facilities. Identify strategies appropriate to the City of Sutherlin to help reduce vehicle miles traveled.

B-2.2 Integrate transportation and land use into development ordinances to increase opportunities for multi-purposes trips.

B-2.3 Manage projected travel demand consistent with community, land use, environmental, economic and livability goals.

B-2.4 Manage the transportation system for adequate and efficient operations.

B-3 GOAL – HEALTH AND LIVABILITY: PROVIDE A TRANSPORTATION SYSTEM THAT ENHANCES THE HEALTH AND LIVABILITY OF LOCAL RESIDENTS BY PROMOTING ACTIVE MODES OF TRANSPORTATION

POLICIES

B-3.1 Enhance the livability of the Sutherlin Community through proper location and design of transportation facilities including multi-use paths to balance the needs of human use and enjoyment with resource conservation in areas identified in the Parks Master Plan and Comprehensive Plan.

B-3.2 Design roadways to enhance livability by ensuring that aesthetics and landscaping are an integral part of Sutherlin's transportation system.

B-3.3 Construct multi-use paths where they can be developed with satisfactory design components that address safety, security, maintainability, and acceptable uses.

B-4 GOAL – CONNECTIVITY AND ACCESSIBILITY: DEVELOP A COMPREHENSIVE, MULTIMODAL TRANSPORTATION SYSTEM THAT CONNECTS ALL MEMBERS OF THE SUTHERLIN AREA TO COMMUNITY DESTINATION.

POLICIES

B-4.1 Provide connectivity to each area of the City for convenient multi-modal access. Ensure pedestrian, bicycle, transit, and vehicle access to schools, parks, employment and recreational areas, and the Sutherlin core city area by identifying and developing improvements that address connectivity needs.

B-4.2 Make better use of the southern interchange by connecting an east-west route to the southern interchange on both sides of Interstate-5.

B-4.3 Identify opportunities to improve east-west travel for all modes of transportation across I-5.

B-4.4 Balance the needed street function for all travel modes with adjacent land uses through the use of context-sensitive street and streetscape design techniques.

B-4.5 Develop neighborhood and local connections to provide adequate circulation into and out of neighborhoods.

B-4.6 Ensure that adequate access for emergency services vehicles is provided throughout the City.

B-5 GOAL – COORDINATION AND INTEGRATION: ENSURE THE LOCAL TRANSPORTATION SYSTEM IS INTEGRATED WITH COUNTY AND STATE TRANSPORTATION SYSTEMS AND OBJECTIVES, AND WITH OTHER RELATED ASPECTS OF THE COMMUNITY IN SUTHERLIN, INCLUDING LAND USE PLANNING, NATURAL RESOURCE PROTECTION, HOUSING, AND ECONOMIC DEVELOPMENT.

POLICIES

B-5.1 Meet federal and state safety compliance standards for operation, construction, and maintenance of the rail system.

B-5.2 Provide safe routing of hazardous materials consistent with federal guidelines and provide for public involvement in the process.

B-5.3 Engage community members and organizations in the development and design of the transportation facilities identified in the TSP.

B-5.4 Work with regional and local public transportation providers to identify opportunities to expand public transportation service within the City and to surrounding communities. Encourage intercity public transportation connections for long-range public transportation. Enhance public volunteer transit system.

B-5.5 Maintain access management standards for streets consistent with City, County, and State requirements to reduce conflicts between vehicles and trucks, and between vehicles, bicycles, and pedestrians. Develop access management strategies for Central Avenue.

B-6 GOAL – STRATEGIC ECONOMIC INVESTMENT: FACILITATE THE PROVISION OF A MULTI-MODAL TRANSPORTATION SYSTEM FOR THE EFFICIENT, SAFE, AND COMPETITIVE MOVEMENT OF GOODS AND SERVICES TO, FROM, AND WITHIN THE SUTHERLIN AREA.

POLICIES

B-6.1 Construct all transportation facilities to meet the requirements of the Americans with Disabilities Act.

B-6.2 Provide satisfactory levels of maintenance to the transportation system in order to preserve user safety, facility aesthetics, and the integrity of the system as a whole.

