



**City of Sutherlin  
Regular Council Meeting  
Monday, June 8, 2020  
Civic Auditorium – 7:00 p.m.**

**AGENDA**

**Mayor Todd McKnight**

**Council President Boggs**

**Councilors Hamilton, Stone, Sumner, Tomlinson and Vincent**

**1. CALL TO ORDER / FLAG SALUTE**

**2. ROLL CALL**

**3. INTRODUCTION OF MEDIA**

**4. PUBLIC COMMENT**

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

**5. CONSENT AGENDA**

- a. May 11, 2020 Minutes – Regular Meeting

**6. PUBLIC HEARING**

- a. Sutherlin Urban Renewal Plan
- b. System Development Charges (SDC) Methodology (continuation of February 10, 2020 Public Hearing)
- c. Cooper Creek Estates – Plan Amendment & Zone Change (file no. 20.S002)
- d. Supplement Budget

*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.*

**7. COUNCIL BUSINESS**

- a. Ordinance No. 1078– Transportation System Plan (second reading & adoption)
- b. Ordinance – Sutherlin Urban Renewal Plan (first reading, title only)
- c. Ordinance – Cooper Creek Estates – Plan Amendment & Zone Change Approval (first reading, title only)
- d. Resolution 2020.10 – Budget Appropriations Adjustment
- e. Resolution 2020.11 – Supplemental Budget Adjustment
- f. Resolution 2020.12 – System Development Charges

**8. CITY COUNCIL COMMENT**

**9. STRATEGIC PLAN UPDATE** (Report in Council Packet)

- a. Wastewater Extension/Reimbursement District Report
- b. Painting Community Building & Library Buildings

**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**

*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**





# Consent Agenda



**CITY OF SUTHERLIN**  
**City Council Meeting**  
**Sutherlin Civic Auditorium**  
**Monday, May 11, 2020 – 7:00pm**

**COUNCIL MEMBERS:**

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

**MAYOR:** Todd McKnight

**CITY STAFF:** City Manager, Jerry Gillham

Finance Director/Asst. City Manager, Dan Wilson  
City Recorder, Diane Harris  
Deputy City Recorder, Melanie Masterfield  
Community Development Director, Brian Elliott  
Community Development Supervisor, Kristi Gilbert  
City Planner, Jamie Chartier  
Public Works Director, Aaron Swan  
Police Chief, Troy Mills  
Fire Chief, Mike Lane  
Urban Renewal Director, Pat Lynch  
City Attorney, Chad Jacobs (via Zoom)

**Audience:** Tami Trowbridge, Steve Donovan, Via Zoom - Joe Groussman

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

**Flag Salute:**

**Roll Call:** Seth Vincent - Excused

**Media:** None

**PUBLIC COMMENT** (agenda items only)

- None

**CONSENT AGENDA**

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

**MOTION** made by Councilor Tomlinson to approve Consent Agenda as presented; second by Councilor Sumner.

Discussion: None

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

Opposed: None

Motion carried unanimously.

**PUBLIC HEARING**

- **2020-21 State Revenue Sharing**

Mayor McKnight opened the Public Hearing at 7:05pm

Finance Director, Dan Wilson – This is an opportunity for interested persons to comment regarding the use of State Revenue Sharing Funds directly related in the budget.

Mayor McKnight asked if there were any public comments. No comments were given.

The Public Hearing closed at 7:06pm.

- **Transportation System Plan (TSP)**

Mayor McKnight opened the Public Hearing at 7:06pm

Community Development Supervisor, Kristi Gilbert, explained this is a long-range plan that sets the vision for the city's transportation system, facilities, and services to meet state, regional, and local needs for the next 20 years. The purpose of the 2020 TSP update is to address growth in Sutherlin as well as address regulatory changes that have occurred in the region since 2005.

Mayor McKnight asked if there were any public comments. No comments were given.

The Public Hearing closed at 7:11pm.

## **COUNCIL BUSINESS**

- **A1. Resolution No. 2020.05 – Adoption of 2020-21 Fire Budget**

(Per City Attorney, Resolution No. 2020.05 – Adoption of City Budget, needed to be broke down into three sections and required three separate votes due to conflict of interest between the Mayor and the Fire Department.)

Mayor McKnight declared an actual conflict of interest due to his brother's employment with the fire department and announced that he will abstain from discussion and voting.

Staff Report – Wilson - On April 20, 2020 the Budget Committee approved the proposed budget, in the amount of \$28,332,233 as well as the Property Tax Rate of 5.6335 per \$1,000 of assessed value and the Debt Service Fund of \$62,000. ORS No. 294 requires adoption of a resolution and to levy property taxes to enact the budget for the ensuing fiscal year.

**MOTION** made by Councilor Sumner to approve Resolution No. 2020.05 – Adoption of 2020-21 Fire Budget as presented; second by Councilor Tomlinson.

Discussion: None

In Favor: Councilors Stone, Hamilton, Tomlinson, Boggs and Sumner

Abstained: Mayor McKnight

Opposed: None

Motion carried.

- **A2. Resolution No. 2020.05 – Adoption of 2020-21 Remaining City Budget**

Wilson had no further comment.

**MOTION** made by Councilor Hamilton to approve Resolution No. 2020.05 – Adoption of 2020-21 Remaining City Budget as presented; second by Councilor Tomlinson.

Discussion:

- Councilor Sumner – Is there a concern that income due to COVID will be short? *Wilson – It's unknown at this time. A large portion of the City's revenue comes from property taxes and utility fees.*

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

Opposed: Councilor Stone

Motion carried.

- **A3. Resolution No. 2020.05 – Adoption of Resolution**

Mayor McKnight declared an actual conflict of interest due to his brother's employment with the fire department and announced that he will abstain from discussion and voting.

Wilson had nothing further to add.

**MOTION** made by Councilor Hamilton to approve Resolution No. 2020.05 – Adoption of Resolution as presented; second by Councilor Tomlinson.

Discussion: None

In Favor: Councilors Stone, Hamilton, Tomlinson, Boggs and Sumner

Abstained: Mayor McKnight

Opposed: None

Motion carried.

- **Resolution No. 2020.06 – Certifying City Services**

Staff Report – Wilson – This is the first of two resolutions required by the State in order to receive State Revenue Sharing Funds. The required Public Hearings have been held.

**MOTION** made by Councilor Stone to approve Resolution No. 2020.06 – Certifying City Services as presented; second by Councilor Boggs.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Resolution No. 2020.07 – Election to Receive State Revenue Sharing**

Staff Report – Wilson – This is the second of two resolutions that are required by the State in order to receive State Revenue Sharing Funds.

**MOTION** made by Councilor Tomlinson to approve Resolution No. 2020.07 – Election to Receive State Revenue Sharing as presented; second by Councilor Sumner.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Resolution No. 2020.08 – Robert-Lavern Street Right-of-Way Dedication**

Staff Report – City Planner, Jamie Chartier, asked Council to approve the Robert-Lavern Street Right-of-Way from Robinson Living Trust and Srikureja Living Trust.

**MOTION** made by Councilor Tomlinson to approve Resolution No. 2020.08 – Robert-Lavern Street Right-of-Way Dedication as presented; second by Councilor Boggs.

Discussion: Councilor Stone asked for clarification of map Exhibit B. *Chartier explained.*

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

Abstained: Councilor Stone due to a potential conflict of interest because he works as a building contractor in that area.

Opposed: None

Motion carried.

- **Resolution No. 2020.09 – Jaswant Avenue Right-of-Way Dedication**

Staff Report – Chartier asked Council to approve the Jaswant Avenue Right-of-Way from Robinson Living Trust and Srikureja Living Trust.

**MOTION** made by Councilor Boggs to approve Resolution No. 2020.09 – Jaswant Avenue Right-of-Way Dedication as presented; second by Councilor Tomlinson.

Discussion: None

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

Abstain: Councilor Stone due to a potential conflict of interest because he works as a building contractor in that area.

Opposed: None

Motion carried unanimously.

- **AFSCME Contract**

Staff Report – City Recorder, Diane Harris, asked for Council's approval of the 2020-2023 AFSCME SBA contract.

**MOTION** made by Councilor Tomlinson to approve AFSCME Contract as presented; second by Councilor Hamilton.

Discussion: Councilor Stone asked for clarification of the percent of COLA over the next three years.

*Harris explained that it will be a 2.5% increase each year for the next three years.*

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

Opposed: Councilor Stone  
Motion carried.

- **Ordinance – Transportation System Plan (first reading, title only)**

Harris read Ordinance by title only: “An Ordinance of the City of Sutherlin adopting an updated Transportation System Plan, amending the Sutherlin Comprehensive Plan, and amending the Sutherlin Development Code (SDC).”

Staff Report – Gilbert asked council to approve the first reading of Ordinance adopting the 2020 Transportation system Plan, Comprehensive Plan Amendment and Amendments to the Sutherlin Development Code and 136 IAMP and South Side Corridor Master Plan policies and procedures by reference.

**MOTION** made by Councilor Stone to approve Ordinance – Transportation System Plan and Exit 136 IAMP and South Side Corridor Master Plan policies and procedures by reference as presented; second by Councilor Sumner.

Discussion: None

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

Opposed: None

Motion carried unanimously.

### **WORKSHOP**

- **System Development Charges (SDC)**

Wilson introduced Steve Donovan (Rates Consultant), who gave a PowerPoint presentation. Topics discussed were:

- What are SDC's
- Date Schedule for updating SDC's
- Capital Improvement Plans
- Current Methodology and SDC Fees
- Proposed SDC Fees
- Current SDC's vs. Neighboring Communities

Donovan asked each Councilor their thoughts. Councilors Hamilton, Tomlinson and Sumner agree to raise SDC's to accommodate more infrastructure throughout town. Councilor Boggs agrees that raising rates is a good idea but not to have an income. Councilor Stone agrees to raise the rates but wants to be lower than other cities. Discussion ensued between Councilors, Gillham and Donovan.

Donovan plans to bring a resolution to Council and asked for Council consensus by June 8, 2020.

### **COUNCIL COMMENTS**

#### **Councilor Stone**

- Asked if Douglas Electric was still coming? *Gillham - Haven't heard either way.*
- Congratulated the graduating seniors

#### **Councilor Hamilton**

- None

#### **Councilor Tomlinson**

- None

#### **Councilor Boggs**

- Hole in the road at Exit 135.
- Speed limit sign at Central Park is hidden by a tree.
- Surface road out Ft. McKay is developing some holes.
- Need more speed signs on Ft. McKay Road.
- 6<sup>th</sup> Street road needs help
- Neighbors have asked about getting the street sweeper to come around the Montclair Estates subdivision.
- What steps are being taken to open City Hall? *Gillham – We have a plan to be open by June 1<sup>st</sup>.*

#### **Councilor Sumner**

- The flower baskets look fantastic.

- Asked about weeds growing in the cracks in the pavement around the park. *Gillham – Had a plan with the high school, but that fell through since COVID19, so we need to come up with another option.*

**Mayor McKnight**

- Downtown flowers look great.

**PUBLIC COMMENT**

- None

**ADJOURNMENT**

With no further business meeting adjourned at 8:15pm.

Approved: \_\_\_\_\_

Jerry Gillham, City Manager

Respectfully submitted by,

\_\_\_\_\_  
Melanie Masterfield, Deputy City Recorder

\_\_\_\_\_  
Todd McKnight, Mayor



# **PUBLIC HEARING**







126 E. Central Avenue  
Sutherlin, OR 97479  
541-459-2856  
Fax: 541-459-9363  
[www.cityofsutherlin.com](http://www.cityofsutherlin.com)

## City of Sutherlin

STAFF REPORT					
Re: Urban Renewal District (URD) Public Hearing				Meeting Date:	06/08/2020
Purpose:	Action Item <input checked="" type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
Submitted Kristi Gilbert, CDD Supervisor				City Manager Review	<input checked="" type="checkbox"/>
Attachments:	Please see Urban Renewal Staff Report for attachments as follows: Urban Renewal Ordinance with Exhibits, Urban Renewal Courses of Action, and TIF Area Projects Summary				

### WHAT IS BEING ASKED OF COUNCIL?

1. To hold a public hearing in consideration of forming a City of Sutherlin URD
2. Receive staff report as described in "Explanation" below
3. Seek public comment
4. Close public hearing

### EXPLANATION

#### **Action: Conduct a public hearing and consider a non-emergency ordinance to approve the Sutherlin Tax Increment Finance Plan**

The Sutherlin City Council is being asked to hold a public hearing and consider a non-emergency ordinance for adoption of the Sutherlin Tax Increment Finance Plan. The reason for urban renewal/tax increment financing is to provide a financing mechanism to fund improvements including Sports Park Facilities, Downtown, Industrial Park, Central Avenue Corridor and Properties at Exit 136 and Administration to allow for the future development of the Sutherlin Tax Increment Finance Plan Area (Plan Area).

The Plan Area, shown in Figure 1 of the Plan, consists of approximately 614.75 total acres: 516.24 acres of land in tax lots and 98.51 acres of public rights-of-way. It is anticipated that the Plan will take 25 years of tax increment collections to implement. The maximum amount of indebtedness (amount of tax increment financing (TIF) for projects and programs) that may be issued for the Plan is \$23,300,000. The amount of funding for projects, programs and administration in constant 2020\$ is \$15,533,346. The allocations to projects in the Plan and Report Accompanying the Sutherlin Urban Renewal Plan (Report) are predicated on this number.

The finance plan in the Report is for the purpose of establishing financial feasibility of the Plan, a requirement of ORS 457. The finance plan may be adjusted as you implement the Plan. If you are able to receive more favorable financing terms, you may be able to change the dates that the projects will occur. The process for approval included the following steps, in accordance with ORS 457.

- Preparation of a Plan including opportunity for citizen involvement. A Task Force was convened and met twice. The Agency, Planning Commission and City Council meetings were all open, public

meetings. The City Council meeting included formal notice to all utility customers and a public hearing.

- Agency review of the proposed Plan and accompanying Report on May 11, 2020.
- Review and recommendation by the Sutherlin Planning Commission for conformance to the Sutherlin Comprehensive Plan on May 19, 2020.
- Presentation of the Plan to the Douglas County Commission through the consult and confer letter. A formal briefing was offered, and the County Commission declined a formal presentation.
- Notice to citizens of consideration of an ordinance through July utility bills.
- Forwarding a copy of the proposed Plan and the Report to the governing body of each taxing district completed on April 14, 2020.
- The Sutherlin Water Control District adopted a resolution requesting specific actions as shown below. The City Council rejects these recommendations as required by ORS 457.085(5).

