



**City of Sutherlin
Regular Council Meeting
Monday, March 13, 2017
Civic Auditorium – 7:00 p.m.
AGENDA**

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

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. COUNCIL BUSINESS

- a. Acceptance of Resignation / Declaration of Vacancy
- b. Swearing in Council Member

6. CONSENT AGENDA

- a. February 13, 2017 Minutes – Regular Meeting
- b. February 27, 2017 Minutes – Workshop

7. PUBLIC HEARING

- a. Supplemental Budget
- b. Comprehensive Plan & Development Code Amendments

8. COUNCIL BUSINESS (continued)

- a. Budget Committee Appointment
- b. Resolution 2017.02 – Supplemental Budget Adjustment
- c. Ordinance - Comprehensive Plan & Development Code Amendment Approval (first reading, title only)
- d. Resolution 2017.03 – Strategic Plan Approval

9. CITY COUNCIL COMMENTS

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

EXECUTIVE SESSION – ORS 192.660(2) (d) – Labor Negotiator Consultations
ORS 192.660(2) (e) – Real Property Transactions

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





PUBLIC COMMENT

Agenda Items only





COUNCIL BUSINESS





City of Sutherlin

STAFF REPORT					
Re: Accepting Resignation, Declaring Vacancy & Appointment				Meeting Date:	3/13/17
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: Debbie Hamilton, City Recorder				City Manager Review <input checked="" type="checkbox"/>	
Attachments: Councilor Egbert Resignation & Decline of appointment by next highest vote recipient					

WHAT IS BEING ASKED OF COUNCIL?

Recognize and accept the resignation of Councilor Egbert, declaring a vacancy and appointing Dennis Riggs to the City Council.

BACKGROUND

Please find attached the March 2, 2017 resignation from Frank Egbert and further, see attached email declination from the next highest vote recipient from the 2016 election.

CURRENT SITUATION

According to the recently adopted charter amendment, "Upon the declared vacancy of any council position within six months of a council or mayoral election, the city council shall offer the appointment to the council or mayoral candidate from the most recent election who received the highest number of votes without being elected. Should that individual no longer desire to serve, or has since been declared ineligible to serve; then the candidate with the next highest number of votes shall be offered the appointment, and such process shall continue until the candidate pool has been exhausted."

SUMMARY

With the declination of the first highest vote recipient the second highest vote recipient is Dennis Riggs. Dennis Riggs accepts the appointment.

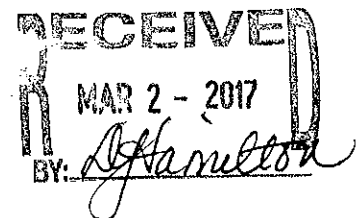
MOTION

Move to accept the resignation of Frank Egbert and declare a vacancy on the Sutherlin City Council; and appoint Dennis Riggs to fulfill the remaining term made vacant by Egbert's resignation.

March 2, 2017

I will have to leave the council because
I'm moving out of the city

Thank you



Debbie Hamilton

From: Pam & Denny Cameron <pcdc@douglasfast.net>
Sent: Monday, March 06, 2017 2:26 PM
To: Debbie Hamilton
Cc: Jerry Gillham; Todd McKnight; tracie.mcknight15@yahoo.com; Bertha Egbert; Forrest Stone; Tom Boggs; t.boggsh@yahoo.com; Wayne Luzier; Travis Tomlinson; Seth Vincent; Pam & Denny Cameron
Subject: Position on the City Council

Debbie Hamilton contacted me to ask if I'm interested in the position on the City Council made available by Councilor Egbert's resignation.

Havin over 15 years living in Sutherlin as an active volunteer and community supporter working to help where ever possible, I saw a position on the Council as another chance to serve the citizens of Sutherlin in that same vein. I've put a great deal of thought into this opportunity and have decided my energy would be better used elsewhere at this time.

Throughout my campaign I stressed the need for honesty, transparency and accountability to provide a City government that is more open and accessible to all. I urge the Council and City to always strive for those goals. Seek out comprehensive, useful information and professional guidance to make wise informed decisions. LISTEN to the public's questions and concerns and respond with consideration. Look for REAL complete answers below the surface as there are dangers in the unknown. Please treat each other and the public with curtesy, respect and attention and represent us all with grace and dignity.

Although I will decline a position on this Council, I will continue to exercise my rights and voice as a taxpayer and member of our community in any way possible to make a constructive difference. I will also continue to pray for a strong responsive City government for Sutherlin. I hope the many people who have supported my campaign aren't disappointed and understand my decision. I'm deeply appreciative of all their hard work and efforts and would never want to let them down.

It would be wonderful to see you all at the Public Safety Appreciation Open House on May 4th at the Fire Station on State St. from 5 to 7pm.

Sincerely,
Pam Cameron

Debbie Hamilton

To: Debbie Hamilton (d.hamilton@ci.sutherlin.or.us)
Subject: FW: Council Position

Is this official enough? I do accept. :)
thanks,

Dennis Riggs
<http://www.riggsinnovationsgroup.com>

From: Debbie Hamilton <d.hamilton@ci.sutherlin.or.us>
To: driggs12000@yahoo.com
Sent: Monday, March 6, 2017 3:13 PM
Subject: Council Position

Hi Dennis;
Frank Egbert has rendered his resignation because he will be moving out of the city limits leaving an opening on the City Council. As you are aware the new Charter Amendment allow for the next vote getter be approached to fill the vacancy. Pam Cameron was first and has declined which leaves you the next in line. If you are interested can you please let me know? Thank you!

Debbie Hamilton, CMC
OAMR First Vice-President
HR Manager & City Recorder
Website & Social Media Manager
126 E. Central Avenue
Sutherlin, OR 97479
541-459-2856 Ext. 207
Fax 541-459-9363
www.cityofsutherlin.com



"Enjoy the little things in life...for one day you'll look back and realize they were the big things"



Consent Agenda



CITY OF SUTHERLIN
Regular City Council Meeting
Sutherlin Civic Auditorium
Monday, February 13, 2017 – 7:00pm

COUNCIL MEMBERS:

MAYOR: Tom Boggs, Frank Egbert, Wayne Luzier, Forrest Stone, Travis Tomlinson, Seth Vincent
Todd McKnight

CITY STAFF: City Manager, Jerry Gillham
City Recorder, Debbie Hamilton
Deputy City Recorder, Diane Harris
Finance Director, Dan Wilson
Public Works Superintendent, Aaron Swan
Community Development Director, Brian Elliott
Public Safety Director, Kirk Sanfilippo
Deputy Fire Chief, Avery Hazzard
Deputy Fire Chief, Lon Dragt
Deputy Fire Chief, Dan McCormick
City Attorney, Chad Jacobs (via Skype)

Audience: Adam Heberly, Jo Barnes, Tami Trowbridge, Joe Groussman, Pat & Bert Bales, Terry Prestianni, Beth & Jim Houseman, John & Joan Herrmann, Rick & Sharon Troxel, James Thatcher, Pamela Semas, Gayla Holley, Trudy Delp, Jacob Gilman, Alicia Gilman, Duane Waller, Ginny & Mike Ragans, Sue Gillham, Mary Kim, Dana Foley, Justin Marquis

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

Flag Salute:

Roll Call: All present

Introduction of Media: None

PUBLIC COMMENT (agenda items only)

- Resident, Dana Foley, spoke of concerns as a resident and commercial building owner (old Vera's) regarding Central's conditions. Feels proposed sidewalk modifications will not bring businesses in and is a waste of money. Wants to see the money go into paving as much of Central as possible.
- Resident, Joe Groussman – Spoke in favor of proposed downtown beautification project. Referred to recent work done in Coos Bay/N. Bend area and its benefits. Feels having a "bulb-in" curb along Central will reduce risks associated with trucks and other vehicles passing parked cars that are being exited or entered along the street.

PRESENTATIONS

• **Sutherlin School District**

Sutherlin School Superintendent, Terry Prestianni –

- Thanked Sutherlin Police Department for assistance in recent threat situations. Police were stationed at every school during those times; their help was phenomenal.
- Thanked the City for getting a School Resource Officer back in schools.
- Met with City Manager regarding the future of Sutherlin Library. The School District, to some extent, may be able to have a hand in keeping the library open. Is looking forward to working on a solution in partnership with the City.
- Third annual Veteran's Visitation Day will take place Thursday, February 16th at Sutherlin High School. The all-day event was organized by the High School and Middle School counselors and will start with a ceremony at 9:00am. 37 Veteran's, 9 from World War II, will be present. Every Social Studies class will attend and meet the Veteran's throughout the day.

• **Calapooia Reflections Museum**

Calapooia Reflections Museum Representative, Jo Barnes, referred to a letter she submitted to Council (see packet). Feels the museum is a vital part of Sutherlin and needs to continue.

Questions:

- What is it you're looking for? *Would like some financial help, grant money is not available to pay utility bills except for C. Giles Hunt, in which an application has been submitted. Would like City to be involved helping support the museum.*
- Are you requesting funds for one month or year? *Barnes – Even a month would be appreciated.*
- Is there a budget you could present to Council? *Barnes – Yes, a budget was presented to tourism for a fund request.*
- Would this need to be discussed during budget preparation? *City Manager – Funds are available in Council's budget; otherwise do not know what department they could be taken from. Another option is to request funds during the budget process from the Budget Committee.*
- Is money available in the TRT (Transient Room Tax) fund? *Finance Director, Dan Wilson – That money has been spoken for this year.*

Mayor McKnight thanked Barnes for her presentation and stated a decision will not be made tonight, however can submit a budget and present it to the Budget Committee for a decision.

- **Chamber of Commerce/Visitor Center**

Chamber President, Tami Trowbridge, presented Chamber/Visitor Center updates:

- New owner of Sutherlin Sanitary Service, Pat Fahey, has stepped up and solved the garbage can issue [discussed at October 10th and November 14th, 2016 meetings]. Fahey will donate 2 dozen cans to be distributed in Sutherlin, Oakland and Glide areas; a portion of those will go to Sutherlin.
- Have been thinking of an art project for the large surface on Exit 136's underpass and have reached out to ODOT regarding their policies. They have the following requirements:
 - Request needs to come from the local governing body;
 - Public input is needed on what the artwork would look like;
 - The artwork has to have local cultural or historic significance.
- Chamber, TRT Committee, and many downtown businesses are supportive of the proposed "Downtown Enhancement Project". Agree Central is in need of as much paving as it can get. City Staff has been working on options; if there is an option to get it all, that would be great. Strategy to leave it alone because there are no funds hasn't been helping the businesses either.

CONSENT AGENDA

- **January 9, 2017 Minutes – Regular Meeting**
- **January 23, 2017 Minutes – Regular Meeting**
- **January 23, 2017 Minutes – Workshop**
- **Budget Committee Appointment**

Councilor Egbert – Is there still openings on the Budget Committee. *City Recorder, Debbie Hamilton – Two seats are available.*

MOTION made by Councilor Luzier to approve Consent Agenda; second by Councilor Stone.

In Favor: Councilors Luzier, Egbert, Vincent, Stone, Boggs, Tomlinson and Mayor McKnight

Opposed: None

Motion carried unanimously.

COUNCIL BUSINESS

City Manager asked Mayor McKnight if "Procurement of SCBA's" agenda item could be moved ahead of the "Finance Committee Appointment", citing reasons for the request.

Director of Public Safety, Kirk Sanfilippo – Prior to discussing the agenda item would like to introduce Fire Department's new Deputy Fire Chief, Dan McCormick. Sanfilippo provided a brief history on McCormick who has lived in the area since 1974 and has been a Volunteer Firefighter since 1989.

McCormick shared his appreciation for the opportunity to be able to serve the community full-time, to make a difference, and rely on his experience to train others.

- **Procurement of Scott SCBA Air Packs, Cylinders & Face Pieces**

Staff Report – Deputy Fire Chief, Avery Hazzard, summarized a history regarding the FEMA Grant submitted and awarded to the Sutherlin Fire Department for \$162,058 with a City match amount of 5% -

\$8,102. After the Request for Proposal (RFP) process, a quote was received from Cascade Fire Equipment Company for \$162,108. Council approval is required to move forward with the purchase.

MOTION made by Councilor Boggs to approve purchase of Scott SCBA Air Packs, Cylinders and Face Pieces from Cascade Fire Equipment Co. for \$162,108 as presented; second by Councilor Stone.

Discussion: Councilor Stone – The packs have to be tested every year for around \$1,200; does this also include packs that have not been used? ***Hazzard – Yes, all systems have to be tested to meet NFPA (National Fire Protection Association) standards.***

In Favor: Councilors Luzier, Egbert, Vincent, Stone, Boggs, Tomlinson and Mayor McKnight

Opposed: None

Motion carried unanimously.

- **Finance Committee Appointment**

Staff Report – Finance Director, Dan Wilson, reported during an earlier discussion, newly elected Councilor Vincent stated his willingness to serve on the committee.

Councilor Vincent – Have given this some thought, have since signed on as Chair for Park Advisory Committee (PAC) and would like to step away from the Finance Committee appointment at this time.

Councilor Tomlinson agreed to be part of the committee after discussing his concerns due the inability to attend the committee's daytime meetings because of his work schedule. Wilson stated meeting times can be adjusted, and/or communications can be done via phone and emails.

It was by Mayor McKnight and Council's consensus to appoint Councilor Tomlinson to the Finance Committee.

- **Contract Award – Ford's Pond Community Park Master Plan**

Staff Report – Community Development Director, Brian Elliott, thanked individuals who helped during the selection process: PAC Chair & City Councilor, Seth Vincent; PAC Member, Vicki Holland; Friends of Ford's Pond (FOFP) members, John Rosenberger, Jim & Beth Houseman; CDD Specialist, & Kristi Gilbert. Cameron McCarthy Landscape Architecture & Planning have been selected through the RFP process to create the Ford's Pond Community Park Master Plan for \$49,600.

MOTION made by Councilor Luzier to award Ford's Pond Community Park Master Plan Contract to Cameron McCarthy Landscape Architecture & Planning for \$49,600; second by Councilor Vincent.

Discussion: Councilor Stone voiced concerns regarding what they will create and City's limited budget. ***Elliott – They are aware we are on a budget and will be presenting 3 different design plans. In addition there will be 2 public outreach meetings for public involvement.***

In Favor: Councilors Luzier, Egbert, Vincent, Stone, Boggs, Tomlinson and Mayor McKnight

Opposed: None

Motion carried unanimously.

- **Calapooia to State Transfer of Authority Agreement – Douglas County**

Staff Report – City Manager, Jerry Gillham, explained this is a two-piece Transfer of Authority (TOA) the first is "housekeeping". Since 1970 the portion of Central from State St. to the city limits has been under control of the City however neither the City nor County can locate the final executable contract. This will help resolve this issue. The second piece is the block located between Calapooia and State St. the City has negotiated with the County to take over for \$651,302.

MOTION made by Councilor Stone to approve Transfer of Authority Agreement with Douglas County for \$651,302; second by Councilor Luzier.

Discussion: Councilor Stone – 1970 document refers to city limits line as being the street just past Bi-Mart; but, that is not the current location. ***City Manager – The intent was to go to the city limits. It is nearly impossible to argue legally that we haven't been maintaining to there.*** Does this need to be resurveyed and have a legal document redone? ***That will take place when the final agreement is executed.*** Councilor Egbert – Will it say "to city limits" or to a street and then further if they move? ***From here forward if the city limits were to move then that portion of street will still stay in the County and City would work with them for funding to upgrade that portion that comes into the city.***

In Favor: Councilors Luzier, Egbert, Vincent, Stone, Boggs, Tomlinson and Mayor McKnight

Opposed: None
Motion carried unanimously.