B-6.3 Promote accessibility to transport modes that fulfill the needs of freight shippers.

B-6.4 Strive to balance the needs of moving freight with community livability and land use decision making.

B-6.5 Promote the appropriate location of freight routes and regional pipeline systems to enhance security, local service, and efficiency.

B-6.6 Manage on-street parking by providing an appropriate supply and design of off-street parking facilities to promote economic vitality, neighborhood livability, efficient use of urban space, and reduced reliance on single occupancy motor vehicles.

C. TO CONSERVE ENERGY RESOURCES AND ENCOURAGE UTILIZATION OF RENEWABLE ENERGY RESOURCES.

[No modifications to Goal C policies]

EXHIBIT B:

SUTHERLIN DEVELOPMENT CODE AMENDMENTS

The following Sutherlin Development Ordinance modifications correspond to recommendations in Table 1 of the memorandum. Recommended changes are in an adoption-ready format; text that is recommended to be added is shown as **underlined and bold**, and text recommended to be removed is shown in ~~strikeout~~.

Section 3.2 ACCESS AND CIRCULATION

...

3.2.110 Vehicular Access and Circulation.

A. Intent and Purpose.

1. The intent of this section is 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. Access shall be managed to maintain an adequate “level of service” and to maintain the “functional classification” of roadways [See **2020** Transportation System Plan ~~adopted November 2006 and amended in April 2009~~]. Major roadways, including highways, arterials, and collectors, serve as the primary system for moving people and goods. “Access management” is a primary concern on these roads. Local streets and alleys provide access to individual properties. If vehicular access and circulation are not properly designed, these roadways will be unable to accommodate the needs of development and serve their transportation function. This section balances the right of reasonable access to private property with the right of the public to safe and efficient travel.

B. Applicability. 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.
- D. Traffic **Impact** Study Requirements. The city or other agency with access jurisdiction may require a traffic **impact** study prepared by a traffic engineer to determine access, circulation and other transportation requirements including identification of projects needed to implement the Transportation System Plan or other projects needed to mitigate for traffic impacts resulting from development that exceeds assumptions from the Transportation System Plan. (See also, section 3.5, Infrastructure.)
- 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, **limit direction of travel at an approach**, 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.
- ...
- 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.
 4. **Where the spacing standards limit the number or location of connections to a street or highway, the city engineer may require a driveway to extend to one of more edges of a parcel and be designed to allow for future extension and inter-parcel circulation as adjacent properties develop. The city engineer may also**

require the owner(s) of the subject site to record an access easement for future joint use of the approach and driveway as the adjacent property(ies) develop(s).

...

- 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)~~ **three (3)** 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:

Figure 3.2.110(Q) – Flag Lot (Typical)

1. Driveway and Lane Width and Lot Frontage. The minimum 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.

...

3.2.120 Pedestrian Access and Circulation

- A. Pedestrian Access and Circulation. To ensure safe, direct and convenient pedestrian circulation, all developments, except single family detached housing (i.e., on individual lots), shall provide a continuous pedestrian and/or multi-use pathway system. (Pathways only provide for pedestrian circulation. Multi-use pathways accommodate pedestrians and bicycles, and may also be designed to accommodate personal electronic vehicles such as golf carts or scooters.) The system of pathways shall be designed based on the standards in subsections 1-3, below:

...

4. **Improvements at Transit Stops. Proposed development that is adjacent to or includes an existing or planned transit stop is required to plan for access to the transit stop and, where determined necessary in consultation with the transit agency, provide for transit improvements. Requirements apply where the subject parcel(s) or portions thereof are within 200 feet of a transit stop. Where consistent with an approved transportation or transit plan, development requirements and improvements may include the following:**

- a. Intersection or mid-block traffic management improvements (e.g. traffic lighting or similar protected pedestrian crossing improvement) to allow for pedestrian crossings at transit stops.
- b. Building placement within twenty (20) feet of the transit stop, a transit street or an intersection street, or a pedestrian plaza at the stop or a street intersection.
- c. Transit passenger landing pad accessible to disabled persons, constructed to transit agency standards.
- d. An easement or dedication for a passenger shelter and an underground utility connection to a transit stop if requested by the transit agency.

