



**City of Sutherlin
Open Discussion/Plans & Reports
Monday, January 28, 2019
Civic Auditorium – 7:00 p.m.**

AGENDA

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

- 1. CALL TO ORDER / FLAG SALUTE**
- 2. ROLL CALL**
- 3. INTRODUCTION OF MEDIA**
- 4. AGENDA CONFIRMATION**
 - a. February 11, 2019 Agenda
- 5. a. COUNCIL PRIORITY PROGRESS REPORT**
b. COUNCIL COMMENTS
- 6. WORKSHOP**
 - a. Council Priorities
 - b. City/Calapooia Fire District IGA
- 7. COUNCIL BUSINESS**
 - a. Ordinance No. 1070 – Repealing SMC 17.64.050 – Signs (second reading and adoption)
 - b. Resolution 2019.01 – 2019-2020 Council Priorities
- 8. REPORTS**
 - a. Code Enforcement Report
 - b. Wastewater Update
- 9. 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.

If you have a disability that requires special materials, service, or assistance, please call 541.459.2856 at least 48 hours prior to the meeting to arrange for accommodations



Call to Order & Flag Salute





ROLL CALL





Introduction Of Media





AGENDA CONFIRMATION





**City of Sutherlin
Regular Council Meeting
Monday, February 11, 2019
Civic Auditorium – 7:00 p.m.
AGENDA**

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

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

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

5. PRESENTATIONS

- a. Budget Report

6. CONSENT AGENDA

- a. January 14, 2019 Minutes – Regular Meeting
- b. January 28, 2019 Minutes – Workshop Meeting

7. COUNCIL BUSINESS

- a. Resolution 2019.02 – Supplemental Budget Adjustment – Police Vehicle
- b. Resolution 2019.03 – Visitor Center Dedication

8. REPORTS

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.

If you have a disability that requires special materials, service, or assistance, please call 541.459.2856 at least 48 hours prior to the meeting to arrange for accommodations



COUNCIL PRIORITY PROGRESS REPORTS

COUNCIL COMMENTS





WORKSHOP





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COUNCIL PRIORITIES





City/ Calapooia Fire District IGA (Verbal Report)





COUNCIL BUSINESS





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. 1070 – Repealing SMC Section 17.64.050 – Signs (second reading & adoption)				Meeting Date:	1/28/2019
Purpose:	Action Item ☒	Workshop ☐	Report Only ☐	Discussion ☐	Update ☐
Submitted By: City Recorder, Diane Harris				City Manager Review	☒
Attachments: Notice of Enactment, Ordinance No. 1070, and Ordinances 976 & 991					

WHAT IS BEING ASKED OF COUNCIL?

Council is being asked to repeal Sutherlin Municipal Code Section 17.64.050 – Signs. Council approved the first reading by title only at the January 14, 2019 Council meeting. Council is being asked to approve of the second reading & adoption of Ordinance No. 1070 – Repealing Sutherlin Municipal Code Section 17.64.050 – Signs.

EXPLANATION

Staff discovered that the City inadvertently left language in Chapter 17 of the Sutherlin Municipal Sign Code when it amended the Code to update the City's sign regulations. Upon further research, staff discovered that Section 17.64.050 – Signs, should have been repealed during the previous council-adopted revision process.

In March 2007, the Planning Commission held a public hearing and recommended the City Council adopt a new Development Code. The Commission also recommended that Title 16 & 17 should be repealed, except for a provision in Section 17.64.050 – Signs, to allow more time for that portion of the sign code to be further discussed. Subsequently, council adopted Ordinance No. 976 per the Planning Commission's recommendations.

In October 2008, Council adopted Ordinance No. 991 to adopt new sign regulations, including the repeal of the same language (see page 6 of 19) that existed in SMC Section 17.64.050. However Development Code 3.7.100 was the only number referenced in Ordinance No. 991. Therefore, Section 17.64.050 remained in the Sutherlin Municipal Code leaving outdated and inaccurate language that is no longer necessary. The proposed ordinance would clean up the Code to remove this outdated and inaccurate language.