- **Central Avenue Funding Priorities**

Staff Report – City Manager – Heberly Engineering, Adam Heberly; Public Works Superintendent, Aaron Swan; Elliott, Wilson, and myself have looked at all of the various options and costs for the Central Avenue project. We believe the best option is to do everything and go for the loan from Oregon Transportation Infrastructure Bank (OTIB), therefore, paving all the way to the city limits with a 20-year surface. This is a once in a lifetime opportunity; being able to take advantage of the funds available and the loan is incredible. This will benefit drivers, pedestrians, and open ADA accessibility from the railroad tracks to Bi-Mart. Sidewalks will be opened up by taking out planter boxes and adding ground level grates around trees. Loan can be paid back from Gas Tax Revenue and does not have to start paying for 5-years.

MOTION made by Councilor Luzier to approve funding priorities for Central Avenue Project to include authorization for City Manager to apply for OTIB Loan for \$500,000 in support of this project as presented; second by Councilor Tomlinson.

Discussion: City Manager – City has pre-qualified for this loan with an interest rate of around 2.2 – 2.5%.

Councilor Egbert – How much are we looking to borrow? ***\$500,000; can use \$50,000 of collected gas tax revenue each year and pay off in about 10-years.***

Councilor Vincent – What is the offset in cost savings when borrowing \$500,000 now vs. 5-years from now? Believe just the cost of company's mobility will be a savings rather than doing a stand-alone project. Discussion continued regarding the project, City Manager added that ODOT will be repaving from Ft. McKay Road all the way to Comstock around that time. City will take it from Comstock, all the way to city limits, with the additional OTIB loan amount.

Heberly – The main high-points of doing it now vs. waiting is as time goes on the road will deteriorate, creating more expensive asphalt repairs. Additionally city will not have the opportunity to utilize the high quantity of asphalt, therefore the cost per ton will be higher, and the mobilization, by having everyone there to continue all the way out to city limits, will be a cost savings.

Councilor Stone shared concerns and asked if City was paying for the engineering on ODOT's portion. ***ODOT will fully reimburse the City for those expenses.*** Is ODOT adding sidewalks to their project? ***They will be addressing the ADA at the sidewalks from the overpass to Comstock.***

Councilor Stone questioned the paving repair estimated costs due to the condition of the street also stating he didn't like waiting 5-years to make payments on the loan. ***That is just an option.*** Stone cited the many projects that currently carry debt for the City. How are we fixing all of these streets if all of our money is paying for this loan? ***It won't be all of the money, will use a portion the gas tax revenue, with some left over for street maintenance funding.*** Concerned with the large costs involved, am supportive of paving Central all the way down but feels there are too many unknowns with the project.

Discussion continued regarding paving and mobilization costs.

Councilor Stone – You're asking to paralyze the city, when the construction starts I won't come downtown except to this meeting. ***City Manager – Cannot disagree with you more, that is the kind of attitude that kills communities that say "we don't want new growth". To say you don't want to do that because it's going to create some temporary disruption of traffic is a horrible reason not to do it.*** It's not just that, it's the extra costs, agree we need to cut the curbs back 2-feet, but people are going to drive through town whether it's "beautified" or not. \$288,000 can go a long way on some other projects.

Discussion continued regarding how the mobilization fee is charged and what is involved.

Mayor McKnight – Are the plans still to pave at night? ***Swan confirmed paving will be done at night and clarified the process to answer some of Councilor Stones ongoing concerns.***

Councilor Egbert – What are we getting for the \$288,000 downtown project? ***Swan – New tree grates, trees, 2-foot bulb-in and street lights. City Manager – The street lights will have underground electricity, light adjusting control panel, plumbing for water and flag stands.***

Is City paying for the cross-walk controls? ***That is included in County's costs.***

Discussion continued regarding the pros and cons of the downtown beautification, past issues and concerns regarding the continual lack of parking available.

Swan – We are hoping this project will help with many of these concerns.

In Favor: Councilors Luzier, Vincent, Boggs, Tomlinson and Mayor McKnight

Opposed: Councilors Egbert and Stone.

Motion carried.

REPORTS

- City Manager reported copies of the Strategic Plan are available and will be distributed to Councilors after the meeting for their review. Strategic Plan will be part of a workshop [next meeting]; the intent of the workshop is to have open dialogue between Staff, Council and Citizens.
- Want to put a halt to ordering any new benches, need to have policy direction from Council before putting anymore in. Project has grown so much that discussion is needed on how to move forward.

Councilor Egbert – 6 more benches have been ordered. *Will deal with those 6, but don't order any more. Do not want to kill this project, the benches are wonderful, we just need to have a discussion.*

CITY COUNCIL COMMENT

Councilor Boggs –

- None

Councilor Tomlinson –

- None

Councilor Luzier –

- Would like to wish all of the ladies Happy Valentine's Day.

Councilor Egbert –

- During the last Workshop meeting, Trowbridge provided a summary of the Council Rules. I found one regarding tourism. Egbert read a portion from the Sutherlin Municipal Code 3.08.190 [Use of funds limited] adopted in 2011. Feels Tourism or person in charge of tourism should have this information on these rules.

Councilor Stone –

- Would like public to know he is not against beautifying downtown, however concerned with spending all of the money and going into debt. It's hard to believe all this can be done for that amount of money. Do not want to see the businesses shut down because of the construction.

Mayor McKnight –

- None

PUBLIC COMMENT

- Resident, Pat Bales – This year's Public Safety event will take place May 4th, any help would be greatly appreciated.
Have located most of the benches throughout town for the map. The benches are an important and unique thing for the City.
- Resident, Joe Groussman – Would like to make Staff aware of issues regarding ADA ramps with cobblestones. Have noticed that weeds grow in between them and would like Staff to consider this issue and not have cobblestones on the ramps.
Have become aware that Sutherlin is divided, and the continual negative comments regarding many of the projects in the City. Would like to refer to the Vision Statements on the wall supporting the future of Sutherlin, making note specifically of several that pertains.

ADJOURNMENT

With no further business meeting adjourned at 8:12pm.

Approved:

Jerry Gillham, City Manager

Respectfully submitted by,

Diane Harris, Deputy City Recorder

Todd McKnight, Mayor

CITY OF SUTHERLIN
City Council Workshop Meeting
Sutherlin Civic Auditorium
Monday, February 27, 2017 – 7:00pm

COUNCIL MEMBERS:

MAYOR: Tom Boggs, Frank Egbert, Wayne Luzier, Forrest Stone, Travis Tomlinson, Seth Vincent
Todd McKnight

CITY STAFF: City Manager, Jerry Gillham
City Recorder, Debbie Hamilton
Deputy City Recorder, Diane Harris
Finance Director, Dan Wilson
Public Works Superintendent, Aaron Swan
Community Development Director, Brian Elliott
Public Safety Director, Kirk Sanfilippo
Police Officer, Kyle Nelson
Police Officer, Bryce Sanman
Deputy Fire Chief, Avery Hazzard
Deputy Fire Chief, Lon Dragt
Deputy Fire Chief, Dan McCormick
City Attorney, Chad Jacobs (via Skype)

Audience: Steve Major, Justin Marquis, Lisa Hawley, Keith Cubic, Rick & Sharon Troxel, Emily Blakely, Tami Trowbridge, Beth & Jim Houseman, Jean Galleher, Deborah Utter, Sky Ironplow, Joanie & Bill Flynn, Sean Mock, Pat & Bert Bales, Kaitlyn Smith, Alden Standley, Nancy Anderson, Austin Nale, Judith Huntley, Gayla Holley

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

Flag Salute:

Roll Call: All present

PUBLIC COMMENT (agenda items only)

- Mayor McKnight encouraged the public's input during the workshops. Citizens can share their ideas and/or concerns at the workshop before a decision is made later at Council's business meeting.

PRESENTATIONS

• **Volunteer Firefighter Introductions**

Director of Public Safety, Kirk Sanfilippo, asked newly sworn in Volunteer Firefighters, Alden Standley, Kaitlyn Smith, and Austin Nale to come forward. Sanfilippo provided a background history for each volunteer who are attending 2 ½ hours of training every Thursday night, Saturdays and Sundays. After completing and passing the course, the volunteers are scheduled to graduate April 9, 2017 with Firefighter-1 Certification. The audience joined Mayor and Council in a welcoming round of applause.

• **2016 Optimist Club Honoree**

Sanfilippo asked, Officer Kyle Nelson, to come forward. Each year the Roseburg Optimist Club hosts the Respect the Law Banquet. Area Police Departments are asked to nominate an honoree for the Officer of the Year award. Officer Kyle Nelson has been chosen as 2016's honoree. Sanfilippo provided a history, citing many of Officer Nelson's personal and professional attributes as an individual and officer. Officer Nelson has an 86% clearance record for over 100 cases, the highest rating in the department, and is the second highest for DUII arrests. Officer Nelson joined the department August 2014 after graduating from the Police Reserve Academy at UCC. Nelson is also a member of Roseburg Police Department's Emergency Response Team as a Hostage Negotiator. Sanfilippo shared many of the attributes Officer Nelson brings to the department and is proud to honor him with the award.

Officer Nelson expressed his appreciation stating, “It’s easy to be positive in a community as good as this one”. He thanked Council and the community for their support.

City Recorder, Debbie Hamilton, read the certificate on behalf of the Council, Staff, Police Department, and citizens of Sutherlin and Oakland for his outstanding job. Mayor presented the certificate to Officer Nelson which was followed by a round of applause and standing ovation.

AGENDA CONFIRMATION

• March 13th Agenda

City Manager explained the purpose for the Agenda Confirmation. Plan is to have one meeting a month for business bringing forth items requiring Council action; the other meeting will be for workshops, allowing more open flow discussions between Council, Staff and citizens. Department Heads reviewed and explained the March 13th Agenda.

COUNCIL COMMENTS

Councilor Boggs –

- None

Councilor Tomlinson –

- None

Councilor Luzier –

- None

Councilor Egbert –

- Recently found a Fire Inspection form dated 2002 at his place of business. Fire Department used to do periodic inspections; safety inspections are on the Strategic Plan. ***Believe the inspections are performed by a Fire Marshal that is delegated to a County agency, an independent, or a City if they have one. Sutherlin doesn’t have a Fire Marshal on staff.*** This isn’t new, Council doesn’t need to act on it, and it had been on-going in the past.

Councilor Vincent –

- None

Councilor Stone –

- Regarding the loan that was included in last meeting’s motion [OTIB loan for \$500,000] would like a consensus from Council that before that money is borrowed.

Councilor Luzier – Motion wasn’t for the loan, it was to ***apply*** for the loan, Council has to approve the loan, and it hasn’t even been presented yet. ***City Manager – Agreed, by law Council has to approve that loan agreement that will include the terms, conditions and payment schedule. Staff doesn’t have authority to sign a loan agreement. A resolution will be created; City Attorney will make sure all legal requirements are included.*** How do you know how much to borrow before it goes out to bid? ***If we don’t need the entire amount will not take it. This will be several months down the road.*** Understood each section of the project was to be voted on, however the motion lumped everything together. ***We have a handle on it, will get a bid and dollar amount; if only need \$400,000 will be asking Council to approve that amount for the loan, if it’s more we will then present a different project option.*** Already approved the project, but don’t know where the money is coming from. ***Again, coming from the OTIB loan.*** Will wait until resolution is presented, this is confusing. ***At last meeting I reported State Gas Tax revenue was around \$200,000 each year, it is actually about \$400,000, intent is to pay \$50,000 each year from that.***

City Manager explained the reasoning behind borrowing the money instead of waiting until that amount is saved up over a 10 year period, costs will be higher and street will be in worse shape.

Councilor Stone – We already have money for Central, why do we have to have that approved?

Councilor Tomlinson – What was being approved is the extra \$500,000 to finish out to city limits, the other part is already there. All Staff did was apply for the loan, but we don’t have the loan yet; until that’s done then this is a mute conversation.

The discussion continued regarding the money for the downtown and the funds available for the project.

Mayor McKnight –

- None

WORKSHOP

City Manager – Each workshop topic will be discussed by Council and facilitated by Staff. Have been working in partnership with Jean Galleher, Sean Mock, and Sutherlin School Superintendent, Terry Prestianni on the library issues. Galleher and Mock are here to provide updates.

• Library Update

Library Advisory Committee Member Jean Galleher, provided updates:

- Identified volunteers, have over 90 people on contact list and 40 names of possible volunteers.
- Began discussions on what the community would like to see as a library.
- Have held 3 very well attended public meetings, another will be held in March
- Facebook page has been started by a volunteer: Sutherlin Library Futures Task Force
- Challenge is how to transition a branch community library into a volunteer library. You have to have trained volunteers. Deborah Utter, who has worked with the Douglas County Library System for many years, has graciously offered to train Sutherlin's volunteers.
- Josephine County has transitioned to a mostly volunteer library system. They have made an offer for us to visit their library system and will share their experiences.
- April 1st coming up, goal is to continue the transition with the same hours and provide as many services as possible. This will include internet and Wi-Fi access, paid by the City.
- Current computers are owned by the County. Working with individuals and partners to be able to provide computers.
- Working on the transition for newspapers and periodicals. County will no longer provide these as of April 1st. Friends of the Library, as well as other community donations will help pay for this.

Sean Mock – Would like to acknowledge Galleher for her tireless effort on this project. Mock explained his role as a Library Advisory Board Member.

- Douglas County will be closing the libraries as of April 1st, however staff will remain until the end of April to collect books and do some minor housekeeping.
- Douglas County Futures Task Force is a board created at county level and consists of 19 members representing the different Douglas County communities. A meeting will be scheduled for this next week, date and time has not yet been established.
- The Task Force is supposed to meet for the next 10 weeks, hoping for a solution or decision by then for direction. In the meantime will be operating the library under the “Reading Room Model”, no books will be checked out, however resources are available for use in the building.

Mock thanked all of the volunteers and Galleher for all of the efforts in keeping the library open.

Questions:

- What are the plans for funding this, will you be asking for a \$50 user fee? ***Mock – Have not reached that point yet, we are working on transferring to 501C-3 status in order to seek grants.***

Galleher stated it is expected that various financing option will come from the County's Task Force.

- Are there issues involved with insurance and volunteers?

City Manager – Have confirmed with insurance agent, as long as we take them through the proper process of background checks and training there are no issues. School District has agreed to run the background checks at no charge.

Hamilton - Would it help to have books in good condition donated? Galleher explained the past practices regarding donated books and Friends of the Library's role; the library would be able to accept donations after April 1st.

Comments from the public:

Resident and Friends of the Library Member, Sharon Troxel – In the past a library storage closet was used for storage of donated books, would like to know if they could use it again. ***Request was confirmed.***

- Are donated books sold to raise funds? ***Yes, they are sorted, some are used in the system and some are sold.*** If donated to the Sutherlin Library, will they automatically be property of the County or Sutherlin Library? ***Troxel – Normally strings are not attached to material donations. Mock – Money raised does go to Sutherlin.***

Rick Troxel – Would first like to comment on the positive vibe extending from Central Avenue to the Library to Friends of Ford's Pond. There are citizens who are here supporting the many things going on in the City; would like to recognize *this* Council for the positive thinking and meetings, it's fun to be involved when there is a Council like this.

Mayor McKnight thanked the volunteers stating he brags about the people in this town every chance he can. The library is going to be there because of you.

City Manager – Next step is to sign the IGA, changing locks on the library building the last day of the month. Keys will be issued to Galleher and Mock for volunteers to have access to the building.