Section 3.4 VEHICLE AND BICYCLE PARKING

...

3.4.120 Vehicle Parking Standards

- A. Minimum Off-Street Vehicle Parking. The minimum number of required off-street vehicle parking spaces (i.e., parking that is located in parking lots and garages and not in the street right-of-way) shall be determined based on the standards in Table 3.4.120.A, except that there is no minimum number of off-street parking spaces required in the downtown commercial (C-1) zone. The number of required off-street vehicle parking spaces shall be determined in accordance with the following standards. Off-street parking spaces may include spaces in garages, carports, parking lots, and/or driveways if vehicles are not parked in a vehicle travel lane (including emergency or fire access lanes), public right-of-way, pathway or landscape. Credit is allowed for “on-street parking”, as provided below in 3.4.120 B. Exceptions and reductions to off-street parking are provided in 3.4.120.D.

...

- D. Exceptions and Reductions to Off-street Parking. Applicants may reduce vehicle parking minimum requirements below the minimum off-street parking standards required in Table 3.4.120.A as provided below:
 - 1. Commercial Uses within the downtown commercial zone (C-1): Allow up to a 30 percent reduction to the standard to the standard number of automobile spaces;
 - 2. Site has a bus stop with transit service located adjacent to it, and the site’s frontage is improved with a bus stop waiting shelter, consistent with the standards of the applicable transit service provider: Allow up to a 20 percent reduction to the standard number of automobile parking spaces;
 - 3. Site has dedicated parking spaces for carpool or vanpool vehicles: Allow up to a 10 percent reduction to the standard number of automobile parking spaces;

4. **Site has dedicated parking spaces for motorcycles, scooters, or electric carts: Allow reductions to the standard dimensions for parking spaces;**
5. **Site has more than the minimum number of required bicycle parking spaces: Allow up to a 5 percent reduction to the number of automobile parking spaces.**

~~D-E.~~ Maximum Number of Parking Spaces. The number of parking spaces provided by any particular use in ground surface parking lots shall not exceed the required minimum number of spaces provided by this section by more than thirty (30) percent. Spaces provided on-street, or within the building footprint of structures, such as in rooftop parking, or under-structure parking, or in multi-level parking above or below surface lots, may not apply towards the maximum number of allowable spaces. Parking spaces provided through “shared parking” also do not apply toward the maximum number.

[Renumber Subsections D through F. No other modifications to these subsections are recommended.]

...

Section 3.5 INFRASTRUCTURE STANDARDS

...

3.5.110 Transportation Standards

...

- 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~~ **5.2.120** 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 the following factors:

...

~~Table 3.5.110F—Street Pathway Design Standards~~

[Note, replace or update Table 3.5.110F to be consistent with updated TSP.]

~~Figure 1. Two Lane Arterial—Parking Both Sides~~

~~Figure 2. Three Lane Arterial~~

~~Figure 3. Five Lane Arterial~~

~~Figure 4. Parkway~~

~~Figure 5. Three Lane Collector—Parking Both Sides~~

~~Figure 6. Commercial / Industrial Collector—Parking Both Sides~~

~~Figure 7. Commercial / Industrial Collector—Parking One Side~~

~~Figure 8. Commercial / Mixed Use Collector—Parking Both Sides~~

~~Figure 9. Residential Collector~~

~~Figure 10. Local Residential Street—Parking One Side~~

~~Figure 11. Local Residential Street—Parking Both Sides~~

[Note, replace or update Figures 1 through 11 to be consistent with updated TSP.]

...

Z. Traffic Impact Studies. The following provisions establish when a proposal must be reviewed for potential transportation impacts; when a Traffic Impact Study (TIS) must be submitted with a development application in order to determine whether conditions are needed to minimize impacts to and protect transportation facilities; the required contents of a TIS; and who is qualified to prepare the analysis.