OPTIONS

N/A

SUGGESTED MOTION(S)

Motion to approve, amend, or not approve the second reading & adoption of Ordinance No. 1070 repealing Section 17.64.050 – Signs from the Sutherlin Municipal Code



Administration
126 E. Central Avenue
Sutherlin, OR 97479
(541) 459-2856
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City of Sutherlin

NOTICE OF ORDINANCE ENACTMENT

ORDINANCE NO. 1070

**AN ORDINANCE OF THE CITY OF SUTHERLIN REPEALING SECTION
17.64.050-SIGNS, OF THE SUTHERLIN MUNICIPAL CODE**

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

**FIRST READING: MONDAY, JANUARY 14, 2019 @ 7PM
SECOND READING (if first reading approved): MONDAY,
JANUARY 28, 2019 @ 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, January 7, 2018
By Melanie Masterfield
Deputy City Recorder

ORDINANCE NO. 1070

**AN ORDINANCE OF THE CITY OF SUTHERLIN REPEALING SECTION 17.64.050 –
SIGNS, OF THE SUTHERLIN MUNICIPAL CODE**

WHEREAS, the City adopted Ordinance 991 in 2008, which added a comprehensive set of regulations related to the establishment and use of signs to the City of Sutherlin Development Code; and

WHEREAS, Ordinance 991 repealed existing language in the Development Code, but failed to repeal Section 17.64.050 – Signs; and

WHEREAS, since the 17.64.050 was not repealed, it remains in the Sutherlin Municipal Code although it conflicts with other sign regulations; and

WHEREAS, Section 17.64.050 of the Sutherlin Municipal Code is no longer necessary due to the sign regulations in the Development Code.

NOW, THEREFORE, THE CITY OF SUTHERLIN ORDAINS AS FOLLOWS:

Section 1: Section 17.64.050 of the Sutherlin Municipal Code is hereby repealed.

Section 2: This ordinance shall take effect 30 days after it is approved by the Mayor.

PASSED BY THE COUNCIL, ON THIS 28TH DAY OF JANUARY, 2018.

APPROVED BY THE MAYOR, ON THIS 28TH DAY OF JANUARY, 2018.

Mayor, Todd McKnight

ATTEST:

City Recorder, Diane Harris, CMC

Chapter 17.64 SUPPLEMENTAL PROVISIONS

Sections:

17.64.050 Signs.

17.64.050 Signs.

A. Intent. The purpose of this section is to add **sign** requirements to the several zoning districts for the preservation of the character of the area's structures and uses; the needs of residential, agricultural, commercial and industrial potential; the need for healthful, safe and convenient use of all lands and the conservation and promulgation of values and resources.

B. **Sign Requirements.**

1. RH/R-1 Residential. A residential use is allowed a nonilluminated residential identification **sign** of not more than two square feet to identify the residents, the street name and number, the name of the building or building complex. For home occupations, a **sign** of not more than two square feet is allowed.
2. R-2/R-3 Residential, Medium/High Density. Nonilluminated **signs** of not more than eight square feet pertaining to activity on a property may be erected at a distance of ten feet or more inside a lot line. Advertising for home occupations is not permitted.
3. C-1 Downtown Commercial District. Nonilluminated or externally illuminated **signs** of no more than thirty-two (32) square feet in area advertising the business conducted on the premises. **Signs** shall be made of wood or a wood-like material. Paper **signs** are prohibited. **Signs** shall be attached to the structure with a minimum of eight feet vertical clearance above the public way, and shall extend horizontally from the building to a point located between the structure and the curb no more than three feet from the curb. No **sign** shall be placed in the public way.
4. Commercial and Industrial Districts. Electrically lighted **signs** are permitted, provided that they shall not be glaring nor located in such a manner as to conflict with traffic control devices and provided further that their illumination shall be restricted to the property on which they are located, and they are no larger than eighty (80) square feet.
5. Requirements Applicable to All Districts. No **sign** advertising a business which is not conducted on the premises or a commodity or service which is not the primary product or sale or service on the premises shall be allowed. (Ord. 798 § 4.050, 1992)

COPY

ORDINANCE NO. 976

AN ORDINANCE CONCERNING AMENDMENT OF THE SUTHERLIN DEVELOPMENT CODE; REPEALING AND REPLACING TITLE 16 OF THE SUTHERLIN MUNICIPAL CODE; REPEALING TITLE 17 OF THAT CODE EXCEPT AS PROVIDED AT SECTION 17.64.050; AND ADOPTING THE SUTHERLIN DEVELOPMENT CODE AS A STAND-ALONE DOCUMENT.