- **Strategic Plan**

City Manager – Explained the Strategic Plan giving examples regarding the operational initiatives by Staff and Council. Dates to bring to Council are included in the Plan. Called for questions.

- Councilor Boggs – Noticed Business Licenses are slated to be discussed in 6 or 7 months, is there a way to push that up to discuss sooner? *There is a lot of work associated with it, but can do sooner if you want.*

Mayor McKnight asked for Council consensus to move the date up to discuss as an agenda item. It was by Council consensus to bring this in as a workshop discussion in April.

- **Comprehensive Plan Code Amendment**

Staff Report: Douglas County Planning Director, Keith Cubic and Sutherlin City Planner, Lisa Hawley – This has been a culmination of a very long process. Public Hearing will be held at the March 13th meeting and will also have a first reading of the ordinance. Purpose of tonight's workshop is for Council to review the amendments approved by the Planning Commission at their December 20th meeting. Any modifications made at tonight's meeting will be incorporated into the draft. Most of the amendments are updating the code, provide consistency and clarification. There are 3 parts; miscellaneous amendments, new mixed use zoning district and proposed amendments to sign code.

Questions and comments:

- Councilor Egbert – There is a shop building by the railroad tracks used for auto repair in Heavy Industrial zone. Person renting that property would like to put in an auto sales business, but cannot because of the zoning. Will this fix that problem? *Cubic – No, because if the use is not listed in a specific zone an interpretation cannot be made. Auto sales is not listed in M-2 [Heavy Industrial] but is in M-1 [Light Industrial].*
- Councilor Egbert – In M-2 Zone there are classifications stating certain things are not allowed; would like to change those to "C" making it "conditional" so they can be considered on a case by case basis. *Cubic – That is a good strategy and the kind of feedback we are looking for. If there specific uses and a consensus by Council to look at that, it is a possibility.*

Cubic explained need to look at the preservation of Heavy Industrial land for the heaviest land uses. The philosophy behind not having a "car lot" there is its "under-utilization" of the property.

- Councilor Egbert – All the land on Taylor Street is Heavy Industrial and near the railroad tracks. Concerned that an operation such as ServePro can't go in there, therefore eliminated. If it's a conditional use will give some say in what is going to go there.

Cubic – If the uses are not compatible they can be denied, if compatible approved. From what I'm hearing can change those uses from "M" to "C".

Discussion to review all amendments, and then get consensus from Council was decided.

Hawley and Cubic continued the review explaining the reasons for the amendments.

- Councilor Egbert – The land on Taylor is Heavy Industrial and much of it wetlands, what would City need to do to change it to Light Industrial to allow more use? *Cubic – Would do that during review process of the Comprehensive Plan, the justification would need to be brought forward stating it can't be used for heavy industrial for the following reasons; light industrial has less impact, and footprint and therefore, less mitigation and might be reasonable that it be changed. We should look at that. City Manager – That is in the Strategic Plan.*

It was by Council consensus to direct Staff to make modifications regarding use changes from "M" to "C" in the proposed code.

REPORTS

- **Rate Equity Group Update**

Finance Director, Dan Wilson, provided a history regarding the Rate Equity Group and the decision to reduce to amount of different rates and to make them more equitable. The group recently met to discuss some issues that have been brought before Staff to consider. City has received a complaint from a

customer, as well as some concerns brought forward by Councilor Stone. The group met and decided no changes would be made to the current rate structure.

- **Wastewater Treatment Plan 60% Design Update**

Dyer Partnership, Steve Major, provided a Power Point presentation explaining updates and reasons for various changes that have taken place. Pre-design report was reviewed by the Value Engineering team; changes were made based on their recommendations. City hired a Class IV Operator/Professional Engineer, Dale Richwine, who has been part of this process to review the plans. The 60% design review committee met January 25th. Major explained the changes and updates involving materials for the Force Main, possible use of adjacent property for staging, and answered questions from Councilors.

[Councilor Boggs left the meeting at 8:53.]

- **Department Head Updated**

No updates.

ADJOURNMENT –

With no further business meeting adjourned at 9:10pm.

Approved: _____

Jerry Gillham, City Manager

Respectfully submitted by,

Diane Harris, Deputy City Recorder

Todd McKnight, Mayor



PUBLIC HEARING





126 E. Central Avenue
Sutherlin, OR 97479
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Fax: 541-459-9363
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City of Sutherlin

STAFF REPORT					
Re: Public Hearing-Supplemental budget adjustment for fiscal year 2016-17				Meeting Date:	03/13/17
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: Staff Report and Public Notice					

WHAT IS BEING ASKED OF COUNCIL?

This portion of the Supplemental Budget Process only requires Council to hear from interested citizens regarding the proposed changes to the budget.

EXPLANATION

ORS 294.473 provides the procedures for public governing bodies to adopt supplemental budgets when estimated expenditures differ by more than ten percent from the expenditures in the budget as most recently amended prior to the supplemental budget. The City must hold a Public Hearing prior to the adoption of the Supplemental Budget in order to hear comments from Citizens. The hearing must provide notice, via local newspaper and City website, no less than 5 days prior to the hearing. A copy of the Public Notice is attached.

OPTIONS

N/A

SUGGESTED MOTION(S)

N/A

NOTICE OF SUPPLEMENTAL BUDGET HEARING

A public hearing on a proposed supplemental budget for the City of Sutherlin for the current fiscal year will be held at Civic Auditorium (175 E Everett Ave).

The hearing will take place on March 13, 2017 at 7:00 PM.

The purpose of the hearing is to discuss the supplemental budget with interested persons.

A copy of the supplemental budget document may be inspected or obtained on or after February 27, 2017 at City Hall between the hours of 8:00 AM and 5:00 PM.

SUMMARY OF PROPOSED BUDGET CHANGES

AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED

FUND: Wastewater Construction Fund

Resource	Amount	Requirement	Amount
1 Interim DEQ Financing	600,000.00	1 Capital Outlay	600,000.00
2		2	
3		3	
Revised Total Fund Resources	2,814,400.00	Revised Total Fund Requirements	2,814,400.00

Comments:

During the budgeting process for the fiscal year 2016-17 it was anticipated that construction and design costs for the wastewater treatment plant upgrade would be \$1,694,000. Due to delays in the construction of the disinfection system in fiscal year 2015-16 and due to moving up the installation of the Everett Ave pump station force main, a budget adjustment is needed.

FUND: Street Construction Fund

Resource	Amount	Requirement	Amount
1 Transfer In-Central Ave Reserve Fund	620,000.00	1 Capital Outlay	620,000.00
2		2	
3		3	
Revised Total Fund Resources	1,003,600.00	Revised Total Fund Requirements	1,003,600.00

Comments:

During the budgeting process for the fiscal year 2016-17 it was anticipated that construction of the Central Ave project would not begin until after the end of this fiscal year. The construction schedule has been accelerated and therefore a budget adjustment is needed.

FUND: Central Avenue Reserve Fund

Resource	Amount	Requirement	Amount
1		1 Transfer Out-Street Construction Fund	620,000.00
2		2 Contingency	(620,000.00)
3		3	
Revised Total Fund Resources	1,910,000.00	Revised Total Fund Requirements	1,910,000.00

Comments:

During the budgeting process for the fiscal year 2016-17 it was anticipated that construction of the Central Ave project would not begin until after the end of this fiscal year. The construction schedule has been accelerated and therefore a budget adjustment is needed. See adjustment above.

FUND: Parks Construction Fund

Resource	Amount	Requirement	Amount
1 Grants/Donations	50,000.00	1 Capital Outlay	130,000.00
2		2 Contingency	(80,000.00)
3		3	
Revised Total Fund Resources	366,150.00	Revised Total Fund Requirements	366,150.00

Comments:

A portion of this adjustment is to complete the transfer from contingency into Capital Outlay for the completion of the Central Park play area upgrade; \$80,000. The other portion of this adjustment, \$50,000, is for the Fords Pond master plan expenditure. At the time the 2016-17 budget was adopted it was unknown if these grant funds and this project would happen in this fiscal year. Therefore, a budget adjustment is necessary.



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City of Sutherlin

STAFF REPORT					
Re: Public Hearing on 2016 Comprehensive Plan & Development Code Amendments				Meeting Date:	03/13/2017
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: Brian Elliott, Community Development Director and Lisa Hawley, City Planner				City Manager Review	<input checked="" type="checkbox"/>
Attachments: Council Memorandum, Summary of Amendments & Fourth Draft of Amendments					

WHAT IS BEING ASKED OF COUNCIL?

Conduct a public hearing on the proposed legislative amendments and consider approval of first reading of Ordinance adopting said amendments.

EXPLANATION

City Council will conduct a public hearing on the proposed legislative amendments to the City Comprehensive Plan and the Sutherlin Development Code. During the public hearing, the City Council will provide opportunity for public testimony on the proposed amendments. Upon conclusion of the public hearing, the City Council will deliberate to a decision and consider approval of the first reading of the Ordinance adopting said amendments.

OPTIONS

1. Approve the first reading of Ordinance for the legislative amendments, as presented;
2. Approve the first reading of Ordinance for the legislative amendments, with amendments;
3. Not approve the first reading of said Ordinance.

SUGGESTED MOTION(S)

1. Approve the first reading of Ordinance for the legislative amendments, as presented;
2. Approve the first reading of Ordinance for the legislative amendments, with amendments; or
3. Not approve the first reading of said Ordinance.



Community Development
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City of Sutherlin

March 6, 2017

MEMORANDUM

TO: Sutherlin City Council

FROM: Lisa Hawley, City Planner

RE: City Council Public Hearing on Proposed 2016 Legislative Amendments

On March 13th, the City Council will conduct a public hearing on the proposed legislative amendments to the Sutherlin Comprehensive Plan and Development Ordinance. During the public hearing, the City Council will provide opportunity for public testimony on the proposed amendments. Upon conclusion of the public hearing, the City Council will deliberate to a decision and consider approval of the first reading of the Ordinance adopting said amendments.

As part of this process, the Planning Commission held three workshops on January 19, 2016, August 16, 2016 and October 18, 2016 to review and discuss various items to be included in the proposed amendments.

Notice of Proposed Amendment was mailed to the Oregon Department of Land Conservation and Development (DLCD) on November 15, 2016, which was at least 35 days prior to the first evidentiary public hearing on December 20, 2016.

Notice of the proposed legislative amendments was also sent to interested agencies and utility providers on November 30, 2016 and February 21, 2017, prior to both public hearings.

Legal notice of the proposed legislative amendments was also posted in *The News Review* on December 6, 2016 for the public hearing on December 20, 2016.

The Planning Commission conducted a public hearing on the proposed amendments on December 20, 2016, and recommended to forward the amendments to City Council, with only minor modifications. Opportunity was provided for public participation during the hearing. No members of the public were present to provide written comment or oral testimony to the Planning Commission.

To date, one written comment was received on the proposed amendments.

1. John McDonald, Development Review Planner, ODOT Southwestern Region, commented on a proposed new policy to the Public Facilities Element of the Comprehensive Plan regarding the City's support of the future improvements of the Interstate 5/Highway 138 interchange (Exit 136). This policy was originally adopted by the City in 2002, but never incorporated into the

March 6, 2017

Comprehensive Plan. Mr. McDonald's recommended changes to broaden and simplify the policy language were incorporated into the draft approved by the Planning Commission.

City Council conducted a workshop on the legislative amendments on February 27, 2017, and made one modification, which was to update Table 2.5.110 [Industrial Permitted Uses] to change two uses from not permitted to conditionally permitted in the (M-2) Heavy Industrial zone: (1) vehicle repair, sales, rental, storage, service and fuel sales, and (2) repair services.

PROPOSED ALTERNATIVES to consider:

Alternative No. 1

The City Council approves the proposed legislative amendments to the Sutherlin Comprehensive Plan and Sutherlin Development Code, and approves the first reading of Ordinance for the legislative amendments, as presented.

Alternative No. 2

The City Council approves the proposed legislative amendments to the Sutherlin Comprehensive Plan and Sutherlin Development Code, and approves the first reading of Ordinance for the legislative amendments, with modifications or other changes.

Alternative No. 3

The City Council does not approve the first reading of said Ordinance.

EXHIBIT “A”

**DRAFT
2016 LEGISLATIVE
AMENDMENTS TO THE**

**CITY OF SUTHERLIN
DEVELOPMENT CODE**

**CITY COUNCIL
PUBLIC HEARING**

**FOURTH DRAFT
MARCH 13, 2017**

PLANNING COMMISSION

Workshop	Jan 19, 2016
Workshop	Aug 16, 2016
Workshop	Oct 18, 2016
Public Hearing	Dec 20, 2016

CITY COUNCIL

Council Work Session	Feb 27, 2017
Council Public Hearing	Mar 13, 2017
Council First Reading	Mar 13, 2017
Council Second Reading	Mar 27, 2017

LEGEND

Deletion	Deletion is marked with strike out function
Addition	<u>Addition</u> is marked with bold and underline
Comments	<i>Comments are provided in italics</i>

LEGISLATIVE AMENDMENTS TO THE SUTHERLIN DEVELOPMENT CODE

The following amendments are proposed to the text of the Sutherlin Development Code, including general revisions to update or streamline the code to make it more effective, adding a new Mixed Use zone to address mixed use development, and updating the sign code language.

Part I – Miscellaneous General Amendments

Purpose of Amendment: *The following general amendments are proposed to the Sutherlin Development Code to make it more streamlined and effective.*

1. Update Chapter 1, including several definitions:

1.2.120 Pre-Existing Approvals. Development for which approvals were granted prior to ~~[insert the effective date of this code]~~ **July, 2007** may occur pursuant to such approvals; except that modifications to development approvals shall comply with section 4.7, Modifications to Approved Plans and Conditions of Approval.

Accessory building or use - The use of land or a subordinate building or a portion of a principal building, such use or building being secondary to or incidental to the principal use or structure, except for accessory dwellings as defined by this code. (See section 2.1.130)

Arterial - ~~An arterial street.~~ The primary function of an 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 to five lane 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 arterials are designed with large rights-of-way (68-100 feet wide) with pavement widths of at least 48 feet. Arterial streets 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 arterials. Bicycle lanes are required on arterials even if they do not generate significant bicycle traffic. (See section 3.5.110(F))

Bed and breakfast inn - Provides accommodations (two (2) or more rooms) plus breakfast on a daily or weekly basis in an operator- or owner-occupied home that is primarily used for this purpose. This use is operated as a commercial enterprise, encourages direct bookings from the public, and is intended to provide a major source of income to the proprietors. This level includes inns that operate restaurants offering meals to the general public as well as to overnight guests. (See section 2.6.120)

Block - ~~An parcel area of land or group of lots which may be bounded on all sides by streets, railroad rights-of-way, unsubdivided land, or water courses. by intersecting streets.~~ (See also, section 3.2.110.L.)

Boundary line – The property line abutting a lot or parcel.

Collector - ~~Type of street.~~ The primary function of a collector is to move traffic between arterials and local streets, and to provide access to adjacent uses. The collector street 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 collectors have a minimum right-of-way width of 60 feet with a minimum pavement width of 40 feet. Property access from a collector streets should be discouraged.
(See section 3.5.110.F.)

Facility – A structure that is constructed, placed, or erected for the purpose of furthering a permitted or conditional use.

Kennel - Any lot used for breeding or boarding A use providing for the accommodation of four (4) or more dogs or cats which are six (6) months old or older, where such animals are kept for board, propagation, training or sale.

Property line adjustment - means a relocation or elimination of all or a portion of the common property line between abutting properties that does not create an additional lot or parcel; has the same meaning as Boundary Line Adjustment.