*1. That the Sutherlin Water Control District opts out of the TIF.*

ORS 457 is the statute governing urban renewal/TIF districts in Oregon. There is no statutory provision for allowing any taxing district to opt out of an urban renewal/TIF Plan.

*2. That the TIF financing be based on land value capture that is based on the recovery and reinvestment that results from the public investment as opposed to tax increment funding based on future revenue growth based on assessed value under the Oregon system.*

The financing for urban renewal/TIF districts is stipulated in ORS 457 and does not provide for alternate means of providing financing than through the division of taxes on growth of assessed value in the urban renewal/TIF area.

*3. That the Sutherlin Water Control Board recommend to the City of Sutherlin that the projects (e.g. Cooper Creek Community Park; Cooper Creek Trail) situated on the District's property not be included as Projects within the TIF until the City makes arrangements with the Board for leasing and management of the property.*

There are no projects scheduled on any lands owned by the SWCD.

*4. That the TIF be adjusted to exclude Projects situated on District, State, Federal or lands other than those within the City of Sutherlin or its Urban Growth Boundary.*

There are no projects proposed for District, State, Federal lands outside the City of Sutherlin nor outside its Urban Growth Boundary. All properties in the proposed TIF Area are within the City of Sutherlin city limits.

*5. The TIF funding is not used on projects for purposes authorized under the constitutionally dedicated gas tax.*

There is a project in the proposed Sutherlin TIF Plan for construction of improvements at Interstate 5 at Exit 136, specifically: Construct transportation improvements at Interstate 5 at Exit 136. These funds would kick-start the design, engineering, and construction of the Interchange Area Master Plan (IAMP) in partnership with the Oregon Department of Transportation (ODOT). At this time, it is not anticipated that State Gas Tax Revenues will be used on this STIP-recognized project.

*6. The District provides Flood Control for the City of Sutherlin, as well as those properties that are within the TIF boundaries. If this funding were taken away from the District, it could have an adverse impact on flood mapping for the city, resulting in increased insurance rates for much of the city, especially those within the TIF area boundaries.*

The City has received this comment and would like to be informed if, in the future, the District is unable to complete flood mapping. There is no intent by the City or the Sutherlin Urban Renewal Agency to provide flood control neither for the city nor for those properties within the TIF boundary, also within the city.

- Hearing by Sutherlin City Council and adoption of the proposed Plan and accompanying Report by a non-emergency ordinance. The ordinance must be a non-emergency ordinance, which means that the ordinance does not take effect until 30 days after its approval and during that period of time may be referred to Sutherlin voters if a sufficient number of signatures are obtained on a referral petition.
- The ordinance also calls for publication of a notice that the Council has adopted the ordinance, for the recording of the Plan by the Douglas County Clerk and for transmitting the Plan to the Douglas County Assessor.



The Sutherlin City Council will hold a public hearing and consider an ordinance for the adoption of the proposed Sutherlin Tax Increment Finance Plan .

**WHERE: Civic Auditorium 175 E. Everett Avenue , Sutherlin**

**WHEN: Monday, June 8, 2020 at 7:00 pm.**

A copy of the ordinance, the proposed Sutherlin Tax Increment Finance Plan and accompanying report may be obtained by contacting:

Kristi Gilbert, Community Development Supervisor at  
541-459-2856 [k.gilbert@ci.sutherlin.or.us](mailto:k.gilbert@ci.sutherlin.or.us)

The proposed maximum indebtedness for the Sutherlin Tax Increment Finance Plan is \$23,300,000. The ordinance, if approved, is subject to referendum.



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## City of Sutherlin

STAFF REPORT					
Re: System Development Charge Public Hearing				Meeting Date:	06/08/20
Purpose:	Action Item <input 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					

### WHAT IS BEING ASKED OF COUNCIL?

N/A

### EXPLANATION

This is a time for interested parties to speak on the public record, either in favor of or not, regarding the change in SDC rates.

### OPTIONS

N/A

### SUGGESTED MOTION(S)

N/A

Affidavit of Publication

**The News-Review**  
OF DOUGLAS COUNTY

Roseburg, Oregon

ISSUED DAILY EXCEPT MONDAY

STATE OF OREGON  
COUNTY OF DOUGLAS } ss.

I, BRENDA FISCHER, being first duly sworn, depose and say that I am the CHIEF FINANCIAL OFFICER, of The News-Review, a newspaper of general circulation, as defined by ORS 193.010 and 193.020; printed and published at Roseburg in the aforesaid county and state; that the \_\_\_\_\_

#5930 Legal Notice of Proposed Modification

a printed copy of which is hereto annexed, was published in the entire issue of said newspaper for 1 successive and consecutive days in the following issue:  
October 27, 2019

The fee actually charged by such newspaper for such publication is \$56.70

*Brenda Fischer*

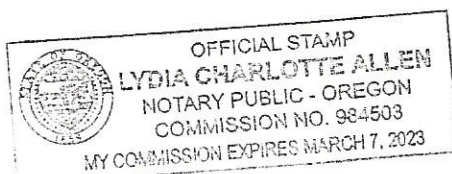
Subscribed and sworn to before me this 11<sup>th</sup> day of November, 2019.

*[Signature]*

Notary Public of Oregon

NOTICE OF PROPOSED MODIFICATION TO THE METHODOLOGY FOR CALCULATING SYSTEM DEVELOPMENT CHARGES Pursuant to ORS 223.304 (6) & (7), public notice is hereby given of the City of Sutherlin's intent to change the methodology for calculating System Development Charges (SDCs) for water, wastewater, stormwater, transportation, and parks services. A public hearing on the new methodology is scheduled before the Sutherlin City Council on February 10, 2020. The proposed methodology will be available for public review at the City's web site and at Sutherlin city hall no later than December 10, 2019. The city hall street address is 126 East Central Avenue, Sutherlin Oregon 97479. Questions concerning this matter can be referred Mr. Dan Wilson, Finance Director; (541) 459-2856 x203, or email at d.wilson@ci.sutherlin.or.us.

#5930 Pub. Dates: October 27, 2019





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[www.cityofsutherlin.com](http://www.cityofsutherlin.com)

## City of Sutherlin

STAFF REPORT					
<b>Re: Public Hearing - Plan Amendment, Zone Change &amp; Land Partition (Cooper Creek Estates), Planning File No. 20-S002</b>				Meeting Date:	06/08/2020
<b>Purpose:</b>	Action Item <input type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input checked="" type="checkbox"/>	Update <input type="checkbox"/>
<b>Submitted By:</b> Jamie Chartier, City Planner and Brian Elliott, Community Development Director				City Manager Review	<input type="checkbox"/>
<b>Attachments:</b> Planning Commission Staff Report and maps of property					

### WHAT IS BEING ASKED OF COUNCIL?

The Council will conduct a public hearing and receive written and oral testimony from parties in favor and/or opposition, as well as neutral comments for the above referenced application.

### EXPLANATION

First evidentiary public hearing was held before the Planning Commission on April 21, 2020. Planning Commission declared parties and received written and oral testimony to this action. The public hearing was followed by a unanimous vote of the Commission to recommend that Council approve requested plan amendment (from Low Density Hillside to Medium Density), zone change (from Residential Hillside to Medium Density Residential) and Land Partition, subject to reported findings of fact. Notice of the public hearing before Council was provided at least 20 days prior to the hearing, as required to Section 4.2.150.G of the Sutherlin Development Code. The subject 1.31 acre portion of land is located on South Side Road, and is described as T25S, R5W, S21BA, Tax Lot(s) 3400 and 3500; Property ID No(s). R131991 and R131992, and is addressed as 750 and 780 South Side Road.

### OPTIONS

1. Close the public hearing, or
2. Make a motion.

### SUGGESTED MOTION(S)

Not Applicable.



# City of Sutherlin

**Community Development**  
126 E. Central Avenue  
Sutherlin, OR 97479  
(541) 459-2856 Fax  
(541) 459-9363  
[www.cityofsutherlin.com](http://www.cityofsutherlin.com)

April 14, 2020

## STAFF REPORT

**TO:** Sutherlin Planning Commission

**FROM:** Jamie Chartier, City Planner

**RE:** **COOPER CREEK ESTATES LLC**, request for a Comprehensive Plan Map Amendment from Low Density Hillside to Medium Density, Zone Map Change from (RH) Residential Hillside to (R-2) Medium Density Residential together with a Land Partition on a 1.31 acre property located on South Side Road and inside the City of Sutherlin. The subject property is described as Tax Lot(s) 3400 and 3500 in Section 21BA, T25S, R5W, W.M.; Property I.D. No(s). R131991 and R131992. **PLANNING DEPARTMENT FILE NO. 20-S002.**

## INTRODUCTION

The applicant, Cooper Creek Estates LLC, is requesting a Comprehensive Plan Map Amendment from Low Density Hillside to Medium Density, Zone Map Change from (RH) Residential Hillside to (R-2) Medium Density Residential together with a Land Partition on a 1.31 acre property.

The subject property is located on South Side Road and inside the city limits. The subject property is described as Tax Lot(s) 3400 and 3500 in Section 21BA, T25S, R5W, W.M., Property I.D. No(s). R131991 and R131992. There are no structures currently located on the property.

The subject property is designated Low Density Hillside by the Sutherlin Comprehensive Plan and is zoned (RH) Residential Hillside by the Sutherlin Development Code. It is located in an area of residentially developed properties.

During the public hearing on April 21, 2020, the Planning Commission will accept public testimony and make a decision on the application after the public hearing. As part of the hearing, the Planning Commission will review the applicant's request for compliance with the Statewide Planning Goals and the general goals and policies of the Sutherlin Comprehensive Plan and the applicable criteria of the Sutherlin Development Code and adopt Findings of Fact.

After the public hearing, the Planning Commission must make a written recommendation and forward it to the City Council in the form of a Findings of Fact and Decision document, which justifies its decision and recommendation. The Council will consider the Commission's recommendation, hold a public hearing, and make a decision to grant, amend or deny the request.



## PROCEDURAL FINDINGS OF FACT

1. The Comprehensive Plan Map Amendment and Zone Map Change applications were filed with the City on January 10, 2020, and were deemed complete on January 27, 2020.
2. DLCD Notice of Proposed Amendment was submitted electronically to the Department of Land Conservation and Development on March 5, 2020, which was at least 35 days prior to the first evidentiary public hearing on April 21, 2020.
3. Pursuant to Sections 4.2.150.D.4 and 4.2.140.C, notice of the public hearing was given by publication in the News Review on April 7, 2020, which was at least fourteen (14) days prior to the date of the public hearing.
4. Notice of a Public Hearing on an application for the Comprehensive Plan Map Amendment, Zone Map Change and Land Partition before the Planning Commission was given in accordance with Sections 4.2.150.D.4 and 4.2.140.C. Notice was sent to affected property owners of record within 100 feet of the subject property, service providers, and governmental agencies on March 25, 2020.
  - a. Brian Elliott, City of Sutherlin Community Development Director, commented on the request stating, *“Consideration needs to be taken into driveway location onto South Side Road, along with the location with the intersection of Waite Street and South Side Road.”*
  - b. Micah Horowitz, ODOT Region 3, Senior Transportation Planner, commented on the request stating, *“The proposed rezone of the 1.31 proposed rezone from RH to R-2 should not affect ODOT facilities. Thanks for keeping us in the loop.”*
  - c. Douglas and Amanda Burt, adjacent property owners commented as follows:

*We are currently opposing the Plan Amendment, Zone Change and Land Partition of 750-780 South Side Road.*

*We believe this will cause several issues with the south side road traffic, possible accidents and noise. We are currently concerned with the stability of our hill and of the impact the digging may have on our property and the potential to cause a slide of our property. We would request a full copy of the geological survey before any construction is started. We are also concerned that the construction of the multiple housing units may affect our property value in a negative way, also increasing our home insurance cost due to the hazard of the ground being compromised.*

- The neighbor’s concerns are duly noted. South Side Road is classified as a collector street and is addressed within the staff report. A primary function of a collector street is to move traffic between arterials and local streets. The Sutherlin Municipal Code, Chapter 8.16 outlines nuisance requirements within the city limits. Staff is recommending to the Planning Commission that a condition be added that a geotechnical impact statement to be complete with all site development, excavation and grading. The applicant has provided a completed steep slope evaluation and geotechnical design report, this is available for you to receive a copy of. Land Division and development requirements are further addressed in this staff report.

- d. Dr Sheila Strauch and Matthew Strauch, adjacent property owners commented as follows:

*We live within the 100-foot zone of the proposed zone map change File No. 20-S002 and thus qualify as an affected party.*

*We see changing the zone from low density to medium would be a negative for our area. From looking at the plans supplied, these would be smaller duplex two-story homes. It would be safe to assume that these homes would be targeted towards a lower income demographic. Thus, affecting our property values as well as bringing less then savory people to our otherwise quiet neighborhood. We understand that Cooper Creek Estates could start building a single home there now and that is within their rights. However, the building of multiple residential homes, as well as all the ground work involved, would create4 a lot of noise pollution. We love the greenbelt that not only separates us, but also welcomes the local wildlife to us. Living on top of the hill we also have to be concerned about the structural integrity of the hill and how it may be compromised by work below us. A geological survey would have to be completed. If there is any work to be done on that hill, we would want a copy of said survey. Some of us in this area have had problems obtaining surveys and have had a large amount of ground shift, causing problems.*

*Due to the current Covid-19 outbreak and social distancing requirements we will not be able to appear at the hearing. We would also like to be notified if there will either be a rescheduling or a way online to at least hear it. We would advise against using "Zoom" platform as it has recently been shown to have many security flaws and has resulted in multiple hacking instances.*

- The neighbor's concerns are duly noted. Currently the property owner has two (2) separate lots-of-record, meaning that both tax lots are able to be developed with the current (RH) Residential Hillside zoning. Sutherlin Municipal Code, Section 8.16 addresses noise (nuisances), in residential districts the erecting (which includes excavation, demolition, alteration or repair) of any premises is permitted between the hours of seven a.m. and six p.m. The applicant has provided a steep slope evaluation and geotechnical design report as part of their application. Staff is recommending a condition remain that a geotechnical impact statement to be completed with all site development, excavation and grading. Land Division and development requirements are addressed further within the staff report.
  - The Planning Commission Meeting will be held on April 21, 2020 (7:00 pm) will be a teleconference style meeting with staff facilitating. The City has taken steps to utilize current technology to make meetings available to the public without increasing the risk of exposure. To maintain compliance with both state rulings and Oregon public meeting laws, a limited number of staff and city officials will be present.
- e. At the time of the mailing of this staff report, no written comments or remonstrance have been received.
5. Present Situation: The subject property is currently undeveloped.
6. Plan Designation: Low Density Hillside. The applicant is requesting a plan map amendment to the Medium Density Residential plan designation.
7. Zone Designation: Residential Hillside (RH). The applicant is requesting a zone map amendment to the Medium Density Residential (R-2) zoning designation.
8. Public Water: The subject property has access to public water from the City of Sutherlin within the right-of-way of South Side Road.