THE CITY OF SUTHERLIN DOES ORDAIN AS FOLLOWS:

Section 1. Title 16 of the Sutherlin Municipal Code is repealed and replaced with the following language:

Title 16

SUTHERLIN DEVELOPMENT CODE

The Sutherlin Development Code, including the Sutherlin Zoning District Map, which implements the Comprehensive Plan for the City of Sutherlin, as originally adopted by the Council on May 14, 2007 and all subsequent and future amendments thereto, is hereby adopted and incorporated herein by reference as if it were set forth verbatim.

Section 2. Title 17 of the Sutherlin Municipal Code is repealed except for those provisions at 17.64.050.

Section 3. The Sutherlin Development Code consisting of Chapters 1-5 (attached as Exhibit A) and the Sutherlin Zoning District Map (attached as Exhibit B) is adopted.

Section 4. The Findings attached as Exhibit C are adopted in support of this Ordinance.

Section 5. The City Recorder, at the request of, or with the concurrence of the City Attorney, is authorized to administratively correct any reference errors contained herein or in other provisions of the Sutherlin Municipal Code, to the provisions added, amended or repealed herein.

Passed by the Council on the 9th day of July, 2007.

Approved by the Mayor on the 9th day of July, 2007.


Marsha Price, Council President

ATTEST:


City Recorder, Vicki Luther, MMC

COPY

ORDINANCE NO. 991

AN ORDINANCE AMENDING SECTIONS 1.3, 2.3.110; 2.6.210; 3.3.140; 3.7.100; AND 3.7.110 OF THE SUTHERLIN DEVELOPMENT CODE, AND ADDING SECTIONS 2.6.220; 2.6.230; 2.6.240; 3.3.150; 3.7.120, 3.7.130, 3.7.140, 3.7.150, 3.7.160, 3.7.170, 3.7.180, 3.7.190, 3.7.200, 3.7.210, 3.7.220, 3.7.230, 3.7.240, 3.7.250, 3.7.260, 3.7.270, AND 3.7.280 TO THAT CODE.

THE CITY OF SUTHERLIN DOES ORDAIN AS FOLLOWS:

Section 1. Section 1.3 of the Sutherlin Development Code is amended by adding the following definitions in alphabetical order to provide:

**Section 1.3
DEFINITIONS**

Residential Care Center – A residential care, residential training, or residential treatment facility as defined in ORS 443.705, that is licensed by the Department of Human Services and provides residential care alone or in conjunction with treatment or training or a combination thereof for sixteen (16) or more individuals who need not be related. Staff persons required to meet licensing requirements shall not be counted in the number of facility residents, and need not be related to each other or to any resident of the residential home.

Residential Facility – A residential care facility, residential training facility, or residential treatment facility as defined by ORS 443.400, that is licensed by the Department of Human Services and provides residential care alone or in conjunction with treatment or training or a combination thereof for six (6) to fifteen (15) individuals who need not be related. Staff persons required to meet licensing requirements shall not be counted in the number of facility residents and need not be related to each other or to any other resident of the residential facility.

Residential Home – A residential treatment home or residential training home as defined in ORS 443.400, or an adult foster home as defined in ORS 443.705, that is licensed by the Department of Human Services and that provides residential care alone or in conjunction with treatment or training or a combination thereof for five (5) or fewer individuals who need not be related. Staff persons required to meet licensing requirements shall not be counted in the number of facility residents, and need not be related to each other or to any resident of the residential home.

Section 2. Permitted use status for “Residential Home,” Residential Facility,” and “Residential Care Center” is added directly below “Residential” to the Table in Section 2.3.110 of the Sutherlin Development Code to provide:

2.3.110 Permitted uses, Conditional Uses, and Structures.

Uses	Status of Use in District	
	C-1	C-3
<i>Residential</i> , provided that the residential component comprises not more than 50% of the building floor area	P	P
<i>Residential Home</i>	C/S	C/S
<i>Residential Facility</i>	P	P
<i>Residential Care Center</i>	P	P

Section 3. The introductory provision of Section 2.6.210 of the Sutherlin Development Code is amended by deleting the language shown in strikeout and adding the language shown with double-underline as follows:

2.6.210 RH Zone and slopes greater than 12% – Development Standards. This section describes the permit requirements for lands proposed for development within the RH zone and in areas with a slope of greater than 12%. Site development, grading and excavation in all other zones is detailed within section 2.6.220. ~~Land designated RH has been determined to be in an area with slopes that are potentially unstable. Any cut, fill, or construction on these sites may add to this potential instability. The requirements of this section are intended to reduce as much as possible the adverse effects of development for the owner and for other properties which may be affected by ground movement, erosion or excessive runoff.~~

Section 4. Sections 2.6.220, 2.6.230, 2.6.240 of the Sutherlin Development Code are added to provide:

2.6.220 Site Development, Excavation, Grading – In all Zones. Except as provided in section 2.6.210, excavation, fill placement, or removal of trees or ground cover shall require a permit from the planning department.