Recreational vehicle - A vacation trailer or other unit with or without motive power, which is designed for human occupancy and to be used temporarily for recreational or emergency purposes, and has a gross floor space of less than four hundred (400) square feet. "Recreational vehicle" includes camping trailers, camping vehicles, motor homes, park trailers, bus conversions, van conversions, tent trailers, travel trailers, truck campers, and any vehicle converted for use or partial use as a recreational vehicle. The unit shall be identified as a recreational vehicle by the manufacturer or converter. A recreational vehicle is not a single family dwelling or a dwelling unit under the provisions of this code.

Sign - Any face of any lettered or pictorial device or structure designed to inform or attract attention. (See Section 3.7)

Temporary Commercial Vendor – A commercial business operating within a pre-fabricated structure that is constructed for movement on the public highway. Such a use may locate in any commercial zone so long as 1) the structure has been reviewed by the County Building Department; 2) the structure remains road ready with chassis, wheels and trailer tongue attached; 3) the parking requirements of Section 3.4 have been met; and 4) the County Health Department has licensed the vendor for food and beverage handling.

OTHER MISCELLANEOUS AMENDMENTS

2. *Add language to the Development Code to address uses not specifically listed in the zone. If the use is not specifically listed, then it is not permitted or conditionally permitted in the zoning district. Add to Section 1.2.100 the following: **The Community Development Director may permit in any zone a use not listed in this ordinance if the requested use is of the same general type and is similar to the uses permitted within the zone. The decision of the Community Development Director may be reviewed by the Planning Commission on its own motion or appealed to the Planning Commission.***

3. *Add back to the Sutherlin Development Code the text for the Forestry Resource – 75 zone (FR-75), which appears to have been inadvertently deleted from the Development Code when legislative amendments were completed around 2007-2008. The text was removed, but there were no modifications to the City zoning map. DLCD has advised that since the City will be proposing the removal of land (Ford’s Pond) from the UGB and city limits, which is zoned on the City’s zoning map as FR-75, it was important that the text for the FR-75 zoning district be added back into the Development Code.*

In November 2016, based upon further research, staff found that the current 1991 City Comprehensive Plan has a recognized “Residential–Agriculture/Forestry” land use designation, which specifically stated that “Resource use (agriculture or forestry) is to be allowed in this area, as is residential development up to one dwelling per ten acres.” It was not intended for this designation that urban level of services be provided to this area. Based upon this additional information, staff finds that it is unclear where the 75 acre minimum in the previous zoning district originated. Staff has determined that a forest or resource designation, which allows ten (10) acre minimum parcel sizes, is too urban and not appropriate under current state law. Staff proposes a minimum of one dwelling per 20 acres, which would still be consistent with state law and the intent of the FR plan designation. With this revision, the zoning designation on the city’s zoning map will be revised to FR-20 for consistency. The provisions of the City’s Conservation/Open Space plan designation, as adopted in 2002 by City Ordinance No. 938, are being implemented through the Forestry Resource zoning district. This would also meet the City’s comprehensive plan policies to provide UGB buffer areas and maintain larger units for open space use.

Section 2.7

FORESTRY RESOURCE (FR-20) DISTRICT

2.7.100 Purpose and Applicability.

- A. Purpose. The purpose of this classification is intended to preserve lands with high forest potential or lands not immediately available for development. The zone is applied to areas in the urban growth boundary and to property inside the city limits but outside of the UGB where urbanization is untimely and services cannot be provided in the immediate future.**
- B. Applicability. The forestry resource district applies to lands that have been so designated on the zoning map and designated as Forestry Resource (FR-20).**

2.7.110 Permitted Uses and Structures. Single family dwelling associated with resource management activities.

2.7.120 Conditional Uses and Structures. In the FR-20 zone, the following uses are conditionally permitted subject to the development standards in Sections 2.7.130 after hearing and, if necessary, attachment of conditions according to the procedures listed in

Section 4.5 [Conditional Use Permits], as necessary to ensure compatibility with adjacent land uses.

Table 2.7.120 – Conditional Uses	
<u>Uses</u>	<u>Status of Use in District</u>
<u>Traditional Home Uses</u>	<u>P</u>
<u>Public facilities; except not allowing public business offices, repair, or storage facilities.</u>	<u>C</u>
<u>Public parks, recreation areas, and publicly owned and operated properties</u>	<u>C</u>
<u>Uses similar to those listed above in nature and intent, as deemed by the Planning Commission</u>	<u>C</u>

Key:

P = Permitted

S = Permitted with special standards or limitations

C = Conditional use permit required

N = Not permitted

2.7.130 Development Standards. All development within the forestry resource district must comply with the development standards listed in Table 2.7.130.

Table 2.4.130 – Development Standards	
<u>Standard</u>	<u>P</u>
<u>Lot size minimum (acres)</u>	<u>20 acres</u>
<u>Lot depth minimum (feet)</u>	<u>None</u>
<u>Lot frontage minimum (feet)</u>	<u>None</u>
<u>Lot Coverage maximum (percent)</u>	<u>None</u>
<u>Yard Setback minimums (feet)</u> - <u>front setback</u> - <u>side setbacks</u> - <u>rear setbacks</u>	<u>30 feet</u> <u>25 feet, side and rear</u>
<u>Building Height maximum (feet)</u>	<u>50 feet, except increased height allowed subject to Conditional Use Permit</u>

4. On page 2-5, modify Table 2.2.110 [Permitted Uses] in the Residential Districts to:
 - a. Add a listing under residential uses, Single Family Dwellings, for Temporary Medical Hardship Dwelling as Permitted with Special Standards (S-P) in the residential zones (a hardship requires a Type II procedure per Sec 4.10.110).
 - b. Add listing under residential uses for Home Occupation as a Permitted with Special Standards (S-P) in the residential zones (per Section 2.6.150). This action will also delete reference to Home Occupations in Section 4.10.120 and move it to Section 2.6.150 to clarify that home occupations are permitted by right in all residential zones.

- c. Modify listing for Accessory Dwelling to modify status of use from “S-PUD” to “S-P” since an accessory dwelling can be permitted as part of a single family dwelling and doesn’t have to be part of a PUD.
 - d. Modify listing for Agriculture, Horticulture (and livestock) to delete reference to “existing use” and modify status of use from “P” to “S-P” to note use is permitted subject to the special standards of Section 2.6.240 [Agriculture, Livestock].
 - e. Modify listing for Manufactured Home Park from “N”, not permitted to “C”, conditional use permit to provide for the use in the R-2 zoning district.
5. On page 2-11, correct formatting for Table 2.3.130 [Development Standards] for the side and rear setbacks for the commercial zoning districts.
 6. On page 2-11, add text to the end of Section 2.3.135 [Special Status for Single Family Residences] to clarify that “**for permitted uses and development standards of the commercial districts**”. This is in reference to nonconforming existing single family residences which are converted to a permitted commercial use and are subject to the development standards of the zone.

2.3.135 Special Status for Single Family Residences. Existing uses granted special status (allowed) in commercial districts: Notwithstanding the restrictions of any other section of the Sutherlin Municipal Code, all single-family residential dwellings built before January 1, 2006, on commercial zoned properties are considered conforming to the base district. If any building on these properties is substantially destroyed, as defined in 5.3.110, it may be rebuilt to the same size as existed when it was destroyed, subject to the regulations of any applicable overlay district. If an existing single-family residence is converted to a permitted commercial use, the special status granted here is rescinded, and the use of the property must thereafter conform to the requirements of section 2.3.110 and 2.3.130 **for permitted uses and development standards of the commercial districts.**

7. On page 2-16, add text to the end of Section 2.5.125 [Special Status for Single Family Residences] to clarify that “**for permitted uses and development standards of the industrial districts**”. This is in reference to nonconforming existing single family residences which are converted to a permitted industrial use and are subject to the development standards of the zone.

2.5.125 Special Status for Single Family Residences. Existing uses granted special status (allowed) in industrial districts: Notwithstanding the restrictions of any other section of the Sutherlin Municipal Code, all single-family residential dwellings built before January 1, 2006, on industrial zoned properties are considered conforming to the base district. If any building on these properties is substantially destroyed, as defined in 5.3.110, it may be rebuilt to the same size as existed when it was destroyed, subject to the regulations of any applicable overlay district. If an existing single-family residence is converted to a permitted industrial use, the special status granted here is rescinded, and the use of the

property must thereafter conform to the requirements of Section 2.5.110 and 2.5.120 **for permitted uses and development standards of the industrial districts.**

8. In conjunction with the two above changes, on page 5-7, correct references in Section 5.3.110.D [Non-conforming Development], which refer to the commercial and industrial zones. Change “~~Section 2.3.115 and 2.5.105~~” to correctly state “**Sections 2.3.135 and 2.5.125**”.
9. On page 2-14, modify Table 2.5.110 [Permitted Uses] to separate item 1 under Industrial Uses into two separate uses: (1) Heavy manufacturing and assembly, and (2) Processing of raw materials. This is currently listed as one use; proposed change would provide options to allow both uses together or separately. Both uses would remain not permitted in the M-1 zone and conditionally permitted in the M-2 zone.
10. On page 2-17, copy reference from Section 2.1.130.D (Outdoor Sales/Display) to add an item D to Section 2.6.110 (Accessory Uses and Structures), so there is a cross-reference and consistency with the standards listed for Accessory Uses and Structures.
11. On page 2-27, correct Section reference, so it reads “as defined in **this** section ~~3.29.040~~”. Section 3.29.040 does not exist.
12. On page 2-29, correct Section 2.6.190.D.2 [Building Code Compliance] to reference to the Roseburg code and delete words “~~Roseburg code chapter 16.05 and~~”.
13. On page 2-37, add reference to Section 2.6.240 [Agriculture, Livestock] to clarify which zones allow agricultural uses and livestock. **The uses are only allowed in the FR-20 and the residential zones and subject to section 2.6.240.**
14. On page 3-21, consider modifying Section 3.3.140.B.2 [Fences and Walls] to delete reference to “etc.” as part of the exception to the four (4) foot height limitation for the height of fences and walls along or within the front yard setback. Current exception states “(except decorative arbors, gates, etc.)”

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

B. Dimensions.

1. The maximum allowable height of fences and walls is six (6) feet as measured from the lowest grade at the base of the wall or 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. The height of fences and walls along or within a front yard setback shall not exceed four (4) feet (except decorative arbors, gates, ~~etc.~~), as measured from the grade closest to the street right-of-way.
 3. Fences and walls shall comply with the vision clearance standards of section 3.2.110.O.
15. On page 3-23, modify Table 3.4.120.A [Vehicle Parking, Minimum Standards Option] to delete reference to no parking required for Accessory Dwellings, and add requirement for one parking space per dwelling unit. This will be consistent with the standards listed in Section 2.6.100.D [Accessory Dwellings], which states that one off-street parking space is required for an accessory dwelling unit.

Table 3.4.120.A - Vehicle Parking - Minimum Standards Option	
Use	Parking Standard
Residential Uses	
Single family detached housing.	2 parking spaces per detached single family dwelling or manufactured home on an individual lot.
Two- and three-family housing	1.5 spaces per dwelling unit.
Multi-family and single family attached housing. a. Studio units or 1-bedroom units less than 500 sq. ft b. 1-bedroom units 500 sq. ft. or larger c. 2-bedroom units d. 3-bedroom or greater units e. Retirement complexes for seniors 55-years or greater f. Visitor Parking	a. 1space/unit. b. 1.50 spaces/unit. c. 1.75 spaces/unit. d. 2 spaces/unit e. 1 space per unit. f. 1 space for every 10 dwellings; no visitor parking requirement for projects with 1-9 dwellings where on-street parking is present.
Rooming and boarding houses, dormitories.	2 spaces for each 3 guest rooms, or one per three beds, whichever is more;
Senior housing.	Same as for retirement complexes
Manufactured home parks.	Same as for single family detached housing.
Accessory dwelling.	None required. 1 space per unit

16. On pages 3-33 & 3-34, modify Table 3.5.110F [Street and Pathway Design Standards] for Local Residential Streets with parking on both sides to state 10' instead of 9'-10' for motor vehicle travel lanes.
17. On page 3-40, correct typo in Section 3.5.110.H [Future Street Plan and Extension of Streets] for length of temporary turnarounds for street stubs over 150 feet in length.

18. On page 3-42, modify Section 3.5.110.M.2 [Cul-de-sacs] to revise requirements for circular and hammerhead turnarounds for dead end streets. Based upon recent discussions with the City Fire Department and the County Building Official, modify language to state that such turnarounds shall be consistent with the Uniform Fire Code, Section 503, Appendix D.
2. All cul-de-sacs exceeding one hundred fifty (150) feet shall terminate with a circular or hammer-head turnaround. Circular **and hammer-head** turnarounds shall **be consistent with the requirements of the Oregon Uniform Fire Code, Section 503, Appendix D [Fire Apparatus Access Roads]** ~~have a radius of no less forty (40) feet (i.e., from center to edge of pavement); except that turnarounds may be larger when they contain a landscaped island or parking bay in their center. When an island or parking bay is provided, there shall be a fire apparatus lane of twenty (20) feet in width; and~~
19. On Page 4-3, modify Section 4.2.110 [Description of Permit Procedures] to add descriptive names to the types of land use procedures as follows:
- a. Type I **(ministerial)** Procedure...
 - b. Type II **(administrative)** Procedure...
 - c. Type III **(quasi-judicial)** Procedure...
 - d. Type IV **(quasi-judicial)** Procedure...
20. For Type II, Type III and Type IV application procedures (Sections 4.2.130, 4.2.140 & 4.2.150), modify references to sections on Notice of Application, Notice of Public Hearing, Notice of Decisions, Appeal of Decisions, Who May Appeal and Appeal Procedures, as applicable, to add the titleholder of the subject property to the list of those notified and those who can appeal an application. Currently, the Development Code only lists the applicant. However, there are times when the applicant may be different than the titleholder of the subject property. Amending the text would clarify that the applicant and/or titleholder of the subject property both have legal standing in the application process.
21. On page 4-7, correct Section 4.2.130.G.2.a [Notice of Appeal, Type II Decision] to clarify the deadline for filing an appeal, and state that a notice of appeal shall be filed with the planning director by 5 p.m. of the **14th** day after the notice of decision was mailed.
22. On page 4-9, modify Section 4.2.140.C.1.c [Notice of Planning Commission Hearing] to delete item c., which requires posting of notice of the hearing on the subject property, at least 14 days before the public hearing. Posting of notices are still required for certain actions under statute, such as vacations, annexations and withdrawals from special district, etc. However, ORS 197.763 does not require the posting of notices of public hearing as part of the notice requirements for quasi-judicial land use actions.
23. On page 4-13, modify Section 4.2.150.D.2.c [Type IV Procedure] to update and correct reference to notices sent to DLCD. DLCD notices no longer require at least 45 days'

notice. Under current state law, DLCD must receive notices at least 35 days prior to first evidentiary public hearing.

24. On page 4-22 (Section 4.3.150.E, site plan reviews) and page 4-28 (Section 4.4.140.K, subdivisions), add language to clarify the length of time for phased development. Phased development allows improvements to coincide with phasing and improvements on the same schedule. Example: For 3 phases, two years each for the first two phases and one year for the third phase, for a total of five years, each phase with platting and improvements both authorized in the phasing. Applicable extensions to either site plan review or subdivision development will now be subject to Section 4.4.120.D.2.

Add item 4 to Section 4.4.140.K to clarify the approval period for phased development.