- 1. When a Transportation Impact Study (TIS) is Required. The City or other road authority with jurisdiction may require a TIS as part of an application for development, a change in use, or a change in access. A TIS shall be required where a change of use or a development would involve one or more of the following:**
 - a. A change in zoning or a plan amendment designation;**
 - b. Operational or safety concerns documented in writing by a road authority;**
 - c. An increase in site traffic volume generation by 300 Average Daily Trips (ADT) or more;**
 - d. An increase in peak hour volume of a particular movement to and from a street or highway by 20 percent or more;**
 - e. The development is expected to impact intersections that are currently operating at the upper limits of the acceptable range of level of service during the PM peak operating hour.**
 - f. The development is expected to significantly impact adjacent roadways and intersections that have previously been identified as high crash locations or areas that contain a high concentration of pedestrians or bicyclists such as school zones.**
 - g. An increase in the use of adjacent streets by vehicles exceeding the 20,000-pound gross vehicle weights by 10 vehicles or more per day;**
 - h. Existing or proposed approaches or access connections that do not meet minimum spacing or sight distance requirements or are located where vehicles entering or leaving the property are restricted, or such vehicles are likely to queue or hesitate at an approach or access connection, creating a safety hazard; or**
 - i. A TIS required by ODOT pursuant to OAR 734-051.**
- 2. TIS Preparation. The TIS shall be prepared by a professional engineer with competence in traffic engineering, licensed in the State of Oregon. If the TIS identifies level of service conditions less than the minimum standard established in the Transportation System Plan, improvements and funding strategies mitigating the problem shall be considered concurrent with the development proposal.**
- 3. Approval Criteria. The TIS shall be reviewed according to the following criteria:**
 - a. The analysis complies with the content requirements set forth by the City and/or other road authorities as appropriate;**
 - b. The study demonstrates that adequate transportation facilities exist to serve the proposed land use action or identifies mitigation measures that**

resolve identified traffic safety problems in a manner that is satisfactory to the road authority;

- c. For affected City facilities, the study demonstrates that the project meets mobility and other applicable performance standards established in the SDC and TSP, and includes identification of multi-modal solutions used to meet these standards, as needed; and
- d. Proposed design and construction of transportation improvements are in accordance with the design standards and the access spacing standards specified in the SDC and TSP.

4. Conditions of Approval.

- a. The City may deny, approve, or approve a proposal with conditions necessary to meet operational and safety standards; provide the necessary right-of-way for planned improvements; and require construction of improvements to ensure consistency with the future planned transportation system.
- b. Construction of off-site improvements, including those related to bicycle and pedestrian facilities, may be required to mitigate impacts resulting from development that relate to capacity deficiencies and public safety; and/or to upgrade or construct public facilities to City standards.
- c. Where the existing transportation system is shown to be impacted by the proposed use, improvements such as paving; curbing; installation of or contribution to traffic signals; and/or construction of sidewalks, bikeways, access ways, paths, or streets that serve the proposed use may be required.
- d. Improvements required as a condition of development approval, when not voluntarily provided by the applicant, shall be roughly proportional to the impact of the development on transportation facilities. Findings in the development approval shall indicate how the required improvements directly relate to and are roughly proportional to the impact of development.

...

Section 4.1 ADMINISTRATION OF LAND USE AND DEVELOPMENT PERMITS

4.1.110 Exclusions from Land Use Review. The following activities are permitted outright in each zone, subject to the applicable provisions of the subject zone, and are excluded from the requirement of obtaining a land use permit. Exclusion from the permit requirement does not exempt the activity from otherwise complying with applicable standards, conditions, and other provisions of this code.

- A. Operation, maintenance, and repair of existing transportation facilities identified in the Transportation System Plan;**
- B. Dedication of right-of-way, authorization of construction, and construction of transportation facilities and improvements, where the improvements are planned improvements identified in the Transportation System Plan or are otherwise consistent with clear and objective dimensional standards; and**

C. Changes in transit service.

Section 4.2 TYPES OF APPLICATIONS AND REVIEW PROCEDURES

..

4.2.140 Type III Procedure.

...