- A. **Documentation.** Prior to initiating any cut or fill in excess of 10 cubic yards, the applicant shall submit documentation showing the amount and location of each cut or fill and include, at a minimum, the following information:

1. Map/Plan. The submitted map/plan shall include date, north arrow, location of adjoining streets, structures and property, existing utilities, scale, contours at no more than 2-foot intervals.
2. Property Description(s). Legal description including accurate property lines and boundaries.
3. Planned Improvements. Proposed location of all improvements, including, but not limited to, structures, utilities, roads, storm drainage, and retaining walls.
4. Topography. Natural features, tree groupings, rivers, streams, wetlands, or other geographical features.
5. Stabilization/Erosion Control Method(s). Proposed methods for bank stabilization, erosion control plan and measures (DEQ requirements), and land restoration.
6. Vegetation/Soils. General description and notation of trees and ground cover; general description of soils and characteristics. Subject to review, certain development projects may require a geo-technical report.
7. Water Courses. Identify all or portions of rivers, streams, wetland, springs, or other source where the continuous presence of water is indicated and which would be disturbed.
8. Grading Plan. Plan including cut and fill areas, existing and finish grades and slope height.
9. Drainage. Drainage plan complying with adopted storm drainage standards.
10. Supplementary Information. Name and address of property owner.
11. Project Description. General description of the proposed project.
12. Schedule: Proposed time schedule for excavation, land clearing, or fill placement, land restoration, bank stabilization and erosion control, and future development.
13. Additional Permit(s). Permit approvals or applications from other agencies such as the Oregon Department of State Lands, Oregon Department of Environmental Quality, or the U.S. Army Corps of Engineers shall be provided at the time of application submittal.
14. Other. Other information as deemed necessary by the Sutherlin planning department in order to adequately review and approve the application.

B. Exceptions. A site development permit under this section shall not be required for the following activities:

1. Projects or developments which have received site plan review approval under section 4.3.
2. The installation and maintenance of public utilities and infrastructure such as water lines, water meters, pump stations, sewer lines, and streets by the city of Sutherlin, other utilities or their contractors.
3. Removal of trees and ground cover in emergency situations involving immediate danger to life or property or substantial fire hazards.
4. Removal of trees, ground cover, or obnoxious vegetation on partially developed property for purposes of general property and utility

maintenance, fire hazard removal, landscaping, or gardening without the use of a bulldozer or similar mechanical equipment.

C. Minimum Requirements.

1. Each permit approval shall be subject to the requirement that all ground stabilization be maintained and not be allowed to deteriorate.
2. Removal of vegetation shall not occur more than 30 days prior to grading or construction.
3. If a building permit is issued as part of the project, the requirements of the excavation/land clearing permit shall be completed prior to framing or set-up. Erosion control and stabilization methods shall be in place prior to and during the entire construction phase of the project.
4. Temporary or stockpile fill placement shall only be allowed for a maximum of 30 days prior to commencement of grading work.
5. Any cuts and/or fills greater than 50 cubic yards shall require a site plan approval per the provisions of section 2.6.210(B).
6. If the cut and/or fill is not a city street or a public right-of-way, a licensed professional engineer shall declare to the city, after the cut and/or fill is completed, that it was constructed to plans and meets all standards set forth in the approved plans.

- D. Right to Inspect.** Nothing in this section shall abridge the city's right to inspect work in progress or in its completed state, to make appropriate measurements and tests to determine if the cut and fill was made according to plan, and to require alterations prior to final approval of the cut and/or fill.

2.6.230 Watercourse Protection. Mature ground cover and trees, wildlife habitats, and the natural contours of the watercourses identified below shall be preserved as provided herein. For distances noted in the following table, measured from the top of the stream bank, there shall be a setback of structural and any other physical development such as parking lots, retaining walls, channel alterations, etc. from the stream bank unless, after consultation with the Oregon Department of Fish and Wildlife, findings are made by the director pursuant to section 5.2.120(B) that a proposed reduction in setback:

- A. Will not have a significant adverse impact on stream bank erosion, water temperature and quality, or wildlife;
- B. Is required for flood control, and actions are taken to mitigate such impacts as much as is possible;
- C. Is not required for flood control; and
- D. Is not in conflict with any other drainage ordinance or plan.