4. Time limitations for the various phases must meet the following requirements:

- (1) Phase 1 final plat shall be approved within twenty-four (24) months of preliminary approval.**
- (2) Phase 2 final plat shall be approved within forty-eight (48) months of preliminary approval.**
- (3) Phase 3 final plat shall be approved within sixty (60) months of preliminary approval.**

25. Extensions of approval periods for Subdivisions/Land Partitions and Planned Unit Developments. On page 4-24, modify Section 4.4.120.D.2 [Modifications and Extensions] to allow more than one 1-year extension for a subdivision or land partition. Currently, only a one year extension of the tentative approval is permitted. Add item 2.d. that **“Additional one-year extensions may be granted, up to a maximum of three (3) extensions, provided the criteria of the above section D.2 are met for the extension.”**

On page 4-39, modify Section 4.6.180.B [Administrative Procedures, Extensions] to allow more than one 1-year extension for an approval for Planned Unit Development. Currently, only a one-year extension of the approval period is permitted. Add item 5. that **“Additional one-year extensions may be granted, up to a maximum of three (3) extensions, provided the criteria of the above section B are met for the extension.”**

26. On page 4-30, update Section 4.4.180.A to provide an additional means of guarantee for the installation of public improvement. Add item 4. “Cash deposit with an escrow company”.
27. On page 4-33, modify Section 4.4.210.D.1 [Recording Property Line Adjustments] to change length of time for approval of a property line adjustment from 90 days to one (1) year to provide ample time to complete the tentative approval and applicable conditions of approval. The current tentative approval time of 90 days is unusually short and the extension is for one year. This change extends the original tentative approval to one (1) year.

28. On page 4-42, modify Section 4.7.130.B [Minor Modification Approval Procedures] to provide that minor modifications to a land use action are just a Type I procedure. They are nominal by definition, previously reviewed and designed to expedite completion of an application. The requirement to make certain minor modifications a Type II procedure should be deleted. Modify Section 4.7.130.B as follows:

Minor Modification Approval Procedures. An application for approval of a minor modification is reviewed using Type I procedures ~~if the minor modification would modify a development to which Type I procedures would apply. All other minor modifications shall be reviewed using Type II procedures.~~ A minor modification shall be approved, approved with conditions, or denied by the planning director based on written findings on the following criteria:

1. The proposed development is in compliance with all applicable requirements of the development code; and
 2. The modification is not a major modification as defined in section 4.7.120, above.
29. On pages 5-2 to 5-4, modify variances to clarify that Class A Variance is a Type I (ministerial) procedure, a Class B Variance is a Type II (administrative) Procedure, and that a Class C Variance is a Type III (quasi-judicial) Procedure.
30. On page 5-2, modify Section 5.2.110.A [Class A Variances] to clarify the language for approval of a Class A Variance. The existing language, as worded, is very confusing. The proposed change will help simplify the criteria, as follows:

Class A Variances. The following variances are reviewed using a Type ~~II~~ **I** procedure, as governed by section 4.2, using the approval criteria in subsection B, below:

1. Front yard setbacks. Up to a fifty (50) ~~ten (10)~~ percent ~~change~~ **reduction** to the front yard setback standard in the zoning district.
2. Interior setbacks. Up to a fifty (50) ~~ten (10)~~ percent reduction, **but in no case less than 5 (five) feet**, of the dimensional standards for the side and rear yard setbacks required in the ~~base land use zoning~~ district.
3. Lot coverage. Up to ~~fifty (50) ten (10)~~ **twenty-five (25)** percent increase of the maximum lot coverage required in the ~~base zone zoning~~ district. **This does not include nonstructural impervious surfaces.**
4. Landscape area. Up to twenty ~~five (20)~~ **(25)** ~~ten (10)~~ percent reduction in landscape area (overall area or interior parking lot landscape area).
5. Sign surface area or height. Up to ~~ten (10)~~ **twenty-five (25)** percent increase in area or height.

Variance requests exceeding items 1-5 shall be reviewed as a Class C Variance.

31. On page 5-3, modify Section 5.2.120.A [Class B Variances] to clarify that Class B variances are a Type II variance only. Modify Section 5.2.120.A as follows:

Due to their discretionary nature, the following types of variances shall be reviewed using a Type II ~~or Type III~~ procedure, in accordance with section 4.2: . . .

32. On page 4-16, modify Section 4.2.160.D [General Provisions, Scriveners' Errors). Currently, Section 4.2.160.D states: "*The planning director has the authority to correct scrivener's errors in adopted findings of fact and decision documents*". No reference is made to enable the Community Development Director or City Manager to correct scrivener's errors or make minor text corrections to the City Comprehensive Plan and its associated documents or the Sutherlin Development Code. Based upon the recommendation from the Planning Commission, modify to say Community Development Director.

Change Section 4.2.160.D to add language to enable minor text corrections as follows:

Scrivener's Errors.

A. The ~~Planning~~ **Community Development** Director has the authority to correct scrivener's errors in adopted findings of fact and decision documents.

B. Minor Text Corrections.

The Community Development Director may correct the Zoning and Subdivision Ordinances, the Comprehensive Plan and the Transportation System Plan, without prior notice or hearing, so long as the Community Development Director does not alter the sense, meaning, effect, or substance of any adopted ordinance and, within such limitations, the Community Development Director may:

- 1. Renumber chapters, articles, sections, subsections, findings, goals, objectives, and policies, and parts of chapters, articles, sections, subsections, findings, goals, objectives, and policies of Zoning and Subdivision Ordinances, the Comprehensive Plan and the Transportation System Plan;**
- 2. Rearrange chapters, articles, sections, subsections, findings, goals, objectives, and policies, and parts of chapters, articles, sections, subsections, findings, goals, objectives, and policies;**
- 3. Change reference numbers to agree with renumbered chapters, articles, sections, subsections, findings, goals, objectives, and policies, and parts of chapters, articles, sections, subsections, findings, goals, objectives, and policies;**
- 4. Delete references to repealed chapters, articles, sections, subsections, findings, goals, objectives, and policies, and parts of chapters, articles, sections, subsections, findings, goals objectives, and policies;**

5. Substitute the proper chapter, article, section, subsection, finding, goal, objective, or policy numbers;
6. Change capitalization and spelling for the purpose of uniformity;
7. Correct manifest clerical, grammatical or typographical errors; and,
8. Change the name of an agency by reason of a name change prescribed by law.

The Community Development Director shall maintain a record, available for public access, of all corrections made under this Section.

Corrections to the Zoning and Subdivision Ordinances, the Comprehensive Plan and the Transportation System Plan made by the Community Development Director pursuant to this Section are prima facie evidence of the law, but they are not conclusive evidence. If any correction to the Zoning and Subdivision Ordinances, the Comprehensive Plan and the Transportation System Plan made pursuant to this Section differs in sense, meaning, effect, or substance from any adopted ordinance, the adopted ordinance shall prevail.

33. Update the City Comprehensive Plan and Sutherlin Development Code to add text language that was previously adopted by the City in 2002 but was never added to the Comprehensive Plan or Zoning/Development Ordinance. As part of the annexation and expansion of the City's UGB in 2002 to add a 200.07 acre industrial park off Stearns Lane to the city limits, the City adopted Ordinance No. 938 [for the UGB amendment, annexation and redesignation/rezoning of said property] and Ordinance No. 942 [for adoption of temporary minimum parcel size for the 200-acre industrial area, as required by DLCD]. Both city ordinances required the adoption of amending text to the Comprehensive Plan and Zoning/Development Ordinance.
 - a. Update page 37 of the Comprehensive Plan to amend Public Facilities Plan Policy A12 to read as follows:
 12. ~~The City shall provide sewer and water service to areas within the Urban Growth Boundary.~~ The City shall provide sewer and water service as appropriate within the city limits. In the case of a demonstrated public health threat, the City may, at its own discretion, provide sewer and water service to lands outside the city limits but within the Urban Growth Boundary.
 - b. Update page 41 of the Comprehensive Plan to add a new policy B15 to the Public Facilities Plan Policy as follows and modify as recommended by the Planning Commission as the Dec 20, 2016 public hearing:

The City shall support improvements to Highway 138, and Interstate 5 Interchange 136, as expressed in the “136 Interchange Area Management Plan”. As deemed appropriate by the City Council, the City shall identify ways to assist in funding improvements.

- c. Update page 66 [Comprehensive Plan Designations] to add a new land use designation, “Conservation/Open Space” as follows:

Conservation/Open Space. This designation may be applied to lands within the urban growth boundary that are not immediately available for development at urban densities for any of the following reasons:

- a. **The land is being held in reserve until needed for urban development, and until full City services can be provided without adversely impacting service to developed areas of the City;**
 - b. **The land contains wetlands, natural hazard areas, or other significant natural features or development constraints;**
 - c. **The land is identified as a planned buffer between potentially incompatible land uses; or,**
 - d. **The land is in agricultural use.**
- d. Update page 2-16 to add item C to Section 2.5.120 [Development Standards] to add the follow language to the Industrial Zoning District to address the adopted temporary minimum parcel size for the 200-acre industrial site along Stearns Lane:

C. Special Lot Size and Development Standard. A minimum parcel size of 50 acres shall apply to the 200-acre Oak Hills Industrial site located between Stearns Lane and Interstate-5 until one major industrial facility is constructed, after which a 10-acre minimum lot size shall apply up to 100 acres of the site to promote related industries.

34. This new amendment will incorporate some Development Code amendments that were originally adopted by the City in 2009 as part of the Interchange Area Management Plan for Exit 136 (IAMP), but were never incorporated in the SDC. These revisions affect Section 3.2 Access and Circulation, Section 3.5.110 Transportation Standards, and Chapter 4, Sections 4.3 and 4.8.

Section 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 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.

2. To achieve this policy intent, county and local roadways have been categorized in the comprehensive plan by function and classified for access purposes based upon their level of importance and function. (See section 3.5, Infrastructure Standards) Regulations apply to these roadways for the purpose of reducing traffic accidents, personal injury, and property damage attributable to access systems, and to thereby improve the safety and operation of the roadway network. The regulations are also intended to protect the substantial public investment in the transportation system, facilitate economic development, and reduce the need for expensive remedial measures. These regulations also further the orderly layout and use of land, protect community character, and conserve natural resources by promoting well-designed road and access systems and discouraging the unplanned **development , such as developments that generate more traffic than assumed in the Transportation System Plan, or the** subdivision of land **designated for agricultural use in the Comprehensive Plan.**
- D. **Traffic Study Requirements.** The city or other agency with access jurisdiction may require a traffic study prepared by a traffic engineer to determine access, circulation and other transportation requirements **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.)

Section 3.5.110 Transportation Standards.

- A. **Purpose.** The purpose of this section is to implement the Transportation System Plan **(including the Interchange Area Management Plan, which was incorporated into the TSP in April 2009)** and protect the City’s investment **of the City, the County, and ODOT** in the public street system. Upon dedication of streets to the public, the City accepts maintenance responsibility for the street. Failure to meet City standards, may place an undue maintenance burden on the public, which may be only marginally benefited by the street improvement. Variances to street standards must be evaluated in this context.
- B. **Development Standards.** No development shall occur unless the development has frontage onto or approved access from a public street, in conformance with the provisions of section 3.2, Access and Circulation, and the following standards are met: . . .
 3. Development of new streets, and additional street width or improvements planned as a portion of an existing street, shall be improved in accordance with this section, and public streets shall be dedicated to the applicable City, County or ~~County~~ **ODOT** jurisdiction.

Section 4.8.4.3.120 Development Review Approval Criteria. Applications for development review shall be conducted as a Type I procedure, as described in section 4.2.120. Prior to issuance of building permits, the following standards shall be met:

- A. The proposed land use is permitted by the underlying zoning district (chapter 2);
- B. The land use, building/yard setback, lot area, lot dimension, density, lot coverage, building height and other applicable standards of the underlying zoning district and any overlay zone are met (chapter 2);
- C. All applicable building and fire code standards are met; ~~and~~
- D. Approval shall lapse, and a new application shall be required, if a building permit has not been issued within one (1) year of development review approval; and
- E. Traffic impacts from the proposed development are consistent with the traffic impacts for the subject parcel prescribed in Table 9 of the Interchange Area Management Plan or the development will mitigate for the increased traffic beyond that described in Table 9 of the IAMP. Those zone changes within the Interchange 136 IAMP area that deferred compliance with OAR 660-012-0060 must demonstrate consistency with OAR 660-012-0060.

4.8.100 Purpose. The purpose of this section is to provide standards and procedures for legislative and quasi-judicial amendments to the zoning district map. These will be referred to as “zoning map amendments.” Map amendments may be necessary from time to time to reflect changing community conditions, needs and desires, to correct mistakes, or to address changes in the law.

4.8.110 Approval Procedures.

C. Criteria for Amendment. The planning commission shall approve, approve with conditions or deny an application for a quasi-zoning map amendment based on all of the following criteria:

1. Demonstration of compliance with all applicable comprehensive plan policies and map designations. Where this criterion cannot be met, a comprehensive plan amendment shall be a prerequisite to approval;
2. Demonstration that the most intense uses and density that would be allowed, outright in the proposed zone, considering the sites characteristics, can be served through the orderly extension of urban facilities and services, including a demonstration of consistency with OAR 660-012-0060. The determination of consistency with OAR 660-012-0060 can be deferred to development review pursuant to 4.3.120 for those zone changes that are located within the approved interchange 136 IAMP area and do not require a comprehensive plan amendment; and . . .

35. On page 1-20, modify Section 1.4.120.A [Penalty for Enforcement] to remove the words “a misdemeanor” from the text. The term “misdemeanor” implies some sort of criminal activity and city staff didn’t feel that a violation to the land use development code should constitute a criminal action. This item was added by the Planning Commission at their January 17, 2017 meeting, and approved by the City Attorney on January 25, 2017.

1.4.110 Violations. *No person shall erect, construct, alter, maintain or use any building or structure or shall use, divide or transfer any land in violation of this code or any amendment thereto.*

1.4.120 Penalty.

A. *Penalty.* A violation of this chapter is declared to be ~~a misdemeanor~~ punishable by a fine not to exceed \$1,000.00.

B. *Each violation a separate infraction.* Each violation of a provision of this code shall constitute a separate infraction, and each day that a violation of this code is committed or permitted to continue shall constitute a separate infraction.

C. *Abatement of violation required.* A finding of a violation of this code shall not relieve the responsible party of the duty to abate the violation. The penalties imposed by this section are in addition to and not in lieu of any remedies available to the city.

D. *Responsible party.* If a provision of this code is violated by a firm or corporation, the officer or officers, or person or persons responsible for the violation shall be subject to the penalties imposed by this section.

36. On page 2-14, modify Table 2.5.110 [Industrial Permitted Uses] to change two uses from not permitted to conditionally permitted in the (M-2) Heavy Industrial zone: (1) vehicle repair, sales, rental, storage, service and fuel sales, and (2) repair services. **This item was added by City Council at the CC workshop on February 27, 2017.**

Part II – New Mixed Use Zoning

Purpose of Amendment: *The following text is being added to the Sutherlin Development Code. The intent behind this mixed use district is to provide areas in which a variety of land use activities may be blended together with special locational conditions related to transportation facilities, existing uses on larger properties, reuse areas, and buffers between industrial, commercial and residential areas. Add the following language for a new land use district to be added to the code as 2.45 Mixed Use District.*

Section 2.45 Mixed Use District

2.45.100 Purpose and applicability

A. Purpose. The mixed use district is intended to provide areas in which a variety of land use activities may be blended together with special locational conditions related to transportation facilities, existing uses on larger properties, reuse areas, and buffers between industrial, commercial and residential areas. In mixed use districts special care is needed to ensure compatibility and to reduce adverse impacts on existing land uses. The mixed use district is designed to:

1. To create small centers and corridors of mixed use.
2. To blend residential uses in proximity with both commercial and industrial employment opportunities.
3. To buffer by less intensive use arrangements of uses that mitigate off site impacts.
4. To promote multi-modal transportation connections to surrounding downtown and residential areas.
5. To promote creativity in urban design.
6. To provide affordable housing units, commercial and industrial spaces.