9. Sanitary Sewer: The subject property has access to sanitary sewer from the City of Sutherlin within the right-of-way of South Side Road.
10. Transportation System: The subject 1.31 acre property is located on the south side of South Side Road, just east of its intersection with Waite Street. South Side Road is currently designated as collector street in the Transportation System Plan.
11. Overlay: The subject property does not have any identified overlays.

**Finding:** The procedural findings noted above are adequate to support the Planning Commission's recommendation on the requested Comprehensive Plan Map Amendment, Zone Map Change and Land Partition.

## **APPLICABLE CRITERIA & FINDINGS**

The City staff finds the *applicant has provided a thorough set of findings in response* to the approval criteria for the proposed Plan Amendment and Zone Change to demonstrate that the request is consistent with the Statewide Planning Goals and the Sutherlin Comprehensive Plan and implementing ordinances. In order to avoid duplication and unnecessary time and expense, the *staff has not provided a separate staff analysis and findings pertaining to the Plan Amendment and Zone Change applications*. The Land Partition findings are addressed as follows within this staff report.

### ***~ PLAN AMENDMENT & ZONE CHANGE FINDINGS ATTACHED ~***

Based on staff review of the findings attached; a geologic impact statement is required for all site development, excavation and grading within the existing zone. Staff will be recommended as a condition of approval for the proposed medium density residential (R-2) zone.

## **LAND PARTITION ON R131991 ONLY:**

### **RESIDENTIAL DISTRICTS (PROPOSED R-2 ZONE)**

1. Residential Zone District, Medium Density Residential, R-2 Zone (Section 2.2.100):
  - a. The 0.89 acre subject property is undeveloped. The property owner intends to divide the parcel into three parcels; all will access onto South Side Road as depicted on the preliminary plan.
2. Residential Development Standards (Section 2.2.120): The Residential zoning districts fall into four categories: RH, R-1, R-2, and R-3, as denoted in SDC Section 2.2.120, and includes minimum lot area and dimensions, as well as minimum setbacks and maximum lot coverage.
  - a. For the R-2 zone, the minimum lot area is 6,000 sq. ft. for a single family non-attached lot, with a minimum lot width at frontage 40 feet for a standard lot and 20 feet for a flag lot, and a minimum lot depth of 90 feet where there is no alley right-of-way. The maximum lot coverage for development is 60 percent.

## FINDINGS:

- a. The City finds that each proposed parcel will meet the minimum lot area, lot width & lot depth of the R-2 zone. No flag lots are being created as part of this land partition. As proposed,
  - i. Parcel 1 will be 0.27 ± acres, and is currently vacant of structures.
  - ii. Parcel 2 will be 0.31 ± acres and is currently vacant of structures.
  - iii. Parcel 3 will be 0.29 ± acres and is currently vacant of structures.
- b. At the time of a new building proposal for each parcel, compliance with the setbacks and lot coverage standards of the R-2 zone will be required.

## DESIGN STANDARDS

3. **Design Standards (Section 3.1)**
  - a. 3.2.100 Vehicular Access and Circulation
  - b. 3.5.100 Infrastructure Standards
4. The access to proposed parcels will be directly onto South Side Road; South Side Road is designated as a collector road within the City's Transportation System Plan (TSP), under joint jurisdiction of Douglas County and the City of Sutherlin.

### Section 3.2 Vehicle Access and Circulation

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

**FINDING:** The City finds that the following standards apply to the subject partition. Each proposed parcel will have direct access onto South Side Road. All will be required to comply with City standards. Development on the subject property(s) will require compliance with Section 3.2.

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

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

1. *Permits for access to City streets shall be subject to review and approval by city staff based on the standards contained in this section, and the provisions*

*of section 3.5, Infrastructure Standards. Access permit applications are available at Sutherlin City Hall.*

2. *Permits for access to state highways shall be subject to review and approval by Oregon Department of Transportation (ODOT) except when ODOT has delegated this responsibility to the city. The city will coordinate with ODOT on such permits as necessary.*
3. *Permits for access to county highways shall be subject to review and approval by Douglas County. The city will coordinate with the county on such permits as necessary.*

**FINDING:** The proposed parcels have access onto South Side Road, which is an existing street identified in the Sutherlin TSP as a collector road. As a condition of approval, the applicant/property owners will be required to obtain access permit(s) from the City of Sutherlin for the proposed access locations.

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

**FINDING:** A traffic study is not required with this application since there will only be minor traffic impact on area streets with the proposed land partition. The Sutherlin TSP factored in a new population growth including some infill of existing lots.

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

**FINDING:** The proposed parcels are not expected to be closing any existing curb cuts. Three access locations are proposed, all will have direct access onto South Side Road. South Side Road is a collector road within the Sutherlin TSP requiring driveways have a minimum spacing of 250' separation. As a condition of approval, the applicant/property owner(s) will be required to obtain an access permit(s) from the city of Sutherlin for the proposed access locations.

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

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

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

1. Option 1. Access is from an existing or proposed alley or mid-block lane. If a property has access to an alley or lane, direct access to a public street is not permitted.
2. Option 2. Access is from a private street or driveway developed to city standards and connected to an adjoining property that has direct access to a public street (i.e., “shared driveway”). A joint maintenance agreement and reciprocal access easement covering the driveway shall be recorded in this case to assure access to the closest public street for all users of the private street/drive. The city may approve a private street under this option by a planned unit development (PUD), provided that public funds shall not be used to construct or maintain a private road, street, or drive. The city may require a public access easement as needed for emergency response access or refuse access.
3. Option 3. Access is from a public street adjacent to the development parcel. If practicable, the owner/developer may be required to close or consolidate an existing access point as a condition of approving a new access if the site abuts an arterial or collector street. Street accesses shall comply with the access spacing standards in subsection I, below.
4. Subdivisions Fronting Onto an Arterial Street. Subdivision lots fronting onto an arterial street shall not receive access onto the arterial street, except when alternate access (i.e., alleys or secondary streets) cannot be provided due to topographic or other physical constraints. In such cases, the city may require that access be provided by consolidating driveways for clusters of two (2) or more lots or for multiple buildings on a lot (e.g., includes flag lots and mid-block lanes).
5. Double-Frontage Lots. When a lot has frontage onto two (2) or more streets, access shall be provided first from the street with the lowest classification. For example, access shall be provided from a local street before a collector or arterial street. A second access may be permitted only as necessary to accommodate projected traffic volumes. Except for corner lots, the creation of new double-frontage lots shall be prohibited in the residential district, unless topographic or physical constraints require the formation of such lots. When a fence or wall is built adjacent to the street in this case, a landscape buffer with trees and/or shrubs and ground cover not less than ten (10) feet wide shall be provided between the fence/wall and the sidewalk or street; maintenance shall be assured by the owner (i.e., through homeowner’s association, etc.).
6. Important Cross-References to Other Code Sections. Section 3.6 requires that buildings be placed at or near the front property line in some zones, and driveways and parking areas be oriented to the side or rear yard for multiple family and commercial uses. Section 3.5.110 contains private street standards.

**FINDING:** Future residential development of duplex unit(s) or single family dwellings on the proposed parcels will be required to have off-street parking in accordance with residential standards. South Side Road is classified as a collector road that does not prohibit new access, but controlled access is preferred. The proposed access will be required to locate a driveway that meets the driveway separation standard of 250 feet from another driveway.

**H. New Street.** The City may require the dedication of public right-of-way and construction of a street (e.g., frontage road, alley or other street) when access cannot otherwise be provided from an existing street, in conformance with city standards. The city

*considers the development impact in considering whether a new street is needed. See also Section 3.5 Infrastructure Standards.*

**FINDING:** The Sutherlin TSP designates South Side Road as a collector road within an existing 80 foot right-of-way. No new streets or additional improvements are required to the street at this time.

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

- 1. Local Streets. A minimum of twenty-five (25) feet separation (as measured from the sides of the driveway/street) shall be required on local streets (i.e., streets not designated as collectors or arterials).*
- 2. Arterial and Collector Streets. Access spacing on collector and arterial streets, and at controlled intersections (i.e., with four-way stop sign or traffic signal) shall be determined based on the policies and standards contained in the city's transportation system plan.*
- 3. Special Provisions for All Streets. Direct street access may be restricted for some land use types. For example, access consolidation, shared access, and/or access separation greater than that specified by Subsections 1-2, may be required by the city, county or ODOT for the purpose of protecting the function, safety and operation of the street for all users. Where no other alternatives exist, the permitting agency may allow construction of an access connection along the property line farthest from an intersection. In such cases, directional connections (i.e., right in/out, right in only, or right out only) may be required.*

**FINDING:** The proposed parcels will each have a driveway access onto South Side Road. The Sutherlin Development Code requires that driveway access separation widths comply with the Sutherlin TSP. Therefore, as described above, the future driveway access onto South Side Road must be separated from another driveway by 250 feet.

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

**FINDING:** The City finds that proposed parcels will be allowed to access onto the public street, subject to the minimum 250 foot driveway access separation width. The Development Code requires that driveway access separation widths comply with the Sutherlin TSP.

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

1. *Shared driveways and frontage streets may be required to consolidate access onto a collector or arterial street. When shared driveways or frontage streets are required, they shall be stubbed to adjacent developable parcels to indicate future extension. "Stub" means that a driveway or street temporarily ends at the property line, but may be extended in the future as the adjacent parcel develops. "Developable" means that a parcel is either vacant or it is likely to receive additional development (i.e., due to infill or redevelopment potential).*
2. *Access easements and joint maintenance agreements (i.e., for the benefit of affected properties) shall be recorded for all shared driveways, including any pathways and landscaping along such driveways, at the time of final plat approval (section 4.4) or as a condition of site development approval (Section 4.3).*

**FINDING:** If a driveway is shared it must comply with the above standards.

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

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

*Figure 3.2.110L Street Connectivity and Formation of Blocks*

2. *Exception. Exceptions to standards in subsection L1 may be granted when blocks are divided by one or more pathway(s), in conformance with the provisions of section 3.2.120.A. Pathways shall be located to minimize out-of-direction travel by pedestrians and may be designed to accommodate bicycles.*

**FINDING:** This standard does not apply to the proposed land division since the subject parcel is 0.89 acre and is not large enough to create a block or area-wide pedestrian circulation.

**M. *Driveway Openings.*** *Driveway openings shall be the minimum width necessary to provide the required number of vehicle travel lanes (ten (10) feet for each travel lane). The following standards (i.e., as measured where the front property line meets the sidewalk or right-of-way) are required to provide adequate site access, minimize surface water runoff, and avoid conflicts between vehicles and pedestrians:*

1. *Single family, two (2) family, and three (3) family uses shall have a minimum driveway width of ten (10) feet, and a maximum width of twenty-four (24) feet, except that one (1) recreational vehicle pad driveway may be provided in addition to the standard driveway for lots containing more than seven thousand (7,000) square feet of area....*

**FINDING:** All parcels shall meet the standards listed above along with parking area standards in section 3.4 of the Sutherlin Development Code. These dimensions are required to be illustrated at the time of a building permit. No flag lots are being created with this request.



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

**FINDING:** The Sutherlin Fire Department has been notified and had no comments or concerns on this request. If a driveway will be longer than 150 feet, the future residential development will require installation of a fire access turn-around meeting the City standards, this turn-around must be depicted on the face of the plat. The nearest fire hydrant is located on the north side of South Side Road at the intersection with Waite Street, within the required 400 feet per the Oregon Uniform Fire Code and Municipal Code.

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

**FINDING:** This standard is not applicable.

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

**FINDING:** This standard is not applicable since new signs or structures are not proposed.

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

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

**FINDING:** No flag lots are proposed with this application.

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

1. Surface Options. Driveways, parking areas, aisles, and turn-arounds shall be paved with asphalt, concrete or comparable surfacing; alternatively, a durable non-paving material such as pavers, or other materials approved by the city may be used to reduce surface water runoff and protect water quality.
2. Surface Water Management. When a paved surface is used, all driveways, parking areas, aisles and turn-arounds shall have on-site collection or infiltration of surface waters to minimize sheet flow of such waters onto public rights-of-way and abutting property. Surface water facilities shall be constructed in conformance with city standards.
3. Driveway Aprons. When driveway approaches or “aprons” are required to connect driveways to the public right-of-way, they shall be constructed to city standards and paved with concrete surfacing. See subsection M, above.

**FINDING:** Driveways to any future development on the proposed parcels will be required to meet the requirements of the surface and storm water management improvements of this section and be constructed to City Standards. The design for construction of the improvements will have to be coordinated with City Public Works and be engineered.

## 5. **INFRASTRUCTURE STANDARDS**

### **SECTION 3.5.100 Purpose and Applicability.**

- A. **Purpose.** This section provides planning and design standards for transportation, sewer, water, and storm drainage infrastructure.
- B. **When Standards Apply.** All development shall be served with adequate infrastructure including transportation, sewer, water, and storm drainage, in conformance with this section and consistent with the City’s engineering design criteria.
- C. **Standard Specifications.** The City of Sutherlin general engineering requirements and standard specifications for street, storm drain, sewer, and waterline construction are incorporated in this code by reference.
- D. **Conditions of Development Approval.** No development may occur unless required public infrastructure is in place or guaranteed, in conformance with the provisions of this code. Improvements required as a condition of development approval, when not voluntarily accepted by the applicant, shall be roughly proportional to the impact of development. Findings in the development approval shall indicate how the required improvements are roughly proportional to the impact.

**FINDING:** City sanitary sewer and water service have existing lines in South Side Road; all utilities and infrastructure will have to be extended and/or installed per City standards and specifications. The design for the installation of the utilities and storm drainage will have to be coordinated and approved by the City Public Works and comply with Section 3.5 of the SDC.

### **SECTION 3.5.110: Transportation Standards.**

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

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

**FINDING:** The City finds the proposed parcels created by this land partition will have direct access onto South Side Road. No additional development standards are required at this time to construct new streets. In addition, no private streets are proposed as a part of this partition request. If a future street is to be constructed, it must be developed to City Standards before being dedicated to the City.