C. Notice of Planning Commission Hearing.

1. Notice. The city shall give notice of the planning commission in the following manner:
 - a. At least twenty (20) days before the hearing date, notice shall be mailed to:
 - (1) The applicant and all owners of record of the property which is the subject of the application;
 - (2) All property owners of record within one hundred (100) feet of the site;
 - (3) For Type II appeals, the appellant and persons who provided testimony during the planning director's proceedings; ~~and~~
 - (4) Any governmental agency or public utility (e.g. state or county agencies such ODOT or public utility companies such as electric, water, or wastewater) whose property, services, or facilities may be affected by the decision; and**
 - ~~(4)~~**(5)** For a zoning district change affecting a manufactured home or mobile home park, all mailing addresses within the park, in accordance with ORS 227.175(8).
 - b. At least fourteen (14) days before the first hearing, notice of the hearing shall be printed in a newspaper of general circulation in the city.

4.2.150 Type IV Procedure.

...

D. Notice of Planning Commission Hearing.

1. Required Hearings. A minimum of two hearings, one before the planning commission and one before the city council, are required for all Type IV applications, except annexations. Annexations only require one hearing by the city council.
2. Notice. Except as provided in subsection D.4. of this section, the city shall give notice of the planning commission public hearing in the following manner:
 - a. At least twenty (20) days before the date of the planning commission's hearing, a notice shall be mailed to:
 - (1) The applicant and/or titleholder;
 - (2) Any affected governmental agency **or public utility (e.g. state or county agencies such ODOT or public utility companies such as**

electric, water, or wastewater) whose property, services, or facilities may be affected by the decision;

- (3) For a zone change affecting a manufactured home or mobile home park, all mailing addresses within the park, in accordance with ORS 227.175.
- b. At least fourteen (14) days before the scheduled planning commission public hearing date, notice shall be published in a newspaper of general circulation in the city;
- c. The city shall mail a notice of the proposed comprehensive plan amendment to the Department of Land Conservation and Development (DLCD) at least thirty-five (35) days before the first public hearing at which public testimony or new evidence will be received; and
- d. Notifications for annexation shall follow the provisions in ORS 222.

4.2.160 General Provisions.

...

C. Applications.

1. Initiation of Applications:

- a. Applications may be initiated by:
 - (1) Order of city council;
 - (2) Resolution of the planning commission;
 - (3) The planning director; ~~or~~
 - (4) A record owner of the property that is the subject of the application (person(s) whose name is on the most recently recorded deed), or contract purchaser with written permission from the record owner; **or**
 - (5) **Public agencies that have statutory rights of eminent domain for projects they have the authority to construct.**



WORKSHOP



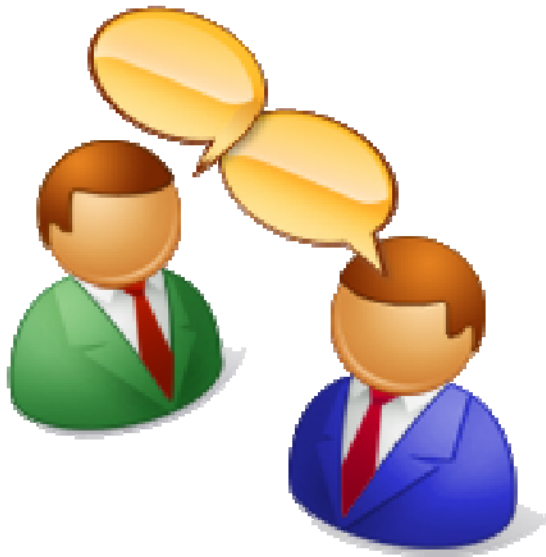


System Development Charges (SDC) (verbal)