For the purposes of this section, the top of the stream bank shall be the elevation at which water overflows the natural bank and begins to inundate upland areas. In absence of physical evidence, the two-year recurrence interval flood elevation may be used to delineate the top of bank.

	All Residential and CS zones	All Commercial, Industrial, and FR-75 Zones
Sutherlin Creek	50'	50'
Cooper Creek	50'	50'

Cook Creek	25'	50'
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2.6.240 Agriculture, Livestock. The total number of livestock allowed on a property shall be limited to the area of the property divided by the total minimum area required listed below:

- A. Types of animals allowed:
 - 1. One horse or bovine per acre; or
 - 2. One goat, llama, alpaca or sheep per half acre.
 - 3. A minimum of 500 square feet of area shall be required for each chicken, other fowl, or rabbit on the property.
 - 4. The number of colonies of bees allowed on a property shall be limited to one colony for each 10,000 square feet and shall be located no closer than 50 feet from any property line.
- B. **Containment.** Animals subject to this section shall be effectively contained by fencing, coop, hutch, or other means to prevent them from violating the provisions of section 6.04.030, pertaining to animals at large.
- C. **Nuisances.** Animals subject to this section shall not violate the provisions of section 6.04.040 pertaining to nuisance noise nor section 8.16.040E pertaining to nuisance odor.
- D. **Violation.** Violation of the provisions of this section shall be subject to enforcement and penalties prescribed under section 1.4.

Section 5. The introductory provisions in Section 3.3.140 of the Sutherlin Development

Code is amended by adding the language shown with double-underline as follows:

3.3.140 Fences and Walls. The following standards shall apply to all fences and walls except for fences in industrially designated lands:

Section 6. Section 3.3.150 of the Sutherlin Development Code is added to provide:

3.3.150 Fences and Walls in the Industrial Zones. The following standards shall apply to all fences and walls:

- A. **General Requirements.** All fences and walls shall comply with the standards of this section. The city may require installation of walls and/or fences as a condition of development approval, in accordance with section 4.5, Conditional Use Permits or section 4.3, Development Review and Site Plan Review. Walls built for required landscape buffers shall comply with section 3.3.120.
- B. **Dimensions.**
 - 1. The maximum allowable height of fences eight (8) feet as measured from the lowest grade at the base fence, except that retaining walls and terraced walls may exceed six (6) feet when permitted as part of a site development approval, or as necessary to construct streets and sidewalks. A building permit is required for walls exceeding six (6) feet in height, in conformance with the uniform building code.

2. Fences and walls shall comply with the vision clearance standards of section 3.2.110.O.
- C. Prohibited Materials. Barbed wire, razor wire, and similar armor-type fences are prohibited, accept when specifically required as a condition of approval through site plan review or conditional use permit approval.

Section 7. Sections 3.7.100 and 3.7.110 of the Sutherlin Development Code are amended by deleting the language shown in strikeout and adding the language shown with double-underline as follows:

3.7.100 Purpose. ~~The purpose of this section is to add sign requirements to the several zoning districts for the preservation of the character of the area's structures and uses; the needs of residential, agricultural, commercial and industrial potential; the need for healthful, safe and convenient use of all lands and the conservation and promulgation of values and resources.~~ It is the purpose of this section to regulate signs in a manner which recognizes and balances the need for signs with the visual, aesthetic, and safety concerns of the community. Such regulation shall include, but not be limited to, the placement, number, height, and size of signs.