B. Applicability. The mixed use district (MU) may be applied through a zone change to areas designated as (M-1) Light Industrial or (C-3) Community Commercial.

2.45.110 Permitted uses, conditional uses and structures

A. The following land uses are permitted in the MU designation:

<u>USES</u>	<u>STATUS IN MU DISTRICT</u>
<u>RESIDENTIAL</u>	
<u>Single family & duplex residential, not exceeding 50% of area of mixed use project</u>	<u>P</u>

<u>Group living units, multi-family residential home/facility</u>	<u>C</u>
<u>Caretaker/Watchman</u>	<u>P</u>
<u>COMMERCIAL</u>	
<u>Retail Sales & Service</u>	<u>P</u>
<u>Offices & Office Space</u>	<u>P</u>
<u>Drive through Facilities</u>	<u>C</u>
<u>Vehicle Repair</u>	<u>P</u>
<u>Recreational Uses</u>	<u>P</u>
<u>Entertainment Buildings</u>	<u>C</u>
<u>INDUSTRIAL</u>	
<u>Manufacturing & Production</u>	<u>P</u>
<u>Wholesale Businesses</u>	<u>P</u>
<u>Industrial Services</u>	<u>P</u>
<u>Research & Laboratories</u>	<u>P</u>
<u>Government Facilities</u>	<u>P</u>
<u>Public & Private Utilities</u>	<u>P</u>
<u>Communication Facilities</u>	<u>P</u>
<u>ACCESSORY</u>	
<u>Accessory Uses & Structures</u>	<u>P</u>
<u>Key:</u>	

P = Permitted
S = Permitted with special standards or limitations
C = Conditional use permit required
N = Not permitted

- B. Similar Uses. Similar uses in the MU zone shall be a Type I procedure as outlined in Code 4.2.120 and determined by the Planning Director.

2.45.120 Development Standards. All development in the MU District shall be subject to standards applicable found in the related districts for the individual use listed in the MU District. These standards include:

1. Residential 2.2.120
2. Commercial 2.3.130
3. Industrial 2.5.120

Part III – Amendments to Section 3.7 [Sign Code]

Purpose of Amendment: *Based upon feedback from the public and City Council, consider amendments to Section 3.7 of the Sutherlin Development Code (SDC) to update the sign code standards adopted in October 2008 as part of City Ordinance No. 991, to address suggestions such as modifying the definition of a sign and abandoned signs. State law limits jurisdictions from regulating content.*

Pages 3-50 – 3-62, Sutherlin Development Code

SECTION 3.7 SIGNS

3.7.110 Sign Definitions.

~~“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.~~ **Any letter, figure, character, marquee, pictorial, picture, logo, trademark, reading matter, or illuminated service which is constructed, placed, attached, painted, erected, fastened, or manufactured in any manner so that it shall be used for the attraction of the public to any place, subject, person, firm, corporation, performance, article, machine, merchandise which is displayed in any manner outdoors. Every sign shall be classified and conform to the requirements of that classification of this code.**

~~“Sign, abandoned” means a sign which pertains to a time, event, or purpose which no longer applies.~~ **Those signs and/or structures not used in conjunction with a business, event, or purpose for more than 90 days.**

3.7.160 Issuance of Permits.

- A. City personnel shall examine applications for permits. If it appears from the application, drawings, and specifications therewith that the requested sign(s) and all existing signs on the premises conform with all the provisions of this chapter, a permit shall be issued. ~~But, if city personnel find that any requested or existing sign(s) violates this chapter or any other chapter of the city code or ordinance related thereto, a permit shall not be issued until necessary corrections are made.~~ **If signs met previous zoning standards they will be grandfathered as a pre-existing permitted use and can continue to have that sign even through it is not in compliance with the new code.**
- B. No additional permits shall be issued for signs on businesses or uses with signs not already in compliance with this section, including overdue sign regulation fees or unpaid inspection charges.
- C. All signs, except for signs painted directly upon a building, are also subject to building department requirements.

3.7.180 Abandoned Signs. Any abandoned sign and supporting structure shall be removed by the owner of the sign or owner of the premises within six (6) months following the date of abandonment; except that any owner of an abandoned sign which is otherwise in conformance with this chapter may apply to the city for an extension of the removal date (Type I review). If the city determines that the continued maintenance of the sign is consistent with the purpose of chapter 3.7 of this code, an extension of up to one (1) year may be granted.

- A. **Once a sign has been identified as being abandoned (see definitions), the City can, at its discretion, allow the Sutherlin Chamber of Commerce to utilize the said abandoned sign for civic enhancement, with the permission of the property owner(s).**

SUMMARY
CITY OF SUTHERLIN LEGISLATIVE AMENDMENTS
TO THE SUTHERLIN COMPREHENSIVE PLAN & DEVELOPMENT CODE
FOURTH DRAFT– MARCH 13, 2017

Planning Commission Hearing: December 20, 2016

City Council Work Session: February 27, 2017

City Council Hearing: March 13, 2017

City Council Adoption: March 27, 2017

Effective date of Amendments: April 26, 2017

Subject	Summary	Effect
PART I – MISCELLANEOUS GENERAL AMENDMENTS		
1. Revise Section 1.3 (Definitions)	Revise and/or add definitions to the Sutherlin Development Code (SDC) to clarify and make the SDC more effective	Update and Clarification
2. Update Section 1.2.100	Add language to Section 1.2.100 to address uses not specifically listed in the zone. Normally, if the use is not specifically listed, then it is not permitted or conditionally permitted in the zoning district. This addition allows the Community Development Director to permit in any zone a use not listed in the SDC if the requested use is of the same general type and is similar to the uses permitted within the zone.	Clarify and Streamline
3. Add Section 2.7 for new FR-20 zone	Add back into the SDC the Forestry Resource zoning district, which had been previously removed from the SDC. The proposal is one dwelling unit for 20 acres. It was originally a FR-75 zone (75 acre zone), but was modified to FR-20 (20 acres) to be consistent with the Comprehensive Plan and current state law and to mirror the provisions for the new Conservation/Open Space plan designation (adopted in 2002 as part of the Stearns Lane site).	Clarify and Update Code
4. Modify Table 2.2.110 in the Residential Districts	Modify Table 2.2.110 [Permitted Uses] in the Residential Districts to add listings for Temporary Medical Hardship Dwelling and Home Occupation, and clarify listings for Accessory Dwelling, Agriculture/Horticulture et al, and Manufactured Home Park.	Clarification
5. Table 2.3.130 in the Commercial Districts	Correct formatting for Table 2.3.130 [Development Standards] for the side and rear setbacks for the commercial zoning districts.	Clarification
6. Update Section 2.3.135 (commercial districts)	Add text to Section 2.3.135 to clarify standards for nonconforming single family residences in the commercial districts.	Clarification
7. Update Section 2.5.125 (industrial districts)	Add text to Section 2.5.125 to clarify standards for nonconforming single family residences in the industrial districts.	Clarification
8. Correct Section 5.3.110.D	In conjunction with items 7 & 8, correct cross-references in Section 5.3.110.D for nonconforming development.	Code Consistency

9. Modify Table 2.5.110 (Permitted Uses in Industrial District)	Modify Table 2.5.110 [Permitted Uses] to separate item 1 under Industrial Uses into two separate uses: (1) Heavy manufacturing and assembly, and (2) Processing of raw materials. This is currently listed as one use; proposed change would provide options to allow both uses together or separately. Both uses would remain not permitted in the M-1 zone and conditionally permitted in the M-2 zone.	Clarification
10. Modify Section 2.1.130.D (Outdoor Sales/Display)	Modify Section 2.1.130.D (Outdoor Sales/Display) to add cross-reference to Section 2.6.110 (Accessory Uses and Structures) for consistency within the SDC	Code Consistency
11. & 12. Code Corrections	Correct Section reference and typographic error: (1) to code section that doesn't exist; and (2) reference to Roseburg municipal code.	Code Corrections
13. Modify Section 2.6.240	Modify Section 2.6.240 to clarify which zones allow agricultural uses and livestock. The uses are only allowed in the FR-20 and the residential zones, and subject to the standards of Section 2.6.240.	Clarification
14. Modify Section 3.3.140.B.2 (Fences and Walls)	Modifying Section 3.3.140.B.2 [Fences and Walls] to delete reference to "etc." as part of the exception to the four (4) foot height limitation for the height of fences and walls along or within the front yard setback. Current exception states "(except decorative arbors, gates, etc.)"	Clarification
15. Modify Section 3.4.120.A	Modify Table 3.4.120.A [Vehicle Parking, Minimum Standards Option] to delete reference to no parking required for Accessory Dwellings, and add requirement for one parking space per dwelling unit. This will be consistent with the standards listed in Section 2.6.100.D [Accessory Dwellings], which states that one off-street parking space is required for an accessory dwelling unit.	Clarification
16. Modify Table 3.5.110.F (Street Design Standards)	Modify Table 3.5.110F [Street and Pathway Design Standards] for Local Residential Streets with parking on both sides to state 10' instead of 9'-10' for motor vehicle travel lanes. This change is recommended by City Public Works to be consistent with design standards for travel lanes.	Clarification
17. Correct Section 3.5.110.H (Extension of Streets)	Correct typo in Section 3.5.110.H.2.c [Future Street Plan and Extension of Streets] for length of temporary turnarounds for street stubs over 150 feet in length. Currently states "Temporary turnarounds... for stub streets over one hundred (150) feet in length."	Code Correction
18. Modify Section 3.5.110.M.2 (Cul-de-sacs)	Modify Section 3.5.110.M.2 [Cul-de-sacs] to revise requirements for circular and hammerhead turnarounds for dead end streets. Based upon recent discussions with the City Fire Department and the County Building Official, modify language to state that such turnarounds shall be consistent with the Uniform Fire Code, Section 503, Appendix D.	Clarification

19. Modify Section 4.2.110 (Permit Procedures)	<p>Modify Section 4.2.110 [Description of Permit Procedures] to add descriptive names to the types of land use procedures as follows:</p> <ul style="list-style-type: none"> a. Type I (ministerial) Procedure... b. Type II (administrative) Procedure... c. Type III (quasi-judicial) Procedure... d. Type IV (quasi-judicial) Procedure... 	Clarification
20. Modify Sections 4.2.130, 4.2.140 and 4.2.150	<p>For Type II, Type III and Type IV application procedures (Sections 4.2.130, 4.2.140 & 4.2.150), modify references to sections on Notice of Application, Notice of Public Hearing, Notice of Decisions, Appeal of Decisions, Who May Appeal and Appeal Procedures, as applicable, to add the titleholder of the subject property to the list of those notified and those who can appeal an application. Currently, the SDC only lists the applicant.</p>	Clarification
21. Correct Section 4.2.130.G.2.a (Notice of Appeal)	<p>Correct Section 4.2.130.G.2.a [Notice of Appeal, Type II Decision] to clarify the deadline for filing an appeal, & state that a notice of appeal shall be filed with the planning director by 5 p.m. of the <u>14th</u> day after the decision was mailed.</p>	Update and Correction
22. Modify Section 4.2.140.C.1.c (Notice of Planning Commission Hearing)	<p>Modify Section 4.2.140.C.1.c [Notice of Planning Commission Hearing] to delete item c., which requires posting of notice of the hearing on the subject property, at least 14 days before the public hearing. Posting of notices are still required for certain actions under statute, such as vacations, annexations and withdrawals from special districts, etc. However, ORS 197.763 does not require the posting of notices of public hearing as part of the notice requirements for quasi-judicial land use actions.</p>	Update Code
23. Modify Section 4.2.150.D.2.c	<p>Modify Section 4.2.150.D.2.c [Type IV Procedure] to update and correct reference to notices sent to DLCD. DLCD notices no longer require at least 45 days' notice. Under current state law, DLCD must receive notice at least 35 days prior to first evidentiary public hearing.</p>	Update code
24. Clarify time limits for phased development	<p>Add language Section 4.3.150.E, Site Plan Reviews , and Section 4.4.140.K, Subdivisions, to clarify the length of time for phased development. Phased development allows improvements to coincide with phasing and improvements on the same schedule. Example: For 3 phases, two years each for the first two phases and one year for the third phase, for a total of five years, each phase with platting and improvements both authorized in the phasing.</p>	Update and Clarification
25. Modify extensions for approval periods for Subdivision/Land Partitions and PUDs	<p>Modify Section 4.4.120.D.2 & Section 4.6.180.B to allow more than one 1-year extension for an approval of a subdivision, land partition or a planned unit development. As proposed, additional one-year extensions may be granted, up to a maximum of three (3) extensions, provided the applicable criteria for the extension have been met.</p>	Update and Streamline
26. Update Section 4.4.180.A	<p>Update Section 4.4.180.A to provide an additional means of performance guarantee for the installation of public improvements in conjunction with a land division. Add item 4. "Cash deposit with an escrow company"</p>	Update

27. Modify Section 4.4.210.D.1	Modify Section 4.4.210.D.1 [Recording Property Line Adjustments] to change length of time for approval of a property line adjustment from 90 days to one (1) year to provide ample time to complete the tentative approval and applicable conditions of approval. The current tentative approval time of 90 days is unusually short and the extension is for one year. This change extends the original tentative approval to one (1) year.	Update and Streamline
28. Modify Section 4.7.130.B	Modify Section 4.7.130.B [Minor Modification Approval Procedures] to provide that minor modifications to a land use action are just a Type I procedure. They are nominal by definition, previously reviewed and designed to expedite completion of an application. The requirement to make certain minor modifications a Type II procedure will be deleted.	Streamline
29. Clarify Section 5.2 (Variances)	Modify variances to clarify that a Class A Variance is a Type I (ministerial) procedure, a Class B Variance is a Type II (administrative) Procedure, and that a Class C Variance is a Type III (quasi-judicial) Procedure.	Clarify and Streamline
30. Modify Section 5.2 (Variances)	Modify Section 5.2.110.A [Class A Variances] to clarify the language for approval of a Class A Variance. The existing language, as worded, is very confusing. The proposed change will help simplify the criteria.	Clarify and Streamline
31. Modify Section 5.2.120.A	Modify Section 5.2.120.A [Class B Variances] to clarify that Class B variances are a Type II variance only.	Clarification
32. Modify Section 4.2.160.D (Scriveners' Errors)	<p>Currently, Section 4.2.160.D [General Provisions, Scriveners' Errors] states: "<i>The planning director has the authority to correct scrivener's errors in adopted findings of fact and decision documents</i>". No reference is made to enable the Planning Director or City Manager to correct scrivener's errors or make minor text corrections to the City Comprehensive Plan and its associated documents or the Sutherlin Development Code.</p> <p>Change Section 4.2.160.D to add language to enable the Community Development Director to make minor text corrections to the Comprehensive Plan, Zoning and Subdivision Ordinances and Transportation System Plan</p>	Update and Streamline
33. Update Comp Plan policies and modify Section 2.5.120 in the Industrial district	<p>Add language to the Comprehensive Plan to incorporate policies that were updated or added when adopted by the City in 2002 as part of the UGB expansion to add the 200 acre industrial site along Stearns Lane. Also, modify the industrial zoning district to add a temporary minimum parcel size required by DLCD for the 200-acre industrial site along Stearns Lane. Both of the amendments were adopted by the City in 2002 by City Ordinances 638 and 642, but were never added to the Comprehensive Plan or SDC.</p> <p>For the Comp Plan, Public Facilities Plan Policies, this action will amend policy A12 and add new policy B15, and for the land use element, it will add a new "Conservation/Open Space" plan designation.</p> <p>For the SDC, this action will add language to Section 2.5.120 [Development Standards] of the Industrial district to address the adopted temporary minimum parcel size.</p>	<p>Adopted plan policies and standards</p> <p>Add regulation for Stearns Lane industrial site (temporary minimum parcel size)</p>