COUNCIL COMMENTS





PUBLIC COMMENT





ADJOURNMENT





FOR YOUR INFORMATION



STRATEGIC PLAN - ACCOUNTABILITY BENCHMARKS

MONTH	DEPT	GOAL	ACTION	✓
APR 2019				
04/08/19	CDD/PW-Facilities/Parks	Continue Central Park improvements to include Christmas holidays lighting display	Funding - Report to Council	✓
04/22/19	CDD/PW-Transportation	Complete Valentine Avenue engineering and begin construction	Bid award - Council approval	✓
04/22/19	Admin	Complete and implement a new City Personnel Policy Handbook	Present update to Council	✓
04/22/19	CDD/PW-Development	Contract with an engineering firm for plan review/subdivision fees	Council Workshop - Proposed fees	✓
MAY 2019				
05/13/19	CDD/PW-Water	Nonpareil WTP Disinfection System	Bid process and present to Council	✓
05/28/19	CDD/PW-Facilities/Parks	Additional benches at Splash Park inside play area and unfenced section - kid friendly	Report to Council	✓
05/28/19	CDD/PW-Facilities/Parks	Central Park - Additional water features	Present to Council for Approval if needed	✓
05/28/19	CDD/PW-Transportation	Create a Street Management Masterplan w/funding options	Establish a methodology and timeline, report to Council	✓
05/28/19	CDD/PW-Development	Contract with an engineering firm for plan review/subdivision fees	Present findings to Council	✓
JUN 2019				
06/10/19	CDD/PW-Development	Contract with an engineering firm for plan review/subdivision fees	Present fee resolution for Council approval	✓
06/24/19	Admin	Complete union required class & comp survey prior to agreed 2019 COLA increase	Present update to Council (May 28th Executive Session)	✓
06/24/19	CDD/PW-Wastewater	Evaluate the current and potential use of Everett Avenue building	Report to Council (report provided at April 22nd Workshop Mtg)	✓
JUL 2019				
07/22/19	CDD/PW-Development	Comprehensive Plan Code Audit	Report to Council	✓
07/22/19	CDD/PW-Facilities/Parks	Central Park - Additional water features	Report to Council	✓
07/22/19	Finance	Create a long-term budget forecast	Report to Council	✓
07/22/19	CDD/PW-Wastewater	NPDES Permit renewal	Report to Council	✓
AUG 2019				
08/12/19	CDD/PW-Water	Nonpareil WTP modernization improvements	Present to Council (reported at July 22nd Workshop)	✓
08/26/19	CDD/PW-Water	Begin recertification process for Cooper Creek Storage and live-stream permits	Present to Council (reported at July 22nd Workshop)	✓
08/26/19	CDD/PW-Water	Consider new code language allowing for provision of water services outside city limits	Report to Council	✓
08/26/19	Fire	Enhance response capabilities for west side of town	Progress report to Council	✓
SEP 2019				
09/09/19	CDD/PW-Transportation	Complete Valentine Avenue engineering and begin construction	Report to Council	✓
9/23/2019 Mtg Cancelled	Finance & CDD - Development	Examine System Development Charge Rates and develop SDC matrix	Present to Council (moved to 10/14/19 mtg)	✓
9/23/2019 Mtg Cancelled	CDD/PW-Facilities/Parks	Continue Central Park improvements to include Christmas holidays lighting display	Present to Council (moved to 10/14/19 mtg)	✓
9/23/2019 Mtg Cancelled	Fire	ISO (Insurance Service Office) rating (Fire Dept update)	Report results to Council (moved to 10/14/19 mtg)	✓

Note: "Report to Council" can be a written Strategic Plan Update, Presentation or Workshop