3.7.110 Sign Requirements

1. ~~**RH/R-1 Residential.** A residential use is allowed a nonilluminated residential identification sign of not more than two square feet to identify the residents, the street name and number, the name of the building or building complex. For home occupations, a sign of not more than two square feet is allowed.~~
2. ~~**R-2/R-3 Residential, Medium/High Density.** Nonilluminated signs of not more than eight square feet pertaining to activity on a property may be erected at a distance of ten feet or more inside a lot line. Advertising for home occupations is not permitted.~~
3. ~~**C-1 Downtown Commercial District.** Nonilluminated or externally illuminated signs of no more than thirty two (32) square feet in area advertising the business conducted on the premises. Signs shall be made of wood or a wood-like material. Paper signs are prohibited. Signs shall be attached to the structure with a minimum of eight feet vertical clearance above the public way, and shall extend horizontally from the building to a point located between the structure and the curb no more than three feet from the curb. No sign shall be placed in the public way.~~
4. ~~**Commercial and Industrial Districts.** Electrically lighted signs are permitted; provided that they shall not be glaring nor located in such a manner as to conflict with traffic control devices and provided further that their illumination shall be restricted to the property on which they are located, and they are no larger than eighty (80) square feet.~~
5. ~~**Requirements Applicable to All Districts.** No sign advertising a business which is not conducted on the premises or a commodity or service which is not the primary product or sale or service on the premises shall be allowed.~~

3.7.110 Sign Definitions.

“Awning” means a temporary or removable shelter supported entirely from the exterior wall of a building and composed of non-rigid materials except for the support framework.

“Building face or wall” means all window and wall area of a building on one plane or elevation.

“Business frontage” means the lineal footage of a building or portion thereof, devoted to a specific business or enterprise.

“Change of face/copy” means an existing sign is modified by change of message or design on the sign face, without any change to size or shape of the sign framework or structure, excluding marquee, electronic message boards, menu boards, and approved changeable copy signs.

“Construction Sign” means a sign temporary in nature identifying an approved or permitted construction or development project as described in Section 3.7.270 (D).

“Facade, principal” means the side(s) of the building facing a street.

“Facade, secondary” means any side of a building not facing a street.

“Indirect illumination” means a source of illumination directed toward a sign so that the beam of light falls upon the exterior surface of the sign.

“Roof Sign” means any sign erected upon or extending above or over the eave or roof of any building or structure.

“Shopping Center or Business Complex” means a group of five or more commercial establishments having common parking facilities.

“Sign” means any message, identification, description, illustration, symbol, device or sculptured matter, including forms shaped to resemble any human, animal or product, which is affixed directly or indirectly upon a building, vehicle, structure, or land. This definition is not to include architectural facades, or lighting features.

“Sign, abandoned” means a sign which pertains to a time, event, or purpose which no longer applies.

“Sign, alteration” means any change in the size, shape, method of illumination, position, location, material, construction, or supporting structure of a sign.

“Sign, area of” means:

1. The area of a ground or projecting sign shall be calculated by adding the outer dimensions of all the faces presenting a sign message. Pole covers, and columns shall not be included in the area of the measurement if they do not bear

advertising copy. Double-faced signs will be calculated as one sign only when placed back to back and separated by no more than twenty-four inches.

2. The area of a wall sign without a border shall be computed by enclosing the entire sign within sets of parallel lines touching the outer limits of the sign message.

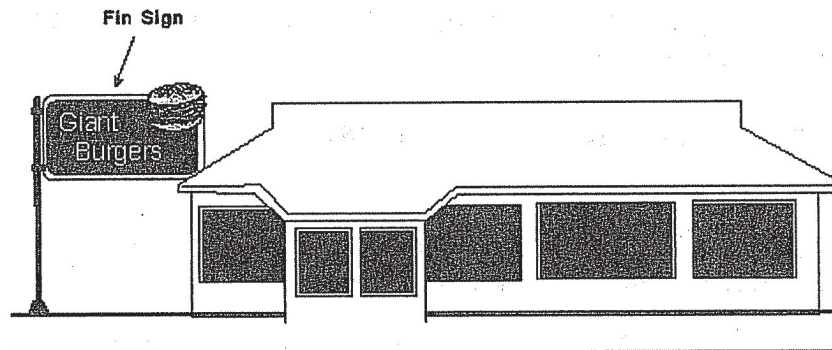
Determining the Area of a Sign



Shaded Area Indicates Area of Signs

Sign Area Measurement

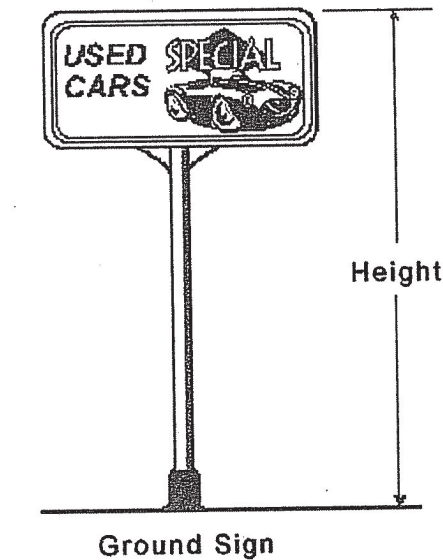
“Sign, fin” means a sign that is supported partly by a pole and partly by a building or structure.