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

**FINDING:** The City finds that no new streets are being created by the subject land partition. South Side Road has an existing 80 foot right-of-way where the subject property accesses it, as part of planning file number SUB-2004-07-06, the additional 20' of right-of-way was dedicated (Vol. 22, PG 52 A/B). The City finds that additional dedication of right-of-way from the subject property's frontage adjoining South Side Road is not required.

**D. Creation of Access Easements.** *Access easements are only allowed with a private street or drive meeting city standards for one single family unit. Access easements are discouraged in all residential districts, unless they are an integral part of a PUD, or required by the city for access management reasons (i.e., shared driveways along arterial streets). The city may approve an access easement established by deed when the easement is necessary to provide for access and circulation in conformance with section 3.2.110 (K), Access and Circulation. Access easements shall be created and maintained in accordance with the uniform fire code, section 10.207, and shall be shown and described on any final subdivision or partition plat that requires them.*

**FINDING:** No access easements are proposed with this application. The property owner/developer shall maintain and conform to the above standards if in the future create an access easement.

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

- 1. Street grades shall be approved by the city, in accordance with the design standards in subsection N, below; and*
- 2. Where the location of a street is not shown in an existing street plan (see subsection H), the location of streets in a development shall either:*
  - a. Provide for the continuation and connection of existing streets in the surrounding areas, conforming to the street standards of this section; or*

- b. *Conform to a street plan adopted by the city council, if it is impractical to connect with existing street patterns because of particular topographical or other existing conditions of the land. Such a plan shall be based on the type of land use to be served, the volume of traffic, the capacity of adjoining streets and the need for public convenience and safety.*

**FINDING:** The City finds that partial street improvements or right-of-way dedications along the parcel frontages are impractical at this time; and therefore, are not required with this request. However, in the event that a local improvement district is formed in the future to upgrade South Side Road with improvements to meet full city street standards, the property owner/developer is required to participate in the improvements as provided for in the local improvement district provisions of the City. The required waiver to participate in such an improvement district will be a condition of approval. As the lots are developed they will be required to meet the design standards of Chapter 3.

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

1. *Street classification in the comprehensive plan/transportation system plan;*
2. *Anticipated traffic generation;*
3. *On-street parking needs;*
4. *Sidewalk and bikeway requirements based on anticipated level of use;*
5. *Requirements for placement of utilities;*
6. *Street lighting;*
7. *Minimize drainage, slope, and wetland impacts;*
8. *Street tree location, as provided for in section 3.3;*
9. *Protection of significant vegetation, as provided for in section 3.3;*
10. *Safety and comfort for motorists, bicyclists, and pedestrians;*
11. *Street furnishings (e.g., benches, lighting, bus shelters, etc.), when provided;*
12. *Access needs for emergency vehicles; and*
13. *Transition between different street widths (i.e., existing streets and new streets), as applicable.*

*(See Table 3.5.110F Street and Parkway Design Standards)*

**FINDING:** South Side Road has an existing 80 foot right-of-way where the subject property access; the street right-of-way range for a collector residential street is 58' to 62'. Planning File SUB-2004-07-06 required dedication of an additional 20' of road right-of-way, with the additional 20', the total right-of-way is 80' where it fronts the subject property. South Side Road is unimproved with no existing curbs or sidewalks, under the joint jurisdiction of Douglas County and the City of Sutherlin. The property owner/developer will be required to participate in a local improvement district to upgrade South Side Road, if said district is formed in the future.

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

1. *The City shall require the submittal of a future street plan in conjunction with an application for a subdivision or partition when the subject request could affect development of the city's future street system. The purpose of the future street plan is to facilitate orderly development of an interconnected street system, provide greater certainty to the city and neighboring property owners, and allow for future growth in conformance with the*

*comprehensive plan and transportation system plan. The plan shall show the pattern of existing and proposed future streets from the boundaries of the proposed land division and shall include other parcels within six hundred (600) feet surrounding and adjacent to the proposed land division. The street plan is not binding; rather it is intended to show potential future street extensions with future development*

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

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

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

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

**FINDING:** No streets are planned to be constructed as part of this application. Any future streets must conform to the above standards.

***I. Street Alignment and Connections.***

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

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

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

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

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

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

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

**FINDING:** The City finds that no new streets, subdivisions or developments are proposed with this partition request, therefore this criterion is not applicable. If the applicant/developer proposes a new street, it must comply with the street alignment and connection standards.

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

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

**FINDING:** This section is not applicable because no new street sections are planned to be built. If a street is to be constructed in the future, it must comply with the standards above.

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

**FINDING:** The city has found that no additional right-of-way is required to be dedicated for South Side Road, as discussed in this report.

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

- 1. The city may require a dead-end or cul-de-sac street to stub to the outer property line of the development when future street extension may be possible through redevelopment of an adjacent property (e.g., existing development on adjacent property could redevelop and allow extension in foreseeable future).*
- 2. All cul-de-sacs exceeding one hundred fifty (150) feet shall terminate with a circular or hammer-head turnaround. Circular turnarounds shall have a radius of no less forty (40) feet (i.e., from center to edge of pavement); except that turnarounds may be larger when they contain a landscaped island or parking bay in their center. When an island or parking bay is provided, there shall be a fire apparatus lane of twenty (20) feet in width; and*
- 3. The length of the cul-de-sac shall be measured along the centerline of the roadway from the near side of the intersecting street to the farthest point of the cul-de-sac.*

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

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

- 1. Curb radii shall not be less than seven hundred (700) feet on arterials, five hundred (500) feet on major collectors, three hundred fifty (350) feet on minor collectors, or one hundred (100) feet on other streets; and*
- 2. Streets intersecting with a minor collector or greater functional classification street, or streets intended to be posted with a stop sign or signalization shall provide a landing averaging five percent or less. Landings are that portion of the street within twenty (20) feet of the edge of the intersecting street at full improvement.*

**FINDING:** This section is not applicable to this request.

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

**FINDING:** Construction and/or development on the proposed parcels will be required to comply with the applicable standards outlined in Section 3.2.

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

**FINDING:** This section is not applicable because no new streets proposed that need to be named.

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

**FINDING:** This section is not applicable as no street improvements, including acceptance by the City, are required with this request.

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

**FINDING:** No new street signs are required as part of this land partition.

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

**FINDING:** This section is not applicable for this request. Future development will require compliance, as outlined above.

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

**FINDING:** This section is not applicable to this request. No new street improvements are proposed with this partition.

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

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

**FINDING:** This section is not applicable because there are no new streets are proposed.

## 6. SECTION 3.5.140 STORM DRAINAGE

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

**FINDINGS:** Storm drainage must be evaluated as part of this development, including the effect on downstream drainage and the need for drainage easements/right-of-way for the conveyance of storm water. The conditions of approval require the property owner/developer to submit a stamped certification by a



licensed engineer stating that the rate storm water drainage during and after development will not increase as a result of the proposed development, as outlined above.

7. **SECTION 3.5.160 EASEMENTS**

**Easements.** *Easements for sewers, storm drainage and water quality facilities, water mains, electric lines or other public utilities shall be dedicated on a final plat, or provided for in the deed restrictions. See also, section 4.3 Development Review and Site Plan Review, and chapter 4.4 Land Divisions and Lot Line Adjustments. The developer or applicant shall make arrangements with the city, the applicable district and each utility franchise for the provision and dedication of utility easements necessary to provide full services to the development. The city's standard minimum width for public main line utility easements shall be fifteen (15) feet unless otherwise specified by the utility company, applicable district, or city engineer.*

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

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

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

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

9. **SECTION 3.5.180 INSTALLATION**

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

*provide two (2) set(s) of “as-built” plans, in conformance with the city engineer’s specifications, for permanent filing with the city.*

- F. City Inspection.** *Improvements shall be constructed under the inspection and to the satisfaction of the city. The city may require minor changes in typical sections and details if unusual conditions arising during construction warrant such changes in the public interest. Modifications requested by the developer shall be subject to review and approval under section 4.7, Modifications to Approved Plans and Conditions of Approval. Any monuments that are disturbed before all improvements are completed by the subdivider shall be replaced prior to final acceptance of the improvements.*

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

## 10. APPROVAL CRITERIA – TENTATIVE PLAN

**SECTION 4.4.140 Approval Criteria - Tentative Plan.** The city shall approve, approve with conditions or deny a tentative plan based on the following approval criteria:

- A.** *The proposed plat name is not already recorded for another subdivision, and satisfies the provisions of ORS Chapter 92;*

**FINDING:** The City finds this criterion is not applicable because a subdivision is not proposed and partitions are not named.

- B.** *The proposed streets, roads, sidewalks, bicycle lanes, pathways, utilities, and surface water management facilities are laid out so as to uniformly transition to such facilities in existing or approved subdivisions and partitions on adjoining property as to width, general direction and in all other respects.*

**FINDING:** The City finds that South Side Road is a collector road, under the jurisdiction of Douglas County and the City of Sutherlin, which has not been fully improved to City standards. The City finds that a waiver of remonstrance for a possible future Local Improvement District (LID) to finance any improvements to South Side Road is required as a condition of approval.

- C.** *Lot Size and Residential Density. The subdivision meets the lot size and residential density standards required by the zoning district (chapter 2)*

**FINDING:** The City finds the R-2 residential lot size standards have been met as discussed earlier in this report.

- D.** *When dividing a tract into large lots or parcels (i.e. greater than two times or 200 percent the minimum lot size allowed in the underlying zoning district, the lots parcels are of such size, shape and orientation as to facilitate future re-division in accordance with the requirements of the zoning district and this code.*

**FINDING:** This section is not applicable to this request.

- E.** *Block and lot standards. All proposed blocks (i.e., one (1) or more lots bound by*

*public streets), lots and parcels conform to the specific requirements below:*

1. *All lots and blocks shall comply with the lot area, setback, and dimensional requirements of the applicable zoning district (chapter 2), and the standards of section 3.2 Access and Circulation, and the flag lot standards of section 3.2.110 (Q), if applicable.*
2. *Setbacks shall be as required by the applicable zoning district (chapter 2).*
3. *Every lot shall conform to the standards of section 3.2, Access and Circulation.*
4. *The applicant may be required to install landscaping, walls, fences, or other screening as a condition of subdivision approval. See also, chapter 2 Zoning Districts, and section 3.3, Landscaping, Street Trees, Fences and Walls.*
5. *In conformance with the uniform fire code, a twenty (20) foot width fire apparatus access drive shall be provided to serve all portions of a building that are located more than one hundred fifty (150) feet from a public right-of-way or approved access drive. See also, section 3.2 Access and Circulation.*
6. *Where a common private drive is to be provided to serve more than one lot, a reciprocal easement which will ensure access and maintenance rights shall be recorded with the approved subdivision or partition plat and the county clerk's reference number shown on the face of the plat.*

**FINDING:** The City finds the proposal complies with the R-2 zone development standards as described earlier in this report and must conform to the development standards of Section 4.4.140(E) listed above. The parcels will have direct access onto South Side Road.

**E. Minimize Flood Damage.** *All subdivisions and partitions shall be designed based on the need to minimize the risk of flood damage. No new building lots shall be created entirely within a floodway. All new lots shall be buildable without requiring development within the floodway. Development in a one hundred (100) year flood plain shall comply with federal emergency management agency requirements, including filling to elevate structures above the base flood elevation. The applicant shall be responsible for obtaining such approvals from the appropriate agency before city approval of the final plat.*

**FINDING:** The City finds the property is not located in a designated flood plain.

**F. Determination of Base Flood Elevation.** *Where a development site consists of ten (10) or more lots, or is located in or near areas prone to inundation, and the base flood elevation has not been provided or is not available from another authoritative source, it shall be prepared by a qualified professional, as determined by the Director.*

**FINDING:** The City finds that the subject site is not within a floodplain as indicated on the FEMA maps dated February 17, 2010.

**G. Need for Adequate Utilities.** *All lots created through land division shall have adequate public utilities and facilities such as sewer, gas, electrical, and water systems located and constructed to prevent or minimize flood damage to the extent practicable.*

**FINDING:** The City finds public and private utilities can be made available to the proposed parcels with.

**H. Need for Adequate Drainage.** All subdivision and partition proposals shall have adequate surface water drainage provided to reduce exposure to flood damage. Water quality or quantity control improvements may be required.

**FINDING:** The City finds this criterion is not applicable until such time as a development is proposed on each parcel and provisions for drainage are determined.

**I. Floodplain, Park, and Open Space Dedications.** Where land filling and/or development is allowed within or adjacent to the one hundred (100) year flood plain outside the zero-foot rise flood plain, and the comprehensive plan designates the subject flood plain for park, open space, or trail use, the City may require the dedication of sufficient open land area for a greenway adjoining or within the flood plain. When practicable, this area shall include portions at a suitable elevation for the construction of a pedestrian/bicycle pathway within the flood plain in accordance with the city's adopted trails plan or pedestrian and bikeway plans, as applicable. The city shall evaluate individual development proposals and determine whether the dedication of land is justified based on the development's impact to the park and/or trail system, consistent with section 3.5, and section 3.5.100.D in particular.

**FINDING:** The City finds the Sutherlin Comprehensive Plan does not designate the property as flood plain or a future park or open space development.

**K. Phased Development.** The city may approve a time schedule for developing a subdivision in phases, but in no case shall the actual construction time period (i.e., for required public improvements, utilities, streets) for any partition or subdivision phase be greater than two (2) years without reapplying for a tentative plan approval. The criteria for approving a phased land division proposal are:

1. Public facilities shall be constructed in conjunction with or prior to each phase;
2. The development and occupancy of any phase dependent on the use of temporary public facilities shall require city receipt of bonding or other assurances to cover the cost of required permanent public improvements, in accordance with Section 4.4.180. A temporary public facility is any facility not constructed to the applicable city standard;
3. The phased development shall not result in requiring the city or a third party (e.g., owners of lots) to construct public facilities that were required as part of the approved development proposal.

**FINDING:** The City finds a development phasing plan is not applicable to the partition. The applicant will have two years to finalize the proposed partition plan, as stated in the conditions of approval.

**L. Lot Size Averaging.** The city may allow residential lots or parcels less than the minimum lot size under the applicable zoning district for projects that provide common open space or active recreation land and facilities. Such open space shall provide public access easements containing paved trails. The lot or parcel sizes shall meet the following:

1. The average area for all residential lots or parcels shall not be less than that allowed by the underlying zone; and
2. No lot or parcel created under this provision shall be less than eighty (80) percent of the minimum lot size allowed in the underlying zone.