34. Incorporate amendments adopted in 2009 with the Exit 136 IAMP	Update several sections of the SDC with development code amendments that were originally adopted by the City in 2009 as part of the Interchange Area Management Plan for Exit 136 (IAMP), but were never incorporated in the SDC. These revisions affect Section 3.2 Access and Circulation, Section 3.5.110 Transportation Standards, and Chapter 4, Sections 4.3 and 4.8.	Update and Clarify
35. Update Section 1.4.120.A (Penalty for Enforcement)	Modify Section 1.4.120.A [Penalty for Enforcement] to remove the words “a misdemeanor” from the text. This item was added by the Planning Commission at their January 17, 2017 meeting, and approved by the City Attorney on January 25, 2017.	Update and Clarify
36. Modify Table 2.5.110 (Industrial Permitted Uses)	Modify Table 2.5.110 [Permitted Uses] to change two uses from not permitted to conditionally permitted in the (M-2) Heavy Industrial zone; (1) vehicle repair, sales, rental, storage, service and fuel sales, and (2) repair services. <u>This item was added by City Council at the CC workshop on February 27, 2017.</u>	Update
PART II – NEW MIXED USE ZONING DISTRICT		
Add new mixed use zoning district	Add a new mixed use zoning district to the Sutherlin Development Code. The intent behind this mixed use district is to provide areas in which a variety of land use activities may be blended together with special locational conditions related to transportation facilities, existing uses on larger properties, reuse areas, and buffers between industrial, commercial and residential areas. This mixed use district (MU) may be applied through a zone change to areas designated as (C-3) Community Commercial and (M-1) Light Industrial.	Streamline
PART III – AMENDMENTS TO SECTION 3.7 [SIGN CODE]		
Modify Section 3.7 (Signs)	Based upon feedback from the public and City Council, amend Section 3.7 of the SDC to update the sign code standards adopted in October 2008 as part of City Ordinance No. 991. This action will modify the definitions of sign and abandoned sign; update standards for issuance of permit to address grandfathered signs, and add provision for abandoned signs where the City can, at its discretion, allow the Sutherlin Chamber of Commerce to utilize an abandoned sign for civic enhancement, with the permission of the property owner(s). It is noted that state law limits jurisdictions from regulating sign content.	Update and Clarify



COUNCIL BUSINESS





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

City of Sutherlin

STAFF REPORT					
Re: COMMITTEE APPOINTMENT				Meeting Date:	MAR 13, 2017
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: Debbie Hamilton, City Recorder/HR Manager				City Manager Review <input type="checkbox"/>	
Attachments: Budget Committee Application					

WHAT IS BEING ASKED OF COUNCIL?

Appointment for the Budget Committee.

EXPLANATION

Budget Committee – Currently (2) Openings – 3-year term – Applicant, Charles (Chuck) Brummel

OPTIONS

Appointment

SUGGESTED MOTION(S)

None



City of Sutherlin

Application for Citizen Committee/Commission/Board Appointment

Name Charles (Chuck) Brummel Date Jan 28, 2017

Address 547 St. Andrews Ct. Phone 541 580-0795

Email chuckbrummelhome@yahoo.com Bus. Phone Retired

Length of Residency in Sutherlin New Registered Voter? Yes

Candidate for position on Budget Committee

Relevant background and experience Retired CEO & Chairman of Security Bank, Coos Bay, Oregon.

Served for five years on Coos County Budget Committee, and 5 years on Coos County Board of Equalization, and several years

on City of Myrtle Point Budget Committee, Chairman at least one year on each.

What are your major interests or concerns in the City's programs? I have no concerns
or major interests. I just like to participate in the affairs of my community.

Why would you like to be appointed to this position?

I want to become an active participant in my new community. Have lived in Roseburg for 11 years, plus 12 years

in Elkton. Served on the Elkton School Board, as well as the SWOCC School Board for two terms, including

Chairman. Also served as President of the Myrtle Point Rotary Club.

RETURN THIS FORM TO: City Recorder, 126 E. Central Ave., Sutherlin, OR 97479

For Office Use Only:

Date received: 1/31/2017 *DJA*

Date considered: 2/13/17

Action by Council _____

Term Expires: _____

Nov 2016 revised





City of Sutherlin

STAFF REPORT					
Re: Supplemental budget adjustment for fiscal year 2016-17				Meeting Date:	03/13/17
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 No. 2017.02					

WHAT IS BEING ASKED OF COUNCIL?

Consider approving resolution to adopt the supplemental budget for fiscal year 2016-17 as described herein.

EXPLANATION

The City has a number of capital projects ongoing and starting up which at the time the 2016-17 budget was adopted, the exact amount and timing of the payments for these projects was unclear. This resolution is needed in order to maintain compliance with Oregon budget law. The attached resolution provides the details of each adjustment.

OPTIONS

N/A

SUGGESTED MOTION(S)

Move that Resolution 2017.02 be adopted as presented.

RESOLUTION NO. 2017.02

A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET, AMENDING THE 2016-2017 BUDGET AND AMENDING RESOLUTION 2016.08.

The City Council of Sutherlin finds that:

- A.** That ORS 294.473 provides the procedures for public governing bodies to adopt supplemental budgets when estimated expenditures differ by more than ten percent from the expenditures in the budget as most recently amended prior to the supplemental budget.
- B.** The procedure includes the municipal corporation providing notice of a supplemental budget hearing and holding a public hearing on the supplemental budget prior to adopting a resolution to change the budget by more than ten percent.
- C.** Public notice and a public hearing related to the supplemental budget have been provided as required by ORS 294.473.
- D.** Due to unforeseen events at the time of adoption of the fiscal year 2016-17 budget including but not limited to the following:
 - a.** Wastewater Construction Fund
 - i.** Due to delays in the construction of the disinfection system in fiscal year 2015-16 and due to the moving up the installation of the Everett Ave pump station force main an adjustment is needed. All funds expended will be reimbursed by DEQ from loan funds - \$600,000.
 - b.** Street Construction Fund
 - i.** During the budgeting process for the fiscal year 2016-17 it was anticipated that the Central Avenue pavement project would not begin until after the end of this fiscal year. The construction schedule has been accelerated and therefore an adjustment is needed - \$620,000.
 - c.** Central Avenue Reserve Fund
 - i.** A large portion of the funding of the Central Avenue pavement project, mentioned above, is located in the Central Avenue Reserve Fund. Therefore, due to adjustment b. above, additional funds need to be transferred and an adjustment is needed - \$620,000.
 - d.** Parks Construction Fund
 - i.** An adjustment is needed to complete the transfer from contingency into capital outlay in order to allow the completion of the Central Park play area upgrade - \$80,000.

- iii. At the time the 2016-17 budget was adopted it was unknown if funds would be available to complete the Fords Pond park master plan. Grants have been received and other funds have been donated in order to complete this task. An adjustment is needed for this expenditure - \$50,000.

NOW, THEREFORE, based upon the above findings,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUTHERLIN, a municipal Corporation of the State of Oregon, as follows:

Section 1. That the budget for the City of Sutherlin for the fiscal year 2016 - 2017, which was adopted by the City Council on May 9, 2016 and is now on file in the office of the City Recorder of the City of Sutherlin, be hereby amended as follows:

<u>Wastewater Construction Fund</u>	<u>Adjustment</u>	<u>As Amended</u>
Resources		
Interim DEQ Financing	\$600,000	\$2,293,500
Appropriations		
Capital Outlay	600,000	2,294,000
<u>Street Construction Fund</u>	<u>Adjustment</u>	<u>As Amended</u>
Resources		
Transfer In-Central Ave Reserve Fund	\$620,000	\$700,000
Appropriations		
Capital Outlay	\$620,000	\$950,000
<u>Central Avenue Reserve Fund</u>	<u>Adjustment</u>	<u>As Amended</u>
Transfer Out-Street Construction Fund	\$620,000	\$700,000
Contingency	(620,000)	1,210,000
<u>Parks Construction Fund</u>	<u>Adjustment</u>	<u>As Amended</u>
Resources		
Grants/Donations	\$50,000	\$230,000
Appropriations		
Capital Outlay	\$130,000	\$350,000
Contingency	(80,000)	16,150

PASSED BY THE CITY COUNCIL, ON THIS 13th DAY OF MARCH, 2017

APPROVED BY THE MAYOR ON THIS 13th DAY OF MARCH, 2017

Mayor, Todd McKnight

ATTEST:

City Recorder, Debra L. Hamilton, CMC



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

City of Sutherlin

STAFF REPORT					
Re: Ordinance – 2016 Comprehensive Plan & Development Code Amendments (first reading, title only)				Meeting Date:	03/13/2017
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: Brian Elliott, Community Development Director and Lisa Hawley, City Planner				City Manager Review	<input checked="" type="checkbox"/>
Attachments: Notice of Enactment & Ordinance					

WHAT IS BEING ASKED OF COUNCIL?

To consider approval of first reading (by title only) of Ordinance adopting said amendments.

EXPLANATION

City Council has conducted a public hearing on the proposed legislative amendments to the City Comprehensive Plan and the Sutherlin Development Code. During the public hearing, the City Council provided opportunity for public testimony on the proposed amendments. Upon conclusion of the public hearing, the City Council will deliberate to a decision and consider approval of the first reading of the Ordinance adopting said amendments.

OPTIONS

1. Approve the first reading of Ordinance for the legislative amendments, as presented;
2. Approve the first reading of Ordinance for the legislative amendments, with amendments;
3. Not approve the first reading of said Ordinance.

SUGGESTED MOTION(S)

1. Approve the first reading of Ordinance for the legislative amendments, as presented;
2. Approve the first reading of Ordinance for the legislative amendments, with amendments; or
3. Not approve the first reading of said Ordinance.



City of Sutherlin

Administration
126 E. Central Avenue
Sutherlin, OR 97479
(541) 459-2856
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NOTICE OF ORDINANCE ENACTMENT

ORDINANCE NO.

AN ORDINANCE ADOPTING TEXT AMENDMENTS TO THE SUTHERLIN COMPREHENSIVE PLAN AND THE SUTHERLIN DEVELOPMENT CODE

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

**MONDAY, MARCH 13, 2017 @ 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, March 6, 2017
By Debbie Hamilton
City Recorder

ORDINANCE NO. ____

AN ORDINANCE ADOPTING TEXT AMENDMENTS TO THE SUTHERLIN COMPREHENSIVE PLAN AND THE SUTHERLIN DEVELOPMENT CODE

The City Council of the City of Sutherlin finds that:

A. In consideration of proposed legislative amendments to the text of the Sutherlin Comprehensive Plan and the Sutherlin Development Code, the Sutherlin Planning Commission held three workshops and conducted a public hearing on December 20, 2016, and the Sutherlin City Council held a workshop on February 27, 2017, and conducted a public hearing on March 13, 2017 to consider the following legislative amendments:

- Legislative amendments to the text of the Sutherlin Comprehensive Plan to add language that was previously adopted by the City in 2002 by City Ordinances 638 and 642, but was never incorporated. This new text includes updating plan policy A12 and adding new plan policy B15 in the Public Facilities Element, and adding a new “Conservation/Open Space” plan designation.
- Legislative amendments to the text of the Sutherlin Development Code (SDC) include several general revisions to update, clarify and/or streamline the code to make it more effective and easier to administer; add revisions to the SDC that were previously adopted by the City in 2009 for the Interchange Area Management Plan (IAMP) for Exit 136, but were never incorporated into the SDC; add a new mixed use zoning district to address mixed use development in the (C-3) Community Commercial and (M-1) Light Industrial zoning districts; and update the City’s sign code standards.

B. The Sutherlin Planning Commission held a properly noticed public hearing on December 20, 2016. Following the public hearing, the Planning Commission passed a motion to recommend that the City Council approve the proposed amendments, which included only minor revisions. Opportunity was provided for public participation during the hearing. No members of the public were present to provide written comment or oral testimony.

C. Notice of a public hearing before the City Council was given, and the public hearing on the legislative amendments was conducted on March 13, 2017. Opportunity was provided for public participation during the hearing.

THE CITY OF SUTHERLIN ORDAINS AS FOLLOWS:

Section 1. The amendments to the text of the Sutherlin Comprehensive Plan and the Sutherlin Development Code are hereby attached to this ordinance and identified as Exhibit “A”, Adoption Draft dated March 27, 2017, and by this reference made part of this ordinance. This adoption draft has the same contents as the Fourth Draft, dated March 13, 2017, presented at the City Council public hearing, except for the updated cover sheet and footers to acknowledge adoption.

Section 2. The text of the Sutherlin Comprehensive Plan and Sutherlin Development Code is hereby amended and shall be revised to depict the adopted amendments.

Section 3. The Sutherlin Comprehensive Plan and Sutherlin Development Code heretofore and herein amended, remain in full force and effect.

PASSED BY THE COUNCIL ON THIS ____ DAY OF MARCH, 2017.

APPROVED BY THE MAYOR ON THIS ____ DAY OF MARCH, 2017.

Todd McKnight, Mayor

Attest:

Debra L. Hamilton, CMC, City Recorder



City of Sutherlin

STAFF REPORT					
Re: City of Sutherlin Strategic Plan				Meeting Date:	3/13/17
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: City Manager, Jerry Gillham				City Manager Review	<input checked="" type="checkbox"/>
Attachments: Resolution 2017-03, Strategic Plan Accountability Benchmarks					

WHAT IS BEING ASKED OF COUNCIL?

Approve the attached Resolution # 2017.03

BACKGROUND

The strategic planning process is intended to serve as a catalyst in transforming the City of Sutherlin into a "proactive", "values-driven" and "results oriented" organization. Further, the strategic plan more-strongly positions the City Council as "policy makers" resulting in a process that offers greater assurance that paid professional staff accomplish assigned policies and associated work tasks on time and within budget, thus, placing higher levels of accountability upon, and expectation of, staff leadership; almost removing any ambiguity regarding performance in service to the community.

CURRENT SITUATION

As communities emerge from the severe recessionary impact of the last few years, pressure will be placed on cities to deliver focused and higher levels of essential services. Cities are facing a turning point in livability, economic prosperity and community development. City leaders must perform and indeed compete in like-minded fashion as the private sector by first defining through broad citizen involvement, an expected and ideal future community through a City Vision and Council Goals. The City Council of the City of Sutherlin has previously established a City Vision and Council Goals with the specific purpose of improving the quality of life of our community. This 2013 completed phase in Council Goal-Setting provided the City with a strategic compendium from which to establish a performance based organization that creates immeasurable benefits for the City, its citizens and businesses.

SUMMARY

The adoption of this revised strategic plan in line with the City Vision and Council Goals will subsequently achieve the expressed purpose of uniting citizens, community leaders, City Council and employees working toward the same strategic agenda together and becoming a harmonious and well-organized team.

The attached City Vision, Council Goals and 2016-2017 Council Priorities, accompanied by *Strategic Plan Accountability Benchmarks* signifying the chronological dates of “expected outcomes” within the Strategic Plan provide a continuous demonstrative picture of the progress we expected in securing our desired future.