Fin Sign Example

“Sign, flashing” means a sign incorporating intermittent electrical impulses to a source of illumination or revolving in a manner which creates the illusion of flashing, or which changes colors or intensity of illumination. This definition is not to include electronic message signs.

“Sign, ground” means a sign erected on a free-standing frame, mast, or pole and not attached to any building. Also known as a free-standing sign.



Ground Sign Example

“Sign, height of” means the distance measured from the average elevation of the ground adjacent to the structure that the sign is mounted on or nearest public sidewalk or street curb, when such are adjoining the site, to the maximum height of the face of the sign.

“Sign, nonconforming” means an existing sign, lawful at the time of the enactment of this ordinance, which does not conform to the requirements of this code.

“Sign, portable” means any sign not permanently attached to the ground, a building, or other structure.

“Sign, projecting” means all signs other than wall signs, which are attached to and project from a structure or building face, at a ninety (90) degree angle.

“Sign, structure” means the supports, uprights, braces, framework and other structural components of the sign.

“Sign, temporary” means any sign, including supporting structure, to be maintained for a continuous period of less than thirty (30) days.

“Sign, wall” means any sign placed or painted directly against a building with the exposed face of the sign in a plane approximately parallel to the plane of said wall and projects outward from the wall not more than eighteen inches.

“Wall, graphic” means any mosaic, mural, painting, or graphic art technique applied, implanted or placed directly onto a wall and containing no copy, advertising/hallmark symbols, lettering or references to any product, service, or goods sold on or off the premises.



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www.cityofsutherlin.com

City of Sutherlin

STAFF REPORT					
Re: Council Priorities Resolution Approval				Meeting Date:	1/28/2019
Purpose:	Action Item ☒	Workshop ☐	Report Only ☐	Discussion ☒	Update ☐
Submitted By: CM Jerry Gillham				City Manager Review ☒	
Attachments: Resolution # 2019.01					

WHAT IS BEING ASKED OF COUNCIL?

Council is asked to review proposed 2019 City Council Priorities and subsequently, approve Resolution 2019.01.

EXPLANATION

Council met in workshop with city staff on November 26, 2018 to discuss a listing of work-tasks and actions as a part of the city's larger Strategic Plan. The attached resolution represents the council's Program of Work for 2019 which we, in response call "**Council Priorities.**" At your meeting on 1/14/18, you were presented a draft resolution of proposed "Council Priorities" first taken from your meeting in November and reaffirmed throughout December and January through council-staff committee collaboration; thus, Resolution 2019.01 is the establishment through policy, your expectations for action and direction to staff for 2019.

OPTIONS

To approve, amend or disapprove Resolution # 2019.01 as presented.

SUGGESTED MOTION(S)

To approve Resolution # 2019.01; A RESOLUTION ADOPTING COUNCIL PRIORITIES FOR THE CITY OF SUTHERLIN,

To amend Resolution #2019.01 and approve as amended, or

To not approve Resolution #2019.01.

RESOLUTION NO. 2019.01

A RESOLUTION ADOPTING COUNCIL PRIORITIES FOR THE CITY OF SUTHERLIN

WHEREAS, the City of Sutherlin (“City”) has effectively implemented and greatly benefited from a City of Sutherlin Strategic Plan which includes: City Vision, City Mission, Core Operational Values, and Council Goals; and

WHEREAS, City Council and City Staff have collaborated together to establish a comprehensive Program of Work for the years 2019-2020 to include Objectives and measurable benchmarks in response to Council Goals; and

WHEREAS, after extensive analysis of the 2019–2020 Program of Work, City Council has established priorities of city action for 2019, hereby titled “Council Priorities”,

NOW, THEREFORE, BE IT RESOLVED, THE CITY COUNCIL OF THE CITY OF SUTHERLIN, a Municipal Corporation of the State of Oregon, adopts Resolution No. 2019.01 establishing 2019 Council Priorities as follows:

Community Development

Development

1. Wastewater extension/reimbursement district
2. Continue Economic Development Plan
3. Evaluate all new-development beneficiaries regarding System Development Charges and establish new SDC’s according to the analysis