*For example, if the minimum lot size is seven thousand five hundred (7,500) square feet, the following three (3) parcels could be created as part of a single partition application: six thousand (6,000) square feet, seven thousand five hundred (7,500) square feet, and nine thousand (9,000) square feet.*

**FINDING:** The City finds this criterion is not applicable because the partition is for a total of three parcels which exceed the minimum R-2 lot size; therefore, there is no reason for the applicant to request lot averaging.

**M. Temporary Sales Office.** *A temporary sales office in conjunction with a subdivision may be approved as set forth in section 4.10.100, Temporary Uses.*

**FINDING:** The City finds this criterion is not applicable since this is a land partition.

**N. Conditions of Approval.** *The city may attach such conditions as are necessary to carry out provisions of this code, and other applicable ordinances and regulations, and may require landscape screening between uses, or access reserve strips granted to the city for the purpose of controlling access to adjoining undeveloped properties. See also, section 3.5.100.D (Infrastructure).*

**FINDING:** The City finds there are conditions necessary to assure the land division is recorded in compliance with City requirements as stated in this report. The conditions are listed below in the decision.

#### **Additional Criteria**

11. **Site Analysis (Section 4.4.130B.7):** *Wetland and floodplain, including wetland areas, streams, wildlife habitat and other areas identified by the city or natural resource regulatory as requiring protection.*

**FINDING:** There are no known wetlands on the site. Any identified wetlands on the property will require coordination with the Oregon Department of State Lands to address any necessary mitigation of wetlands.

#### **4.4.160 Final Plat Submission Requirements and Approval Criteria.**

**A. Submission Requirements.** *Final plats shall be reviewed and approved by the city prior to recording with Douglas County. The applicant shall submit the final plat within two (2) years of the approval of the tentative plan as provided by section 4.4.120. Specific information about the format and size of the plat, number of copies and other detailed information can be obtained from the city. The city will not accept as complete an application for final plat until the tentative plan has been approved.*

**B. Approval Criteria.** *By means of a Type I procedure the director shall review the final plat and shall approve or deny the final plat based on findings regarding compliance with the following criteria:*

- 1. The final plat complies with the approved tentative plan, and all conditions of approval have been satisfied;*
- 2. All public improvements required by the tentative plan have been installed and approved by the planning director. Alternatively, the developer has provided a performance guarantee in accordance with section 4.4.180;*

3. *The streets and roads for public use are dedicated without reservation or restriction other than revisionary rights upon vacation of any such street or road and easements for public utilities;*
4. *The streets and roads held for private use have been approved by the city as conforming to the tentative plan and, where applicable, the associated PUD;*
5. *The plat contains a dedication to the public of all public improvements, including but not limited to streets, public pathways and trails, access reserve strips, parks, and sewage disposal, storm drainage, and water supply systems;*
6. *The applicant has provided copies of all recorded homeowners association Codes, Covenants, and Restrictions (CC&R's), deed restrictions, private easements and agreements (e.g., for access, common areas, parking, etc.), and other recorded documents pertaining to common improvements recorded and referenced on the plat;*
7. *Water and sanitary sewer service is available to each and every lot, is provided; or bond, contract or other assurance has been provided by the subdivider to the city that such services will be installed in accordance with section 3.5, Infrastructure Standards, and the bond requirements of section 4.4.180. The amount of the bond, contract or other assurance by the subdivider shall be determined by a registered professional engineer, subject to review and approval by the city; and*
8. *The plat contains an affidavit by the surveyor who surveyed the land represented on the plat to the effect the land was correctly surveyed and marked with proper monuments as provided by ORS Chapter 92, and indicating the initial point of the survey, and giving the dimensions and kind of such monument, and its reference to some corner established by the U.S. Geological Survey or giving two or more permanent objects for identifying its location.*

**FINDING:** The City finds the applicant shall meet final plat submission requirements and approval criteria in the Sutherlin Development Code, Section 4.4.160 listed above. The applicant shall conform to all applicable requirements of Section 3.5 Infrastructure Standards of the Sutherlin Development Code.

### **LAND PARTITION DECISION**

Based on the Director's review of the material, exhibits received in evidence, and the above Findings of Fact, the requested Land Partition has been found to be in sufficient compliance with the applicable Comprehensive Plan and Sutherlin Development Code provisions to warrant tentative approval. This requested Land Partition is hereby **TENTATIVELY APPROVED**, subject to the following conditions:

1. The property owner/developer shall submit a final Land Partition Plat which substantially conforms to the approved preliminary Plan in all aspects except as specifically conditioned by the Community Development Director, as well as the general standards and survey plat requirements prescribed by the Sutherlin Development Code (SDC). Any alterations shall be reviewed by the Community Development Department.
2. The property owner(s) shall enter in a Waiver of Remonstrance Agreement with the City for the subject property agreeing to participate in a local improvement district to upgrade South Side Road to full street standards, if said district is formed in the future. The Waiver shall be recorded with Douglas County Clerk with the final partition plat. The necessary form can be obtained from the City. If said Waiver of Remonstrance Agreement has previously has been previously recorded, a copy of the recorded document must be provided to the City.

3. The property owner/developer shall obtain an access permit(s) from the City of Sutherlin for the existing and/or proposed access locations onto South Side Road.
4. The property owner/developer shall provide written verification from the City of Sutherlin that domestic water and sanitary sewer are/or will be available to serve Parcel 1, Parcel 2 and Parcel 3.
5. The property owner/developer shall clearly identify all public and private access, utility or storm water easements on the final plat, which must be in conformance with the minimum requirements of the City.
  - a. If necessary, the Director of Public Works will identify any necessary utility easements needed on the final plat.
6. All utilities shall be designed per standards to be located underground, pursuant to Section 3.5.150 of the SDC.
7. Driveway(s) exceeding 150 feet in length require adequate fire equipment access and/or turn around area shall be provided per SDC Section 3.2.110.N Fire Access and Parking Area Turn-Arounds.
8. The property owner/developer shall provide a letter from the Director of Public Works certifying that all required improvements have been constructed to standards or an Improvement Agreement and Security as defined by the Sutherlin Development Code have been met.
9. Developer shall submit a stamped certification by a licensed engineer stating that the rate of storm water drainage during and after development will not increase as a result of the proposed development. The certification shall further state that the developer will adhere to all applicable storm drainage, grading, erosion, and sediment control requirements. The City may impose conditions of approval and/or require submittal of engineered plans that demonstrate there will be no impact to neighboring properties.
10. Land Partition is subject to City Council's approval of the submitted Plan Amendment and Zone Change applications.
11. The property owner/developer shall meet all requirements of final plat submission and approval criteria in Section 4.4.160 of the SDC. The final plat shall be filed within two (2) years of this approval, unless an extension is granted pursuant to Section 4.4.120 of the SDC.
12. An electronic copy (pdf) of the recorded final partition plat shall be submitted to the Sutherlin Community Development Department within 10 days after recording.

#### **ADVISORY STATEMENTS**

13. The property owner/developer shall comply with applicable local, county, state and federal regulations as applicable to the partition.
14. At the time of a building permit proposal on any of the new parcels, the permit shall indicate compliance with Development Code Section 2.2 R-2 building setbacks and lot coverage requirements; and the requirements of Development Code Section 3.2 Access and Circulation.

- a. Where a street or driveway is to be paved, the building permit application shall include provisions for on-site storm water collection or infiltration in accordance with city specifications.
- b. Sidewalks to be construction to City Standards.
- c. Driveways must maintain a minimum of 250' separation per the Sutherlin TSP.

## **DECISION OPTIONS**

Based on the Applicant's findings, the City Staff Report and the testimony and evidence provided during the public hearing, the Planning Commission can move to either:

1. Close the public hearing and, after deliberating on the matter, pass a motion to **recommend** to the City Council **approval** of the requested Comprehensive Plan Map, Zoning Map Amendments and Land Partition on the subject 1.31 acre property, subject to the following conditions:

### **PLAN AMENDMENT and ZONE CHANGE:**

1. Geologic Impact Statement from a qualified geotechnical engineer or geological consultant meeting Section(s) 2.6.210 (RH Zone and slopes greater than 12% - Development Standards) and 2.6.220 (Site Development, Excavation, Grading – In all zones) of the Sutherlin Development Code must be submitted and attached to each Planning Clearance Worksheet.

### **LAND PARTITION:**

1. The property owner/developer shall submit a final Land Partition Plat which substantially conforms to the approved preliminary Plan in all aspects except as specifically conditioned by the Community Development Director, as well as the general standards and survey plat requirements prescribed by the Sutherlin Development Code (SDC). Any alterations shall be reviewed by the Community Development Department.
2. The property owner(s) shall enter in a Waiver of Remonstrance Agreement with the City for the subject property agreeing to participate in a local improvement district to upgrade South Side Road to full street standards, if said district is formed in the future. The Waiver shall be recorded with Douglas County Clerk with the final partition plat. The necessary form can be obtained from the City. If said Waiver of Remonstrance Agreement has been previously recorded, a copy of the recorded document must be provided to the City.
3. The property owner/developer shall obtain an access permit(s) from the City of Sutherlin for the existing and/or proposed access locations onto South Side Road.
4. The property owner/developer shall provide written verification from the City of Sutherlin that domestic water and sanitary sewer are/or will be available to serve Parcel 1, Parcel 2 and Parcel 3.
5. The property owner/developer shall clearly identify all public and private access, utility or storm water easements on the final plat, which must be in conformance with the minimum requirements of the City.
  - a. If necessary, the Director of Public Works will identify any necessary utility easements needed on the final plat.



6. All utilities shall be designed per standards to be located underground, pursuant to Section 3.5.150 of the SDC.
7. Driveway(s) exceeding 150 feet in length require adequate fire equipment access and/or turn around area shall be provided per SDC Section 3.2.110.N Fire Access and Parking Area Turn-Arounds.
8. The property owner/developer shall provide a letter from the Director of Public Works certifying that all required improvements have been constructed to standards or an Improvement Agreement and Security as defined by the Sutherlin Development Code have been met.
9. Developer shall submit a stamped certification by a licensed engineer stating that the rate of storm water drainage during and after development will not increase as a result of the proposed development. The certification shall further state that the developer will adhere to all applicable storm drainage, grading, erosion, and sediment control requirements. The City may impose conditions of approval and/or require submittal of engineered plans that demonstrate there will be no impact to neighboring properties.
10. Land Partition is subject to City Council's approval of the submitted Plan Amendment and Zone Change applications.
11. The property owner/developer shall meet all requirements of final plat submission and approval criteria in Section 4.4.160 of the SDC. The final plat shall be filed within two (2) years of this approval, unless an extension is granted pursuant to Section 4.4.120 of the SDC.
12. An electronic copy (pdf) of the recorded final partition plat shall be submitted to the Sutherlin Community Development Department within 10 days after recording.

## ADVISORY STATEMENTS

13. The property owner/developer shall comply with applicable local, county, state and federal regulations as applicable to the partition.
14. At the time of a building permit proposal on any of the new parcels, the permit shall indicate compliance with Development Code Section 2.2 R-2 building setbacks and lot coverage requirements; and the driveway separation, surface improvement and storm water runoff requirements of Development Code Section 3.2 Access and Circulation.
  - a. Where a street or driveway is to be paved, the building permit application shall include provisions for on-site storm water collection or infiltration in accordance with city specifications.
  - b. Sidewalks to be constructed to city standards.
  - c. Driveways must maintain a minimum of 250' separation per the Sutherlin TSP.
2. Close the public hearing and, after deliberating on the matter, pass a motion to **recommend** to the City Council **approval** of the requested Comprehensive Plan Map, Zoning Map amendments and Land Partition subject to **modifications or additional conditions**; or

3. Pass a motion to **continue the public hearing** to a specified date and time, or to close the public hearing and to leave the record open to a specified date and time for submittal of additional evidence and rebuttal; or
4. Close the public hearing and, after deliberating on the matter, pass a motion to **recommend denial** of the requested Comprehensive Plan Map, Zoning Map amendments and Land Partition on the grounds that the proposal does not satisfy the applicable approval criteria.

## CONCLUSION

City Staff recommends that the Commission forward a recommendation for approval (option number 1) to the Sutherlin City Council of the requested Comprehensive Plan Map Amendment from Low Density Hillside to Medium Density, Zone Map Change from (RH) Residential Hillside to (R-2) Medium Density Residential and Land Partition on the subject 1.31 acre property.

## STAFF EXHIBITS

1. Notice of Public Hearing
2. Property Owners within 100 Feet and Public Utility Agencies
3. DLCD Notice of Proposed Amendment
4. Copy of legal notice posted in the *News Review*
5. Staff Report with Responses Attached
6. Comprehensive Plan, Zone Change and Land Partition application(s) and attachments
7. Vicinity Map
8. Assessor Maps
9. Comprehensive Plan Map
10. Zoning Map
11. Aerial Photograph

N:\Planning\2020 Land Use\20-S002 COOPER CREEK ESTATES PA ZC LP\20-S002\_Cooper Creek\_PAZCLP\_PC staff report only.docx