Revised 4/22/2020

STRATEGIC PLAN - ACCOUNTABILITY BENCHMARKS

MONTH	DEPT	GOAL	ACTION	
OCT 2019				
10/14/19	CDD-Development	Evaluate all new-development beneficiaries regarding System Development Charges and establish new SDC;s according to the analysis	Develop SDC matrix/presented update to Council	✓
10/28/19	CDD/PW-Facilities/Parks	Community Center building - caulk and paint exterior	Report to Council	✓
10/28/19	CDD/PW-Facilities/Parks	Library building - caulk and paint exterior	Report to Council	✓
10/28/19	CDD/PW-Facilities/Parks	Implement a 10-year non-compliant ADA replacement ramp plan	Report to Council	✓
10/28/19	Police	Recruitment and retention	Report to Council	✓
10/28/19	Fire	Create backfill relief position	Present to Council	✓
NOV 2019				
11/12/19	CDD/PW-Transportation	Speed Zone Analysis-Ft McKay to west of intersection of Ft McKay and Church Rd	Report to Council	✓
11/12/19	CDD/PW-Transportation	Speed Zone Analysis-Intersection of Church Rd and Hwy 138 to Ft McKay	Report to Council	✓
11/12/19	CDD/PW-Transportation	Complete sidewalks from Beecroft to Quail Run and Central Avenue	Bid process and present to Council	✓
11/12/19	Police	Integration of K9 program	Report to Council - Discussed at Oct 28th mtg	✓
DEC 2019				
12/09/19	Finance	Earn a "clean audit"	Accept audited financials and present to Council	✓
12/09/19	CDD/PW-Transportation	Replace all old street signs so they match the new street sign design	Report to Council	✓
12/09/19	CDD/PW-Wastewater	Complete construction of new WTP	Report to Council	✓
12/09/19	CDD-Planning	Consider feasibility of commercial/multi-family Urban Renewal District	Present options to Council	✓
12/09/19	Fire	Grow volunteers & UCC Students	Report to Council	✓
JAN 2020				
01/13/20	CDD/PW-Water	Schoon Mt water storage tank upgrade	Bid process, bonding, funding agency and present to Council	✓
01/13/20	CDD/PW-Water	Sixth Ave and Oak St Pump Station upgrade	Bid process, funding agency approval and present to Council	✓
01/27/20	CDD/PW-Facilities/Parks	Install larger security signage and new, more reliable 24/7 cameras	Report to Council	✓
01/27/20	CDD/PW-Wastewater	Evaluate the current and potential use of Everett Ave building	Report to Council commercial tenant leasing building 9/2/19	✓
01/27/20	CDD/PW-Water	Nonpareil WTP Disinfection System improvement	Report to Council Reported at 11/12/19 mtg	✓
01/27/20	CDD/PW-Transportation	Develop a "plan-of-action" for upgrading Waite St from Central to Southside Rd	Report to Council	✓
FEB 2020				
02/10/20	CDD-Development	Commercial and industrial development recruitment and retention (large and small)	Present updated EDP to Council	✓
02/24/20	CDD/PW-Wastewater	Initiate a new in-flow and infiltration prevention program	Report to Council	✓
MAR 2020				
03/09/20	CDD/PW-Facilities/Parks	Identify and upgrade ADA accessibility around Central Park	Award Contract - Council Approval	✓

Note: "Report to Council" can be a written Strategic Plan Update, Presentation or Workshop

Revised 4/22/2020

STRATEGIC PLAN - ACCOUNTABILITY BENCHMARKS

MONTH	DEPT	GOAL	ACTION	
APR 2020				
04/13/20	CDD/PW-Development	Wastewater extension/reimbursement district	Present to Council to award (Presented at February 24th mtg)	✓
MAY 2020				
05/11/20	CDD-Development	Evaluate all new development beneficiaries regarding System Development Charges and establish new SDC's	Develop SDC matrix/present to Council	✓
05/11/20	Admin	Begin CBA agreements - AFSCME	Present to Council	✓
JUN 2020				
06/08/20	CDD/PW-	Transportation System Plan (TSP) update	Report to Council	
06/08/20	CDD-Development	Wastewater extension/reimbursement district	Report to Council	
JUL 2020				
07/13/20	CDD/PW-	Install a crosswalk from Nicholas Ct to St John	Bid process, present to Council for	
07/13/20	CDD/PW-Water	Nonpareil Water Treatment Plant modernization improvements	Bid process, funding approval and present to Council	
07/13/20	Finance	Long term budget forecast	Report to Council	
07/13/20	CDD/PW-Wastewater	Complete construction of new Wastewater Treatment Plant	Report to Council	
AUG 2020				
SEP 2020				
09/14/20	CDD/PW-Transportation	Implement 10-year non-compliant ADA replacement ramp plan	Report to Council	
OCT 2020				
10/12/20	CDD/PW-Water	Schoon Mountain Pump Station improvements (pump replacement)	Bid process, funding approval and present to Council	
10/12/20	CDD/PW-Facilities/Parks	Continue Central Park Christmas lighting display improvements	Report to Council	
10/12/20	CDD/PW-Facilities/Parks	Identify and upgrade ADA accessibility around Central Park	Report to Council	
10/12/20	CDD/PW-Parks	Central Park - Repair or replace deteriorated sidewalks	Report to Council	
NOV 2020				
11/09/20	CDD/PW-Facilities/Parks	Improve drainage in Central Park (phase III)	Complete and report to Council	
11/09/20	CDD/PW-Transportation	Complete sidewalks from Silver Glen to Quail Run	Bid process and present to Council	
11/09/20	CDD/PW-Transportation	Create a street management master plan with funding options	Report both the new plan and funding options to Council	
DEC 2020				
12/14/20	Finance	Accept Audited Financials	Present to Council	
12/14/20	CDD/PW-Transportation	Install a crosswalk from Nicholas Ct to St John	Report to Council	
12/14/20	CDD/PW-Water	Seek funding and create a plan to install a secondary in-flow at Cooper Creek	Report to Council	
JAN 2021				
01/11/21	CDD/PW-Transportation	Develop "Plan-of-Action" for upgrading Waite St from Central to Southside Rd	Report to Council	
01/11/21	CDD/PW-Water	Schoon Mtn Water Storage Tank and Sixth & Oak Pump Station improvements	Report to Council	
01/11/21	CDD/PW-Wastewater	Complete construction of new WTP (after 1-year performance evaluation)	Report to Council	