MOTION

Move to approve Resolution # 2017.03: A RESOLUTION ADOPTING A 2017-2021 STRATEGIC PLAN FOR THE CITY OF SUTHERLIN TO INCLUDE COUNCIL PRIORITIES FOR 2017-2018

RESOLUTION NO. 2017.03

A RESOLUTION ADOPTING A 2017-2021 STRATEGIC PLAN FOR THE CITY OF SUTHERLIN TO INCLUDE COUNCIL PRIORITIES FOR 2017-2018

WHEREAS, in 2013 the City of Sutherlin, through broad citizen engagement, created a City of Sutherlin, Mission, Vision, Operating Principles and Goals, and

WHEREAS, the City Council has established corresponding targeted priorities and ongoing operational initiatives for the City of Sutherlin with the specific intent to be responsive to the city's Vision and Goals, and

WHEREAS, in recognition of these priorities and operational initiatives, City Staff has developed a corresponding list of strategic work tasks that when executed, will complete the specific priority or operational initiative. This list too, includes the department, contact name and date of anticipated completion, and

WHEREAS, the City Council of Sutherlin believes that a multi-year strategic plan is the best mechanism to ensure the highest levels of city efficiency and performance in line with Council Policy, and

WHEREAS, the City Council of Sutherlin has the utmost confidence in the employees of Sutherlin in performing to the highest standards of excellence in accomplishing their priorities and Strategic Plan operational initiatives as established by City Council.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Sutherlin, Oregon, that the City Council of Sutherlin hereby adopts the 2017 – 2021 Strategic Plan including 2017-2018 Council Priorities and Operational Initiatives.

PASSED BY THE CITY COUNCIL, ON THIS 13TH DAY OF MARCH, 2017
APPROVED BY THE MAYOR ON THIS 13TH DAY OF MARCH, 2017

Mayor, Todd McKnight

Attest:

Debra L. Hamilton, City Recorder

City of Sutherlin

VISION

With a "can do" attitude, we honor the past while building toward a prosperous future. With community collaboration and civic pride, the City of Sutherlin is a beautiful, safe and welcoming place to live, work, and play.

GOALS

{Goal 1} Plan, construct and maintain a complete transportation system including walking and biking opportunities.	{Goal 2} Ensure public decision-making and problem-solving includes broad public input, especially affected stakeholders and community partners
{Goal 3} Create a thriving and diverse local economy by retaining and expanding current businesses, attracting new businesses and rejuvenating a comprehensive tourism program.	{Goal 4} Establish Sutherlin as a regionally recognized community for its attractive and positive image.
{Goal 5} Continually plan and maintain fiscally-sustainable public services and infrastructure.	{Goal 6} Continue developing a visually appealing Central Avenue corridor, including a vibrant downtown.
{Goal 7} Encourage and support successful community events that add to our quality of life.	{Goal 8} Sustain a high level of public safety.

COUNCIL PRIORITIES

2016	2017
<ol style="list-style-type: none">1. North Comstock2. Mixed-Use Industrial3. Toddler Playground4. UGB Exchange/Expansion5. Valentine Street6. Central Avenue TOA/TE Grant7. Street & Facility Maintenance Reserve Funds8. Continued Economic Development	<ol style="list-style-type: none">1. Business License & Building Safety Inspections2. Strengthen Building Development Code – Zone Restrictions3. Examine SDC Rates4. Upgrade Fire Equipment5. Industrial Lands – County and City6. Emergency Operations Center – Public Safety Building/City Hall7. Water Storage Tank Deficiency8. Street Management Masterplan w/ Funding9. Emergency Communications Infrastructure10. Central Avenue & Downtown Improvements11. Wetland and Buildable Lands Inventory12. Continued Economic Development

STRATEGIC PLAN - ACCOUNTABILITY BENCHMARKS

MONTH	DEPT	GOAL	ACTION
FEB 2017			
02/27/17	CDD/Planning	Strengthen Building Development Code - Zone Restrictions	Establish methodology and timeline, report to Council-Workshop
02/27/17	CDD/Planning	Strengthen Building Development Code - Zone Restrictions	Draft Development Code language, present to Planning Commission for review and recommendations to Council
MAR 2017			
03/13/17	CDD/Planning	Strengthen Building Development Code - Zone Restrictions	Present to Council for adoption
03/27/17	Finance	Enact a Court Fine Amnesty Program	Report to Council
03/27/17	PW/WWTR	Establish and implement plan to assume full responsibility for city-wide STEP System inspection	Council Workshop presentation
03/27/17	City Mgr/Admin	Business Licenses & Building Safety Inspection	Establish methodology and timeline and report to Council-Workshop
APR 2017			
04/10/17	Finance	Develop long-term facility & physical asset equipment replacement reserve	Report to Council
04/10/17	CDD/Planning	UGB land exchange/Expansion	Public Hearings
04/10/17	PW/WWTR	Establish/implement plan to assume full responsibility for STEP system inspection	Report to Council
04/10/17	City Mgr/Admin	Business Licenses & Building Safety Inspection	Research options & report to Council
04/24/17	Fire	Emergency Operations Center-Public Safety Building/City Hall	Establish methodology and timeline-report to Council
MAY 2017			
05/08/17	Fire	Upgrade Fire Equipment	Establish methodology and timeline and report to Council
05/22/17	PW/WWTR	Wastewater system improvement SBR Pre-load	Report to Council
JUN 2017			
06/12/17	City Mgr/Admin	CBA-AFSCME	Present to Council
06/26/17	PW/WWTR	14" Sanitary Sewer Forcemain	Report to Council
JUL 2017			
07/24/17	Finance	Examine SDC Rates	Establish methodology and timeline and report to Council
07/24/17	CDD/Eng	Develop solutions to water storage deficiencies for new dev	Establish methodology and timeline and report to Council
07/24/17	PW/Water	Schoon Mtn. Tank Upgrade	Establish timeline and report to Council
07/24/17	PW/Water	Upper Umpqua Tank Upgrade	Establish methodology and timeline and report to Council

STRATEGIC PLAN - ACCOUNTABILITY BENCHMARKS

AUG 2017			
08/28/17	CDD/Econ Dev	Clean-up deteriorated properties in Sutherlin especially along Central Ave	Research ordinances used by other Oregon cities to present to Council
08/28/17	PW Fac/Parks	Rehabilitation of Central Park Playground	Report to Council
08/28/17	Police	Develop a plan for improving Emergency Communications Infrastructure	Establish a methodology and timeline and report to Council
SEP 2017			
09/25/17	Finance	Create long-term budget forecast	Report to Council
OCT 2017			
10/09/17	PW/Water	Water Rights, Water Agreement Review and Implementation	Report to Council
10/23/17	Finance	Create Street Mgmt Masterplan w/funding options	Establish methodology and timeline and report to Council
10/23/17	CDD/Planning	UBG land exchange/Expansion	Report to Council
10/23/17	PW/WWTR	Recycled Water Reuse Plan Update	Report to Council
10/23/17	PW/WWTR	NPDES Permit Renewal	Report to Council
10/23/17	PW/Water	Update Water Master/Management and Conservation Plan	Report to Council
10/23/17	Police	Develop a plan for improving Emergency Communications Infrastructure	Develop a listing of possible solutions and report to Council
NOV 2017			
11/13/17	City Mgr/Admin	Create Electronic Employee Training Schedule - CIS	Report to Council
11/13/17	PW Fac/Parks	Ford's Pond Outdoor Activity Development and Restoration Plan	Present final report to Council
11/13/17	PW Fac/Streets	Complete Central Avenue & Downtown Improvements	Report to Council
DEC 2017			
12/11/17	Finance	Earn a clean Audit	Accept audited financials and present to Council
12/11/17	PW Fac/Streets	N. Comstock Project	Report to Council
12/11/17	PW Fac/Parks	Ford's Pond Outdoor Activity Development and Restoration Plan	Report to Parks Advisory Committee and Council
12/11/17	Fire	Emergency Operations Center	Report outcome to Council
12/11/17	Fire	Fire Supervisor Training	Report to Council
JAN 2018			
01/08/18	City Mgr/Admin	Continue working with volunteers in keeping library services in Sutherlin	Report to Council
01/22/18	CDD/Planning	Evaluate Industrial Lands Inventory	Establish a permitted uses timeline and report to Council-Workshop
01/22/18	CDD/Planning	Evaluate Industrial Lands Inventory	Examine current contractual conditions w/county & present options to Council
FEB 2018			
02/12/18	PW Fac/Streets	Street Maintenance Management Plan	Present viable alternatives to Council
02/26/18	Finance	Examine SDC Rates	Develop new SDC matrix and present to Council-Workshop
02/26/18	CDD/Eng	With ODOT, establish on/off ramp transportation plan at both exits	Provide report to Council-Workshop

STRATEGIC PLAN - ACCOUNTABILITY BENCHMARKS

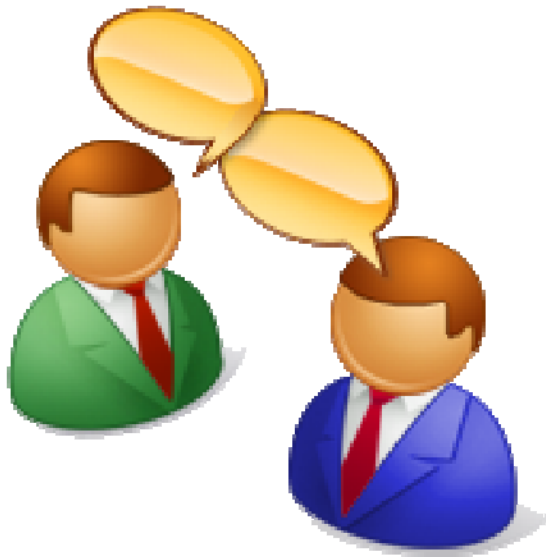
MAR 2018			
03/12/18	PW Fac/Streets	Prioritize Street Overlay Projects	Present options to Council
03/25/18	Finance	Create Street Mgmt Masterplan w/funding options	Report new plan w/funding options to Council-Workshop
APR 2018			
04/09/18	PW Fac/Parks	Extension of Red Rock Trail - State St. To Calapooia St - Phase III	Report to Council
04/22/18	CDD/Planning	Dev. Code Updates & Mixed Use Zone	Present to Council-Workshop
MAY 2018			
05/14/18	City Mgr/Admin	Update Personnel Handbook and adopt changes	Present new rules to Council
05/14/18	PW Fac/Streets	Valentine Improvement	Council Approval
05/28/18	PW Fac/Parks	Raise funds to pave Red Rock Road	Report to Council
JUN 2018			
06/25/18	CDD/Planning	Maintenance Software Upgrade	Report to Council
JUL 2018			
AUG 2018			
SEP 2018			
OCT 2018			
10/22/18	PW Fac/Parks	Improve Drainage in Central Park-Phase III	Complete and report to Council
NOV 2018			
DEC 2018			
12/10/18	CDD/Econ Dev	Clean-up deteriorated properties in Sutherlin especially along Central Ave	Report to Council
12/10/18	PW Fac/Parks	New bathroom at Hartley Park	Report to Council
12/10/18	PW Fac/Streets	Right turn lane - Dovetail Lane	Report to Council
TBA's (To be announced at a later date)			
	City Mgr/Admin	Update City Code	Present recommended code changes to Council
	Finance	Explore Tax Credit program for owners making property improvements	Report to Council
	Finance	Consider implementation of Urban Renewal District	Present options to Council
	Finance	Consider implementation of Urban Renewal District	Council decision
	Finance	Infrastructure Finance Plan	Report to Council
	Finance	Continue WWTP reporting compliance and ARRA reporting until completion	Final report to Council
	CDD/Eng	Present an aggressive infrastructure improvement strategy to Council	Council select options
	CDD/Eng	Provide infrastructure to Exit 135-Public Util	Present to Council
	CDD/Planning	Entrance Image & Gateway Design	Bring to Council for adoption
	CDD/Planning	Complete Wetland and Buildable Lands Inventory	Report to Council - Workshop
	CDD/Planning	Comprehensive Plan, Plan Maps and Zoning	Report to Council

STRATEGIC PLAN - ACCOUNTABILITY BENCHMARKS

TBA Cont..	CDD/Econ Dev	Complete one downtown improvement project this FY	Report to Council
	CDD/Econ Dev	Stearns Lane Target Market Recruitment & Development Plan	Report to Council
	CDD/Econ Dev	Umpqua Community College	Report to Council
	CDD/Econ Dev	Seek to attract "Bigger Fish" businesses to help sustain the economy	Report to Council
	PW/Water	Provide additional storage tank to Oak Hills	Bid process and present to Council
	PW/Water	Provide additional storage tank to Oak Hills	Report to Council
	PW/Water	Change disinfection from Chlorine Gas to Sodium Hypochlorite - Nonpareil Water Treatment Plant	Report to Council
	PW/Water	Seek funding for and create a plan to install a secondary in-flow at Cooper Creek	Report to Council
	Police	Develop a plan for improving Emergency Communications Infrastructure	Hold Workshop with Council
2017			
	CDD/Eng	Present an aggressive infrastructure improvement strategy to Council	Staff to look at pockets of opportunity; bring map to Council
2017-18			
	CDD/Eng	Develop solutions to water storage deficiencies for new development	Create a plan for how to fund & execute construction of needed water storage expansion-Workshop
	CDD/Eng	Develop solutions to water storage deficiencies for new development	Take a finance resolution to Council for approval
	PW/Water	Schoon Mtn. Tank upgrade	Take finance resolution to Council for approval
	PW/Water	Upper Umpqua Tank upgrade	Take finance resolution to Council for approval
2018-19			
	CDD/Planning	Complete a Wetland and Buildable Lands Inventory	Establish methodology and timeline & report to Council (organize a team)
2019			
Oct 2019	PW/WWTR	Final Design Wastewater Treatment Plant Improvements	Report to Council
2020			
	PW/Water	Upgrade Nonpareil Water Treatment Plan	Report to Council



COUNCIL COMMENTS





PUBLIC COMMENT



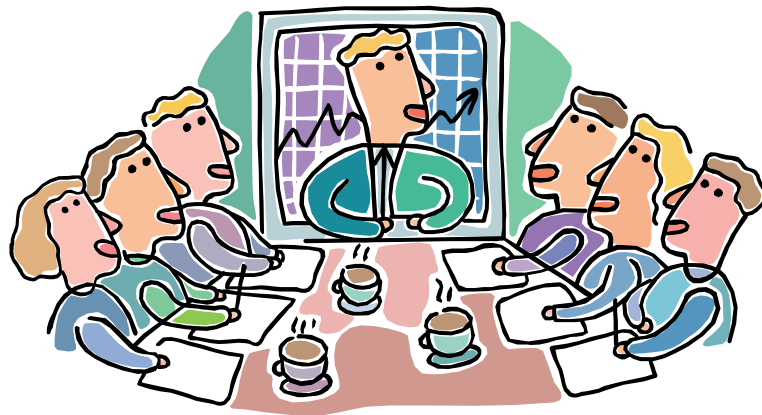


ADJOURNMENT





Executive Session





FOR YOUR INFORMATION



Diane Harris

From: Diane Harris
Sent: Wednesday, March 08, 2017 8:24 AM
To: April Ehrlich; Ashley KQEN News (ashley@bciradio.com); DC Commissioners; Douglas County News; KUGN; KYLE-KQUEN; News Desk (newsdesk@nrtoday.com); Register Guard; Roseburg Beacon; Vera Westbrook (vwestbrook@nrtoday.com)
Subject: Public Meeting Notice
Attachments: CC MAR 13.17 Meeting.pdf

Good morning!

Please see attached agenda for Sutherlin's City Council Meeting to be held March 13th!

Thank you,



Diane Harris

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