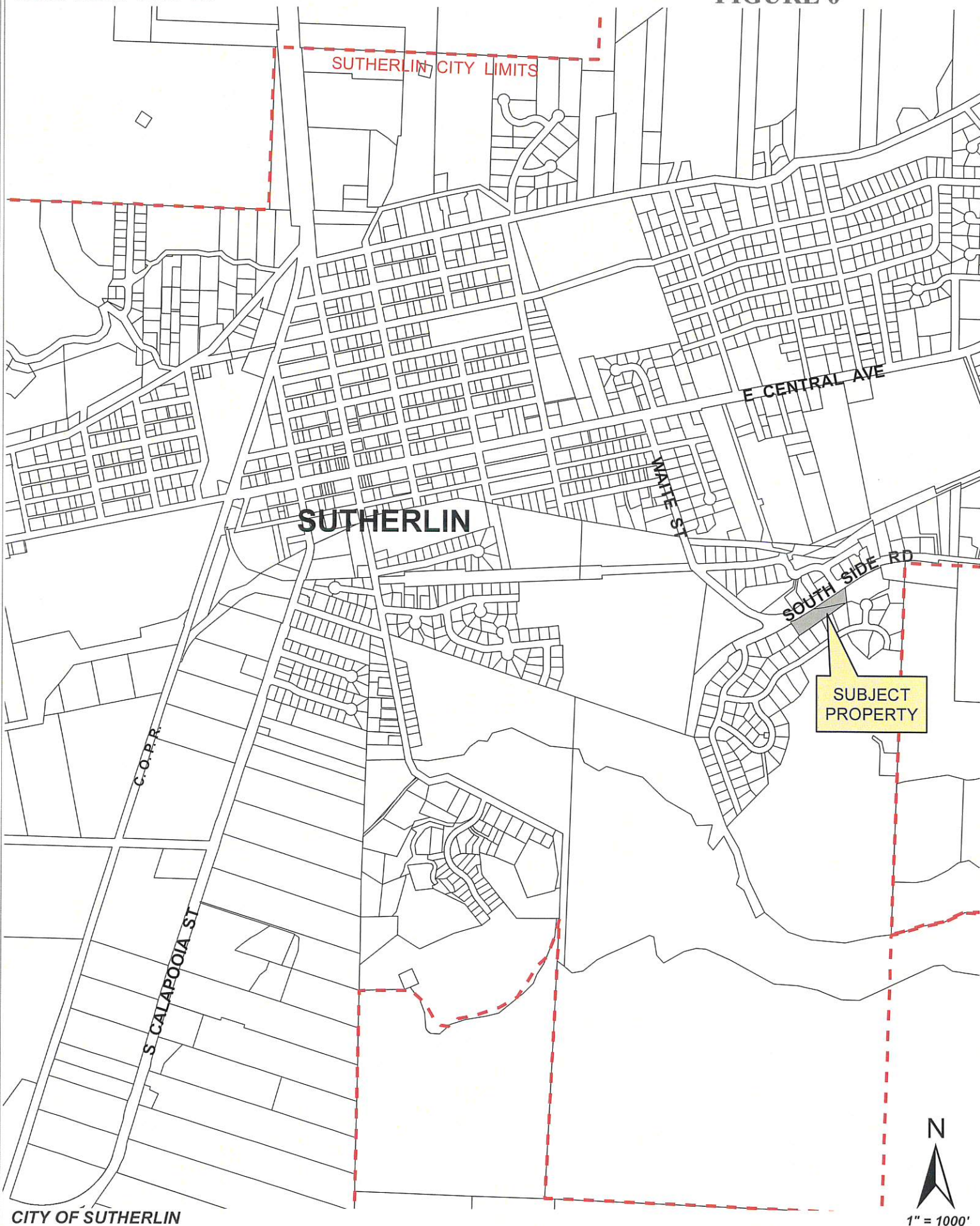
## **I. INTRODUCTION & BACKGROUND**

This matter comes before the City of Sutherlin Planning Commission on application filed by Cooper Creek Estates LLC, herein referred to as Applicant, which is the owner of the subject property. The subject 1.31 acres property is two parcels created by Land Partition and subsequent boundary line adjustment and is located on South Side Road across from its intersection from Sea Street in the eastern portion of city of Sutherlin (See Figure 0 – Vicinity Map following this page) The subject property undeveloped and is identified in the Douglas County Assessor's records as Tax Lots 3400 and 3500, Section 21BA, Township 25S, Range 5W, W.M., Account Nos. R131991 and R131992. (See Attachment A - copy of legal description for the area proposed for amendment).

Applicant is proposing an amendment to the Sutherlin Urban Area Comprehensive Plan map designation from "Residential Hillside" to "Medium Density", together with a concurrent zone change from Residential Hillside (RH) to Medium Density Residential (R2), on the property described above.

Applicant intends to develop the ownership with multiple-family housing units under the proposed zoning. (See Figure 1 - development plan with circulation and topography) following this page. The proposed development will be similar in nature to other residential development in the area.

The subject property is in the eastern part of Sutherlin and is designated for residential hillside development by the City. It is located near the eastern edge of the city and is a mixed-use area comprised of -family units, a mobile home subdivision and multiple family uses surrounding the property. Properties to the north, and east are zoned and developed with larger single-family residences. The land immediately to the east is undeveloped. The land on the north side of Southside Road is a manufactured home subdivision.



A copy of the City of Sutherlin zoning map is included to generally identify the land uses and the area surrounding the subject property. (See Figure 2 – Zoning Map following this page)

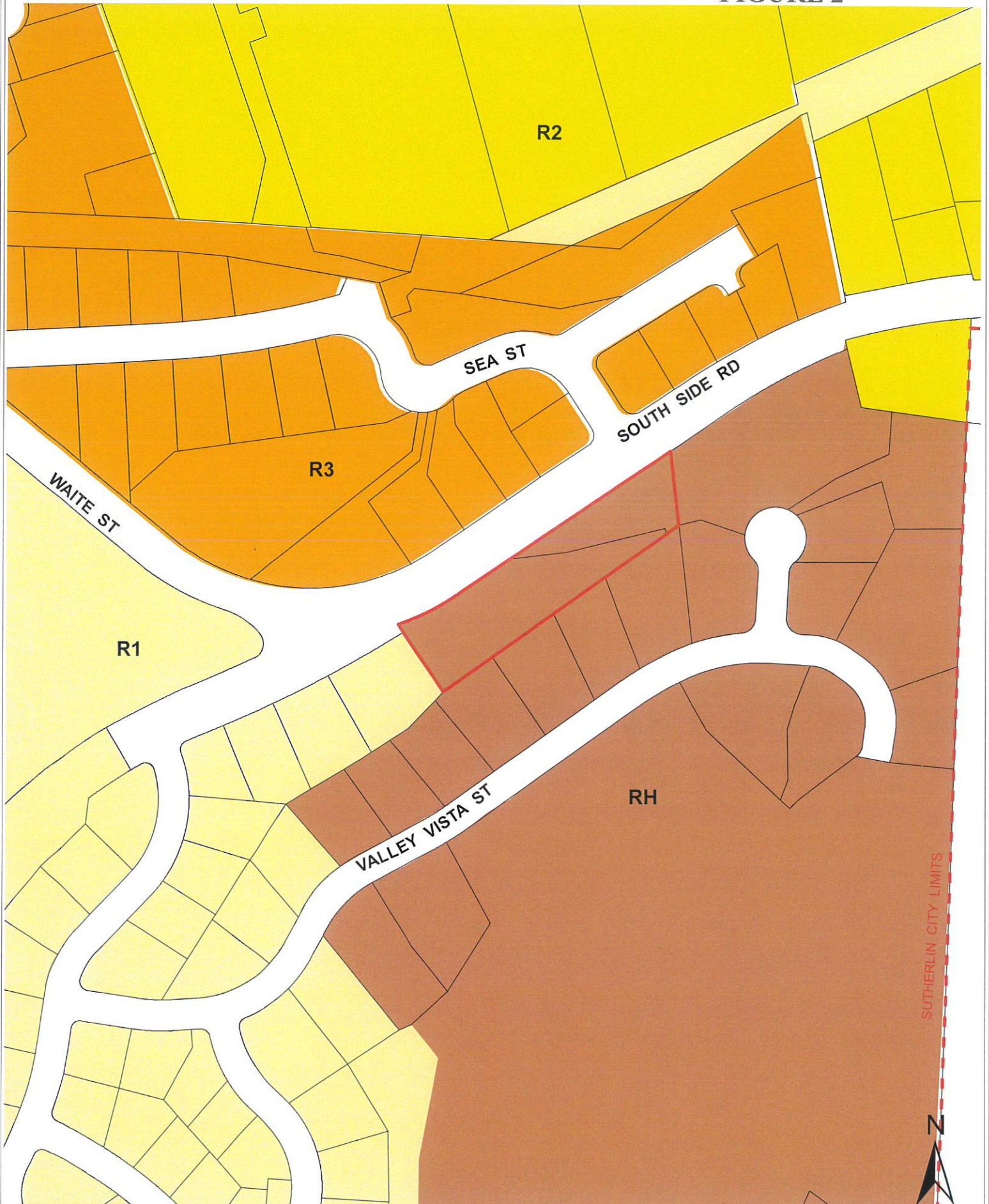
## **A. Comprehensive Plan Amendment Criteria**

Proposed amendments to the Sutherlin Urban Area Comprehensive Plan are subject to review by the Sutherlin Planning Commission, and ultimately must be reviewed and approved by the Sutherlin City Council. After receiving and accepting Applicant's request for an amendment to the Comprehensive Plan, the City is required to give notice of the proposed amendment to the Oregon Department of Land Conservation and Development (DLCD) at least 35 days prior to the first scheduled public hearing on the matter. Any amendment of the Comprehensive Plan must be reviewed by DLCD to ensure that the proposed action meets the criteria established under the statewide planning goals and applicable administrative rules.

The specific procedures and criteria for reviewing a proposed Comprehensive Plan Amendment are set forth in the Sutherlin Urban Area Comprehensive Plan, the Sutherlin Municipal Code and the administrative rules that have been adopted by the Land Conservation and Development Commission (LCDC).

The Sutherlin Urban Area Comprehensive Plan, like other Comprehensive Plans, is generally understood to require that two basic standards, or criteria, be addressed prior to approving a proposed amendment to the Plan. Generally stated, these criteria require amendments to the Plan to be supported by Findings of Fact which demonstrate that the amendment is consistent with all applicable statewide planning goals adopted by LCDC; and, that the amendment is consistent with the written policies contained within the Comprehensive Plan document itself along with supporting inventory documents and facility plans. If the City proposes to take an exception to any of the statewide planning goals, Findings of Fact showing why the exception is justified must also be adopted. In the following sections of this supplemental application document, Applicant proposes Findings of Fact which demonstrate that the proposed amendment is





consistent with all applicable Statewide Planning Goals. Consequently, no goal exceptions are proposed.

## **II. COMPLIANCE WITH THE STATEWIDE PLANNING GOALS**

### **Plan Amendment Criteria No. 1 - Conformity with Statewide Planning Goals.**

The Statewide Planning Goals have been acknowledged as being applicable to the City of Sutherlin Comprehensive Plan. A proposal to amend the Comprehensive Plan and Zone must comply with all applicable Statewide Planning Goals unless an exception to one or more of the goals is proposed. There is no exception being proposed as part of this application. The City of Sutherlin must make a finding that Applicant's proposal complies with each of the relevant goals. The following information regarding the Statewide Planning Goals shows how this request complies with them.

#### **Goal No. 1 - Citizen Involvement**

*To ensure the opportunity for citizen involvement in all phases of the planning process.*

The City of Sutherlin will provide written notice of the requested Comprehensive Plan Amendment and Zone Change to surrounding property owners within 100 feet of the subject property and will cause public notice of the request and public hearing to be published in the local newspaper at least ten days prior to the first evidentiary hearing. These various forms of individual and public notice assure that local citizens have an opportunity to become informed about, and participate in, the public hearing process. The requested Comprehensive Plan Amendment and Zone Change are being processed in a manner that assures full compliance with Statewide Goal No. 1.

#### **Goal No. 2 - Land Use Planning**

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

The City of Sutherlin has established policies and procedures which require a detailed evaluation of proposals to amend its Comprehensive Plan. Specific criteria and standards have been set forth against which Applicant's amendment request must be evaluated in light of relevant Findings of Fact. The City's ultimate decision in this matter will be based on the weight of those relevant Findings of Fact. The requested Comprehensive Plan Amendment and Zone Change is being evaluated in a manner that assures full compliance with Statewide Goal No. 2.

### **Goal No. 3 - Agricultural Lands**

*To preserve and maintain agricultural lands.*

There has previously been a legislative determination by the City of Sutherlin via adoption of the Sutherlin Urban Area Comprehensive Plan that the subject property is not agricultural land. This finding is validated by the fact that the site is irrevocably committed to urban use because the site is within the Sutherlin city limits and Urban Growth Boundary and has been given an urban land use designation. The Statewide Agricultural Goal is not applicable to this proposed Comprehensive Plan Amendment and Zone Change.

### **Goal 4 - Forest Lands**

*To preserve forest lands for forest use.*

There has previously been a legislative determination by the City of Sutherlin via adoption of the Comprehensive Plan that the subject property is not forest land. This finding is validated by the fact that the site is irrevocably committed to urban use, and by the fact that the site is within the Sutherlin city limits and Urban Growth Boundary with an urban land use designation. Statewide Goal No. 4 is not applicable to this proposed Plan amendment and zone change.

### **Goal No. 5 - Open Space, Scenic and Historic Areas, and Natural Resources**

*To conserve open space and protect natural and scenic resources.*



Goal 5 addresses a variety of resources not specifically covered by other statewide planning goals and sets out a process requiring inventory and evaluation of potential resources. Steps in the process require that the level of significance of potential resources be determined, and if an identified resource appears to be significant, further evaluation is required. Such evaluation may lead to alternative courses of action, including fully protecting the identified resource.

Goal 5 addresses the following resources:

1. Open space.
2. Mineral and aggregate resources.
3. Energy resources.
4. Fish and wildlife areas and habitats.
5. Ecologically and scientifically significant resources.
6. Outstanding scenic views and sites.
7. Water areas, wetlands, watersheds and groundwater resources.
8. Wilderness areas.
9. Historic areas, sites, structures and objects.
10. Cultural areas.
11. Oregon recreational trails.
12. Wild and scenic waterways.

All of the lands within and surrounding the city limits and urban growth boundary, including the lands within the subject site, have previously been subjected to extensive surveys intended to inventory and evaluate all Goal 5 resources. These inventories, which are incorporated into the both Sutherlin Urban Area Comprehensive Plan and the Douglas County Comprehensive Plan, have previously received acknowledgment of compliance with Statewide Goal 5. The subject property has not been included in any inventory of needed open space or scenic areas as defined by Goal 5, nor has it been identified in the Comprehensive Plan as having any historic, cultural or natural resources which need to be preserved and/or protected. This previous determination has been reviewed and accepted by the Oregon Department of Fish and Wildlife with respect to potential fish and wildlife habitat on the site, as well as by other state agencies having jurisdiction

over other natural resources that might exist on the site. Nevertheless, Applicant has conducted an independent evaluation of the potential impact of the proposed Plan amendment on Goal 5 resources and propose the following findings:

**A. Land Needed or Desirable for Open Space**

The need or desirability of the subject site for use as open space land was adequately addressed prior to its original inclusion in the city. There was a legislation determination at that time that the property contains no special topographic, vegetative or other natural features which would make it needed or desirable for open space use.

**B. Mineral and Aggregate Resources**

No known mineral or aggregate resources have been identified on or in the vicinity of the subject site.

**C. Energy Sources**

Goal 5 energy resources refers to sites and resources for the generation of energy (i.e. natural gas, oil, coal, hydroelectric, geothermal, uranium, and solar). No known energy sources have been identified on or in the vicinity of the subject property. The property does have solar access, but no more so than most other land in the urban area.

**D. Fish and Wildlife Areas and Habitat**

The subject site is not located near any streams identified as a scenic, recreational and natural resource of the Sutherlin area by the Comprehensive Plan. There are no scenic, recreational or natural resources that require protection.