Note: "Report to Council" can be a written Strategic Plan Update, Presentation or Workshop

Revised 4/22/2020

Melanie Masterfield

From: Melanie Masterfield
Sent: Wednesday, May 6, 2020 2:35 PM
To: Ashley (ashley@bciradio.com); DC Commisioners (commissioners@co.douglas.or.us); Erica Welch; KUGN (news@kugn.com); Kyle-KQEN (KYLE@BCIRADIO.COM); News Desk (newsdesk@nrtoday.com); Register Guard (rgnews@registerguard.com); Roseburg Beacon (info@roseburgbeacon.com)
Subject: City of Sutherlin Council Agenda
Attachments: CC AGENDA MAY 11, 2020 Meeting.pdf; URA AGENDA MAY 11.20 Meeting.pdf

Good afternoon. Attached you will find the City Council Agenda and the Urban Renewal Agency Agenda. Both meetings will take place on Monday, May 11, 2020. Urban Renewal will be at 6:30 with Council following at 7pm. Thank you.



Melanie Masterfield
Deputy City Recorder

City of Sutherlin
126 E Central Ave
Sutherlin, OR 97479
541-459-2856

m.masterfield@ci.sutherlin.or.us

ZOOM MEETING INFORMATION

PUBLIC NOTICE – CITY OF SUTHERLIN URBAN RENEW AGENCY & CITY COUNCIL MEETING:

The May 11, 2020 Urban Renewal Agency meeting will be held in Civic Auditorium at 175 E Everett at 6:30pm. The City Council Meeting will immediately follow at approximately 7:00pm. The City has taken steps to utilize current technology to make meetings available to the public without increasing the risk of exposure. To maintain compliance with both state rulings and Oregon public meeting laws, a limited number of staff and city officials will be present. We strongly encourage all citizens that are able to use the video link or phone number provided to listen to the meeting from home. Anyone wishing to comment is strongly encouraged to email comments and/or questions to Diane Harris, City Recorder, at d.harris@ci.sutherlin.or.us by 4:00pm on May 8th. The questions/comments will be read into the public record at the meeting during the Public Comment period.

If you are interested in attending the meeting via Zoom please contact me for the Zoom Meeting link information.

Thank you,

Diane Harris
City Recorder/HR Manager
City of Sutherlin
d.harris@ci.sutherlin.or.us
541-459-2856 ext 207

City of Sutherlin is inviting you to a scheduled Zoom meeting.

Topic: Urban Renew Agency (6:30pm) & City Council Meeting (7:00pm)

Time: May 11, 2020 06:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/92428916749?pwd=T1cwZEhMbNlhbVArTE9LYnhEZkNoUT09>

Meeting ID: 924 2891 6749

Password: 712019

Dial by your location

1-669-900-9128

1-253-215-8782

Meeting ID: 924 2891 6749

Password: 712019

Find your local number: <https://zoom.us/j/92428916749?pwd=T1cwZEhMbNlhbVArTE9LYnhEZkNoUT09>