Parks Development

1. Additional benches at splash park inside play area and unfenced section: kid friendly
2. City Center Park/donated lot development
3. Develop additional splash park water feature
4. Plan and construct new amphitheater behind Fire Station or larger-parcel at Exit #135
5. Continue Central Park improvements to include Christmas holiday lighting display
6. Work with council in creating new Hartley Park options

Planning

1. Complete Mixed-Use zoning of the Airport Industrial Lands
2. Consider the feasibility of a commercial/multi-family Urban Renewal District and if “feasible” move to action

Transportation

1. Complete Valentine Street engineering and begin construction
2. Develop a “plan-of-action” for upgrading Waite Street from Central to South Side Road
3. Create a plan for realigning the Central Avenue and Waite Street intersection
4. Plan for a new connector road from Myrtle to N. Comstock

5. Develop a “plan-of-action” upgrading Red Rock Road as a local commuter relief street from State Street to Waite Street
6. Re-designate a section of Highway 138 (rural to urban) so that new sidewalks and bicycle accessibility needs may qualify for state/federal funding and seek such funding
7. Develop a long-range street maintenance funding plan
8. Develop a Duke Street extension plan, seek funding and complete

Operations

Administration

1. Complete and implement a new city personnel handbook
2. Survey and establish new wage schedule as per bargaining agreements

Finance

1. Ongoing funding sources for street maintenance.
2. Review System Development Charge structure and methodology
3. Determine feasibility of an Urban Renewal District

Governance

1. Continue updating antiquated elements of the City of Sutherlin Municipal Code

Public Safety

Emergency Operations

1. Finalize installation of new Emergency Operations Center in City Council Chambers
2. Identify and finalize agreement for alternate EOC’s (Sutherlin Family Church)
3. Begin equipping and utilizing both current and secondary EOC (Sutherlin Family Church)

Fire

1. Establish assured response capabilities on all properties west side of railroad tracks
2. Continue to grow both volunteer and UCC student participation
3. Assess personnel workload demands and develop backfill options
4. Review long range potential equipment and rolling stock needs and develop options

Police

1. Develop city facility security systems
2. Implement personnel recruitment and retention programs
3. Complete analysis of possible integration of a K-9 program

Public Works

Facilities/Parks & Street Maintenance

1. Identify and upgrade sidewalks and ADA-ramp accessibility around Central Park
2. Implement a 10-year plan for addressing non-compliant ADA ramps throughout the city
3. Complete sidewalks from Beecroft to Quail Run on Central Avenue
4. Establish a crosswalk from Nicholas Court to St. John
5. Install larger security signage and new, more reliable 24/7 cameras
6. Inventory/inspect all city structural facilities and develop maintenance funding plan

Wastewater

1. Complete construction of new Wastewater Treatment Plant
2. Initiate a new In-flow and Infiltration prevention program
3. Obtain certification NPDES permit from DEQ
4. Evaluate the current and potential use of Everett Avenue Building

Water

1. Begin Schoon Mt. water storage and pump station improvements
2. Upgrade the 6th and Oak pump station
3. Begin Nonpareil Water Treatment Plant modernization and repair
4. Begin the recertification process for Cooper Creek storage and live-stream permits
5. Consider new code language allowing for provision of water services outside city limits

PASSED BY THE CITY COUNCIL, ON THIS 28TH DAY OF JANUARY, 2019

APPROVED BY THE MAYOR, ON THIS 28TH DAY OF JANUARY, 2019

Council President, Tom Boggs

ATTEST:

Diane Harris, City Recorder, CMC



REPORTS





CODE ENFORCEMENT REPORT (Verbal)





Wastewater Update





ADJOURNMENT





FOR YOUR INFORMATION



Melanie Masterfield

From: Melanie Masterfield
Sent: Wednesday, January 23, 2019 12:42 PM
To: Ashley (ashley@bciradio.com); DC Commisioners (commissioners@co.douglas.or.us); KUGN (news@kugn.com); Kyle-KQEN (KYLE@BCIRADIO.COM); News Desk (newsdesk@nrtoday.com); Register Guard (rgnews@registerguard.com); Roseburg Beacon (info@roseburgbeacon.com); Vera Westbrook (vwestbrook@nrtoday.com)
Subject: Public Meeting Notice
Attachments: 0. AGENDA.docx

Good afternoon. Please see the attached agenda for the City of Sutherlin Council meeting on Monday, January 28.



Melanie Masterfield
Deputy City Recorder
City of Sutherlin
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