**E. Ecologically and Scientifically Significant Natural Areas**

No identified ecologically or scientifically significant natural areas are present on or in the vicinity of the subject site.

**F. Outstanding Scenic Views and Sites**

No identified scenic views or sites exist on the subject property. As noted under Open Space,

above, the site has so much in common with many other locations in the general area that its scenic value is not considered unique or significant. The property possesses no prominent topographic features or vegetation which would otherwise give it scenic significance.

**G. Water Areas, Wetlands, Watersheds, and Groundwater Resources**

The subject property contains no inventoried water areas, watersheds or identified groundwater resources that have been determined through the plan process to be needed and or protected for their resource values.

The U. S. Fish and Wildlife Service has completed mapping of wetlands in the City of Sutherlin under the National Wetlands Inventory (NWI) program. The NWI mapping indicates that there are no areas of mapped wetlands on the subject property. A copy of the NWI map is included in this document (Figure 3). The Federal Flood Insurance Rate Map for the area shows that the elevation of the property puts it outside any identified 100 year flood plain area (see Goal 7 for discussion).

**H. Wilderness Areas**

The subject site is not within, adjacent to, or part of, a designated wilderness area.

**I. Historic Areas, Sites, Structures, and Objects**

There are no identified or inventoried historic structures or objects on, or adjacent to, the subject property.

**J. Cultural Areas**

There are no identified or inventoried archaeological or cultural resources on the subject site.

**K. Potential and Approved Oregon Recreation Trails**

There are no designated or planned recreational trails on or adjacent to the subject site.

**L. Wild and Scenic Waterways**

The site is not within any designated or planned wild and scenic waterway, nor has such a





December 30, 2019

**Wetlands**

- Estuarine and Marine Deepwater
- Estuarine and Marine Wetland

- Freshwater Emergent Wetland
- Freshwater Forested/Shrub Wetland
- Freshwater Pond

- Lake
- Other
- Riverine

This map is for general reference only. The US Fish and Wildlife Service is not responsible for the accuracy or currentness of the base data shown on this map. All wetlands related data should be used in accordance with the layer metadata found on the Wetlands Mapper web site.

designation been given to other lands or resources in the general vicinity of the subject property.

The subject property has not been included in any inventory of needed open space or scenic areas, nor has it been identified in the Comprehensive Plan as having any historic or cultural resources which need to be preserved and/or protected. Further, the property will be developed to protect any significant natural resources in accordance with the provisions of the Comprehensive Plan. Based on the foregoing findings, the requested Plan Amendment and Zone Change will not conflict with any identified Goal 5 resources.

### **Goal No. 6 - Air, Water and Land Resources Quality**

*To maintain and improve the quality of the air, water and land resources of the state.*

Statewide Goal 6 requires that air, land and water resources of the state be maintained and improved by assuring that future development, in conjunction with existing development, does not violate applicable state and federal environmental quality standards, and does not exceed the carrying capacity of local air sheds, degrade land resources or threaten the availability of such resources. There has been a previous legislative determination by the City of Sutherlin that development of the subject property with urban uses will not result in degradation of air, water and land resources within the Sutherlin urban area or the state of Oregon. The subject property is situated in an area where the full range of urban services is available, including public water, public sewer and storm drainage systems (either above or in ground). Furthermore, the City of Sutherlin has sufficient regulatory measures in place so as to ensure that subsequent development of the site with urban uses will not result in deleterious or unanticipated impacts on the air, water and land resources of the urban area. The requested amendment is being evaluated in a manner that assures compliance with Statewide Goal No. 6.

### **Goal No. 7 - Areas Subject to Natural Disasters and Hazards**

*To protect life and property from natural disasters and hazards.*

The subject property has not been identified in any inventory of areas which have the likely potential to be subjected to natural disasters and hazards. The elevation of the site puts it well above any identified flood plain and any danger of flooding. The property proposed for amendment is gently sloping on its northern portion increasing in slope to and through its south boundary. The land is similar in topography to adjoining and nearby properties that are already planned and zoned for the similar uses as contemplated by Applicant. Since the southern portion of the ownership is steeper in nature, Applicant retained the services of The Galli Group to complete a geo-technical analysis of the site to determine its suitability for the contemplated development. The reviewer states: *In our professional opinion the subject site meets requirements of the development for construction of homes and garages with associated driveways, walks and patios.* As stated, the site review found that the land is suitable for the proposed development subject to a number of development actions necessary at the time of construction (See Attachment B – Galli Group Report). Applicant also obtained a site drainage analysis to address concerns regarding off-site impacts of future site development, i.e. Engineering completed the required analysis and determined *All drains will be piped to swales or detention basins, located within the parcels...Stormwater will not discharge to adjacent properties.* (See Attachment E Site Drainage – i.e. Engineering Letter).

Also, the City of Sutherlin has adopted specific review and development standards for all properties within the city to ensure that their development and use does not pose a hazard to life and property. Any subsequent development of the subject property will be subject to such review and will be required to fully comply with all applicable development regulations. The requested amendment will not conflict with the purpose and intent of Statewide Goal No. 7.

### **Goal No. 8 - Recreational Needs**

*To satisfy the recreational needs of the citizens of the state.*

There has been a previous legislative determination by the City of Sutherlin through its comprehensive planning process that the subject property is not needed for recreational facilities



or opportunities. Identified recreational needs have been provided for on other sites within the Sutherlin urban area. The proposed amendment will not conflict Statewide Goal No. 8.

### **Goal No. 9 - Economy of the State**

*To diversify and improve the economy of the state.*

The Statewide Economic Development Goal is intended to be applied on an urban area-wide basis and requires that future economic growth be accommodated, in part, by ensuring that there is sufficient suitable land planned and zoned for commercial and industrial uses. Goal 9 specifically requires that local land use plans “provide for at least an adequate supply of sites of suitable sizes, types, locations, and service levels for a variety of industrial and commercial uses consistent with plan policies.”

Commercial and industrial zoning has been applied to lands containing existing commercial and industrial uses, as well as to an appropriate amount of undeveloped land that is intended to accommodate future commercial and industrial development within the Sutherlin urban area. The Sutherlin Urban Area Comprehensive Plan contains specific policies to ensure that opportunities for economic development are enhanced in the Sutherlin urban area. The subject property is already designated for residential uses and Applicant’s request will not impact the current inventory of commercial or industrial lands in the city. The proposed Plan Amendment will not conflict with the Statewide Economic Development Goal.

### **Goal No. 10 - Housing**

*To provide for the housing needs of the citizens of the state.*

The primary purpose of Goal 10, within the context of amending the Comprehensive Plan, is to ensure that sufficient buildable land is available to allow for the full range of housing needs within the urban area and to avoid creating shortages of residential land which could artificially restrict market choices in housing type, price range or location. The subject property is currently

planned Residential Hillside and is zoned RH. The current plan designation for area proposed for amendment allows up to 3.63 dwelling units per acre under its current plan designation. Applicant is requesting the RM plan which provides for up to 14.52 dwelling units per acre. The proposed Plan Amendment and Zone Change, and subsequent development of the site with duplex or multiple family units will enhance the present inventory of developable residential land, and will, therefore, increase potential future opportunities to provide additional higher-density housing.

On the basis of the foregoing facts and analysis, the increase in the allowed residential density of the subject parcel from the present inventory of available residential land will increase housing opportunities in the urban area. The proposed Plan Amendment and Zone Change is consistent with both purpose and intent of the Statewide Housing Goal.

### **Goal No. 11 - Public Facilities and Service**

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

Public facilities and services within the Sutherlin urban area are provided by the City of Sutherlin, Douglas County and several special districts. Policies concerning the coordination, timing and location of public facilities and services in the urban area are contained within the Public Facilities and Land Use Elements of the Comprehensive Plan. Specific measures intended to implement these policies are contained in various inter-governmental agreements, including the Sutherlin/Douglas County Urban Growth Management Agreement.

Properties within the urban area receive sewer service from the City of Sutherlin. The City maintains an existing 8-inch sewer main that runs through the property and then along Southside Road. Applicant has consulted with the City regarding the of sanitary sewer service from the existing main to the subject property for the type of development contemplated. The City indicates that sewer service is available to the subject property with the cost of extending new service into the site being Applicant's responsibility.



Water service to the subject site is provided by the City of Sutherlin via an existing 8-inch main that runs along Southside Road. Applicant has coordinated water improvements with the City of Sutherlin to assure proper location for installing a service line sufficient to serve the contemplated residential development.

The existing facilities are sized to provide the property with a supply of water that is adequate for anticipated residential service and for fire protection. Fire protection service is provided by the City of Sutherlin Fire Department. An existing fire hydrant is located on the north side of Southside Road near the northwest corner of the subject property. Police services in the area are provided by the City of Sutherlin Police Department. Street maintenance, storm drainage and street lighting in the area are also provided by the City of Sutherlin. The design and installation of onsite storm drainage facilities, if required, will be the responsibility of Applicant at the time of development. Plans for the installation of these and any other on-site and off-site facilities will be subject to review and approval of the City of Sutherlin and any other agency having jurisdiction over public facilities and services in the area.

On the basis of the foregoing facts, the requested plan amendment and zone change will not adversely impact the present or future provision of public facilities and services in the area. The full range of urban services appropriate for the subject property's proposed residential designation is available and can be provided in a timely, orderly and efficient manner consistent with the purpose and intent of Statewide Goal No. 11.

This conclusion is based on consideration of the existing public service delivery systems and plans that are in place in the area to ensure coordination of the types, locations and delivery of the public facilities and services needed to support existing and proposed land uses in the area.

## **Goal No. 12 - Transportation**

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

Specific transportation-related policies and development standards are included within Sutherlin's Comprehensive Plan and land use ordinances. The applicable development standards assure that the intent of the statewide transportation goal is implemented through the application of local transportation standards at the time of development. The intent of Statewide Goal 12 is also implemented on a site-specific basis by the Transportation Planning Rule (TPR) as set out under Oregon Administrative Rules, Chapter 660, Division 12. OAR 660-12-060(1) requires that "*Amendments to functional plans, acknowledged comprehensive plans, and land use regulations which significantly affect a transportation facility shall assure that allowed land uses are consistent with the identified function, capacity, and performance standards (e.g. level of service, volume to capacity ratio, etc.) of the facility*".

In order to determine whether a proposed Comprehensive Plan amendment will significantly affect a transportation facility, the TPR establishes a set of specific criteria against which the proposed amendment is to be evaluated. The TPR states that "*a plan or land use regulation amendment significantly affects a transportation facility if it:*

- a) Changes the functional classification of an existing or planned transportation facility;*
- b) Changes standards implementing a functional classification system;*
- c) Allows types or levels of land uses which would result in levels of travel or access which are inconsistent with the functional classification of a transportation facility;*  
*or*
- d) Would reduce the performance standards of the facility below the minimum acceptable level identified in the TSP.*

Estimates of the average number of daily vehicle trips generated by a specific land use can be obtained from a number of reliable sources. One of the commonly referenced source for such data is Trip Generation, published by the Institute of Transportation Engineers (ITE). Average daily trip generation rates published by ITE are based primarily on field data obtained from direct observation of actual land use activities. Trip generation rates are reported as an average of vehicle counts taken at numerous sites having the same classification of land use. Trip

generation rates are often broken down into specific time frames, such as “Average Daily Trips (ADT)”, “Average Peak Hour Trips”, and “AM and PM Peak Hour Trips”. For most land use activities, including both multi-family residential and duplexes uses, ITE defines an “average daily trip” as a one-way vehicular movement between a single origin and a single destination.

Applicant’s proposed zone change from RH to R2 on the subject site will facilitate construction of additional residential housing units as set forth on the conceptual site plan included in this application. The subject site proposed for amendment will accommodate up to four additional residential units considering site conditions and limitation. (See Figure 1)

Comparison of the trip generation of the proposed housing under the proposed R2 zoning with potential uses under the current RH zoning demonstrates a slight increase in the potential traffic impacts on the area road system. Based on the ITE numbers, there will be no increase of potential ADT on the area road system than is currently possible under the current RH zoning. Access connections to Southside Road, which is classified a Collector Street, will be limited as directed by the City of Sutherlin and considered in the traffic analysis completed by Applicant’s engineer (See Attachments C and D – Traffic Assessment/Access - i.e. Engineering letters)

At the present time, public roads in the area are adequate to accommodate both existing traffic and potential future traffic volumes likely to be generated as a consequence of the requested plan amendment and zone change. No special traffic controls or other mitigation measures will be required due to the relatively low volume of traffic associated with the requested plan amendment and zone change.

Based on the functional classification and existing service levels of adjacent and nearby transportation facilities, the proposed plan amendment and zone change will be consistent with the identified function, capacity, and level of service of those facilities. Nevertheless, specific transportation-related policies and development standards are included with the City of Sutherlin Comprehensive Plan, as well as the City’s zoning code to ensure that the statewide transportation goal is implemented on a site-specific basis at the time of development.

It is Applicant's intent to develop the subject property in full compliance with all applicable transportation-related policies and development standards. The proposed plan amendment and zone change will not conflict with the Statewide Transportation Goal. Compliance with the intent of Goal 12 will be assured through the application of specific local policies and standards at the time specific development plans for the subject property are formulated and submitted for review and approval.

Applicant's proposal, considering there will be no increase in potential traffic levels as a result of the proposed amendment, will not result in a change in the functional classification of existing or planned transportation facilities serving the area, nor will it result in changes to any existing development standards or alter the functional classification of existing or planned transportation facilities. Neither will it allow types or levels of land uses which would result in levels of travel or access which are inconsistent with the functional classification of near-by transportation facilities, or otherwise reduce the level of service of existing and planned transportation facilities below minimum acceptable levels.

### **Goal No. 13 - Energy Conservation**

*To conserve energy.*

The statewide energy conservation goal is intended to assure that land and uses developed on land are managed and controlled to maximize the conservation of all forms of energy, based upon sound economic principals. The subject property is situated within the established urban area where its subsequent development will promote the efficient energy-related use of existing and planned transportation facilities. Major public facilities and services are immediately adjacent to the site, thus reducing the energy-related inefficiencies associated with extending such services beyond existing urban development. Furthermore, specific energy conservation policies and development standards are included within the Sutherlin Urban Area Comprehensive Plan and the City's zoning code to ensure that the statewide energy conservation goal is implemented on a site-specific basis at the time the property is developed. The proposed

plan amendment and zone change will not conflict with the Statewide Energy Conservation Goal.

### **Goal No. 14 - Urbanization**

*To provide for an orderly and efficient transition from rural to urban land use.*

The statewide urbanization goal provides the standards and procedures for establishing or expanding the Sutherlin Urban Growth Boundary (UGB). The urbanization goal requires that land within the UGB "...shall be considered available over time for urban uses." As previously noted, the subject property is located within both the Sutherlin city limits and UGB. Inclusion of the property within the UGB and city limits demonstrates the City's legislative intent to allow urban development to occur on the site. The proposed plan amendment and zone change will have no effect on the present status of the UGB of Sutherlin, nor will it otherwise conflict with the purpose and intent of the statewide urbanization goal.

Based on the foregoing findings, the proposed plan amendment conforms to all applicable statewide planning goals.

## **III. COMPLIANCE WITH CITY OF SUTHERLIN COMPREHENSIVE PLAN POLICIES FOR COMPREHENSIVE PLAN AMENDMENTS**

### **Plan Amendment Criteria No. 2 – Conformance With The Comprehensive Plan**

The Sutherlin Urban Area Comprehensive Plan contains policy statements which are intended to provide the City with direction when considering a proposal to amend the Plan. Written policies that are applicable to the proposed plan amendment and zone change are contained in various elements of the Plan document, including the Natural Resources Element, the Public Facilities Element, the Housing Element, the Transportation Element, and the Land Use Element. The following proposed findings address each of the Plan policies that are applicable to this plan amendment and zone change request:

## HOUSING POLICIES

### B. GOAL....

Housing Policy No. 2

*Encourage innovative designs for various types of multi-family housing in order to meet the diverse needs of smaller households such as those of the elderly and young families.*

### C. GOAL....

Housing Policy No. 1

*Encourage infilling of the existing residential areas by incentives for new construction in already-serviced areas.*

The subject property is situated on the south side of Southside Road in east Sutherlin. The site is flat to steeply sloped with scattered vegetative and tree cover on the property. As previously mentioned, all the surrounding properties are within the city limits of Sutherlin. Properties lying north of Southside Road are zoned R3 and are part of a manufactured home subdivision. The lands to the east are designated for residential uses, are zoned R2 and are developed with residential facilities. The properties to the south and west are designated and zoned RH and R-1 and contain single family dwellings.

The proposed amendment will promote efficient development of the property by using the existing public access, facilities and services that already exist in the area. The proposed use of the property for residential housing is consistent with the established uses on the surrounding properties and the character of other existing urban residential uses. Public facilities, including sewer, water and storm drainage, are already in place and are adequate to serve the property. The site will be developed in a manner that fully conforms to the applicable development standards for residential uses, including access and internal circulation, signage, lighting, buffering and landscaping. Detailed conceptual site development plans are submitted with this application for the future residential development. The site plan review process at the time of development will assure that the subject property will be developed in the manner represented by the plan amendment and zone change applications and will further assure that development of the site will fully comply with all applicable development standards.

## **PUBLIC FACILITIES POLICIES**

### **A. GOAL....**

#### **Public Facilities and Services Policy No. 1**

*The city shall ensure that appropriate support systems are installed prior to or concurrent with the development of a particular area. Costs of constructing water and sewer ties to new developments shall be borne by the developer.*

#### **Public Facilities Policy No. 12**

*The city shall provide sewer and water service to areas within the Urban Growth Boundary*

#### **Public Facilities Policy No. 14**

*Ensure that as new development occurs, public facilities and services to support the development are available or will be available within a reasonable time.*

### **C: GOAL....**

#### **Public Facilities and Services Policy No. 8**

*Redevelopment of large lots and infilling and development of undersized lots will be encouraged where appropriate.*

The subject 1.31-acre parcel is situated on the east side of the Sutherlin urban area where a full range of public facilities and services are already in place and are adequate to accommodate the types of uses allowed by the proposed R2 zoning at a density of greater than currently allowed. Properties within the urban area receive sewer service from the City of Sutherlin. The City maintains an existing 8-inch sewer main that extends through the subject property and then along Southside Road. The City has previously indicated that sanitary sewer service is available from the existing main to the area property for the type of residential development contemplated. Applicant understands that the cost of sewer improvements into the site will be paid by the developer.

Water service to the subject site is provided by the City of Sutherlin via an existing 8-inch main located in Southside Road along the property's north boundary. The existing mainline is located immediately adjacent to the subject property and would serve as the logical location for installing new service lines to serve the contemplated residential development. The existing facilities are sized to provide the property with a supply of water that is adequate for both residential service and fire protection. Fire protection service is provided by the Sutherlin Fire Department. An existing fire hydrant is located on the north side of Southside Road near the northwest corner of the subject site. Police services in the area are provided by the City of Sutherlin Police Department. Street maintenance, storm drainage and street lighting in the area are also provided by the City of Sutherlin. The design and installation of on-site storm drainage will be the responsibility of Applicant at the time of development. Plans for the installation of these and any other on-site and off-site improvements will be subject to review and approval of the City of Sutherlin and any other agency having jurisdiction over public facilities and services in the area.

It does not appear that additional public expenditures for service and facility extensions will be necessary to allow the development of the property. Any additional facility improvements necessary for Applicant's proposed development plan will be funded by the property owner.

It is important to note that development of vacant and/or underutilized urban parcels that can be readily served by existing public facilities and utilities supports the policy statements of the Comprehensive Plan.

On the basis of the foregoing findings, the requested plan amendment and zone change will not adversely impact the present or future provision of public facilities and services in the area. The full range of urban services appropriate for the subject property's proposed residential land use classification are available and can be provided in a timely, orderly and efficient manner consistent with the intent and purpose of Public Facilities Policies set out above.

**TRANSPORTATION POLICIES (set out in Public Facilities element)**

**B. GOAL....**



Transportation Development Policy No. 1

*Encourage the expansion of the street improvement program and also coordinate the program with the future street plan, and thus ensure that those streets that have been designated to carry high volumes of traffic (arterials and collectors) are in satisfactory and safe condition.*

Access to the subject property is from an existing connection to Southside Road. There are no internal streets in the proposed development. Southside Road is a dedicated public right-of-way that is maintained by the City of Sutherlin. The interior circulation plan for the proposed residential units will connect to the public street system at points of access to the property as directed by the City which connections will be improved in accordance with City design standards and requirements.

Current traffic volumes on the adjacent section of Southside Road, including peak hour volumes, are below the facility's design capacity as set under Goal 12 above. Other public streets in the area are also adequate to accommodate both existing and potential future traffic volumes likely to be generated as a consequence of the requested plan amendment and zone change. The proposed amendment will have no additional traffic associated with it. Development of the subject site under the requested residential designation and zoning will not result in a higher volume of traffic than would occur if the site were to be developed under its present designation and zoning.

The proposed plan amendment and zone change considering the current level of improvements for the area road system will not result in a change in the functional classification of existing or planned transportation facilities serving the area, nor will it result in changes to any existing development standards or alter the functional classification of existing or planned transportation facilities. Neither will it allow types or levels of land uses which would result in levels of travel or access which are inconsistent with the functional classification of near-by transportation facilities, or otherwise reduce the level of service of existing and planned transportation facilities below minimum acceptable levels.

Specific findings addressing the suitability of the subject site for the proposed plan and zone and the intended use are included in preceding sections of this supplemental application document.

Those earlier findings demonstrate that the subject site is well suited for Applicant's proposal with respect to the physical characteristics of the property, availability of necessary and appropriate public facilities and services, adequate access and accessibility to local transportation facilities, and compatibility with adjacent and nearby land use activities. The site is suitable for the proposed zone and its intended use.

#### **IV. COMPLIANCE WITH THE CITY OF SUTHERLIN ZONE CHANGE CRITERION**

In addition to the criteria to be addressed when proposing an amendment to the Comprehensive Plan, the City of Sutherlin Development Code (SDC) also establishes criteria that must be considered when a change in zoning is proposed. The criteria for a zone change found in SDC at Section 4.8.110 require the Planning Commission to find:

- 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*
- 3. Evidence of change in the neighborhood or community, or a mistake or inconsistency between the comprehensive plan or zoning district map regarding the subject property which warrants the amendment.*

The requested change in zoning from RH to R2 on the subject property is predicated on a

concurrent request to amend the Comprehensive Plan map relative to the zoning in question. The proposed amendment will allow construction of duplex units on the parcels under the applicable criteria set out immediately above as a permitted use under the R2 zone. If Applicant's plan amendment request is approved, the requested zone change will conform to the amended Comprehensive Plan. Findings demonstrating that the requested change in plan designation will conform to the Statewide Planning Goals and the applicable policies found throughout the Comprehensive Plan are included in preceding sections of this application document. The rezoning will conform to the applicable sections of the Comprehensive Plan. Therefore, the remaining zone change criteria set out in 2. and 3. above do not apply to the requested change in zoning.

Based on the facts and findings set out above, the proposed plan amendment and zone change are consistent with the Statewide Planning Goals, the Oregon Administrative Rules and the Sutherlin Comprehensive Plan and Municipal Code. Applicant requests that the Planning Commission forward a recommendation of approval of this request to the Sutherlin City Council.

## **ATTACHMENT "A"**

### **ADJUSTED UNIT 1-PLA M168-58**

Lot 7, Cooper Creek Estates, as recorded in Volume 22, Page 52, Douglas County plat records, lying in the Northwest Quarter of Section 21, Township 25 South, Range 5 West, Willamette Meridian, Douglas County, Oregon.

#### **TOGETHER WITH:**

The following described portion of Lot 8 of said Cooper Creek Estates:

All of said Lot 8, Cooper Creek Estates lying Southerly and Westerly of the following described boundary:

Beginning at a 5/8" iron rod on the Southeasterly right-of-way boundary of South Side Ave. (County Road No. 120), from which the Northwest corner of said Lot 8, Cooper Creek Estates bears South 54°04'57" West, 94.84 feet; Thence along the Southerly boundary of an existing 20-foot wide utility easement the following courses: North 81°17'10" East, 93.14 feet to a 5/8" iron rod; Thence North 74°17'03" East, 164.80 feet to a 5/8" iron rod; Thence South 15°42'57" East, 9.02 feet to a 5/8" iron rod on the Southeasterly boundary of said Lot 8, Cooper Creek Estates and there terminating.

Above described **UNIT 1** contains 0.89 acres, more or less.

### **ADJUSTED UNIT 2-PLA M168-58**

Lot 8, Cooper Creek Estates, as recorded in Volume 22, Page 52, Douglas County plat records, lying in the Northwest Quarter of Section 21, Township 25 South, Range 5 West, Willamette Meridian, Douglas County, Oregon.

#### **EXCEPTING THEREFROM:**

The following described portion of said Lot 8, Cooper Creek Estates:

All of said Lot 8, Cooper Creek Estates lying Southerly and Westerly of the following described boundary:

Beginning at a 5/8" iron rod on the Southeasterly right-of-way boundary of South Side Ave. (County Road No. 120), from which the Northwest corner of said Lot 8, Cooper Creek Estates bears South 54°04'57" West, 94.84 feet; Thence along the Southerly boundary of an existing 20-foot wide utility easement the following courses: North 81°17'10" East, 93.14 feet to a 5/8" iron rod; Thence North 74°17'03" East, 164.80 feet to a 5/8" iron rod; Thence South 15°42'57" East, 9.02 feet to a 5/8" iron rod on the Southeasterly boundary of said Lot 8, Cooper Creek Estates and there terminating.

Above described **UNIT 2** contains 0.42 acres, more or less.

# ATTACHMENT B



## STEEP SLOPE EVALUATION AND GEOTECHNICAL DESIGN REPORT 750 SOUTHSIDE ROAD SUTHERLIN, OREGON

**For:** Dyanna Irvine  
3782 Del Rio Road  
Roseburg, OR 97471

**By:** **THE GALLI GROUP**  
612 NW Third Street  
Grants Pass, OR 97526  
(541) 955-1611

02-5731-01  
October 31, 2019

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#### *APPENDIX A: Boring Logs*



## **STEEP SLOPE EVALUATION AND GEOTECHNICAL DESIGN REPORT 750 SOUTHSIDE ROAD SUTHERLIN, OREGON**

### **1.0 INTRODUCTION**

This report presents results of our geotechnical and Steep Slope evaluation of the site for the proposed new residences in Sutherlin, Oregon. The project site is presently a two lot property located on the south side of Southside Road in Sutherlin. Please see Figure 1, Vicinity Map, for a more precise site location.

The purpose of this investigation and report was to evaluate the site surface and subsurface conditions with a series of four (4) exploratory borings. This also included a geology review in order to provide Steep Slope considerations and geotechnical recommendations for design and construction of the proposed residence, including structure foundations and site access.

### **2.0 SITE AND PROJECT DESCRIPTION**

The subject two lots are located along the south side of Southside Road, located southeast of downtown Sutherlin, Oregon. These two lots, with addresses 750 and 780 Southside Road, are side by side along the road. Total acreage is 1.31 acres. This site is moderately sloping by the road, and becoming steeply sloping upward at 60 to 80 feet south of the road. It then climbs up a very steep hill to houses on the top.

We understand the project to consist of dividing the two lots into three or four separate building lots. Each lot would then likely have a duplex constructed for full development. Additional site work will likely include driveways and parking areas, garages, porches, patios, walkways and landscaping. Retaining walls will be used to help develop the building pad areas along the toe of the slope.

We assume the structures will be two story, wood-framed houses. Loads should be on the order of 1 to 2 kips per lineal foot of wall. Isolated column loads should be on the order of 20 kips to 30 kips. No underground levels are planned.



### **3.0 FIELD EXPLORATION**

#### **3.1 SITE INVESTIGATION**

On October 14, 2019, Staff Associate, Dennis Duru and our drilling crew visited the site to accomplish the subsurface investigation. A total of four (4) exploratory borings were accomplished throughout the site at the locations shown on Figure 2, Site Plan. At least one boring was accomplished on each of the proposed lots near where the structures may be built. The drilling was accomplished with our ATV-mounted, 4-inch diameter, solid stem auger drill rig.

Borings were terminated at depths of between 6.5 and 21.5 feet in the very stiff, silty Clay and dense, clayey sands. All holes were refilled after drilling. Borings were advanced with sample collection and testing being accomplished at various depths.

The Standard Penetration Test (SPT) was accomplished at various depths in each boring. This entails driving a 2 inch O.D. steel split spoon sampler into the bottom of the boring by dropping a 140-pound weight for a 30-inch drop. The total number of blows it takes to drive the sampler the last 12 inches of an 18-inch drive is called the SPT N-value. These can be correlated with soil strength and density parameters from testing on thousands of other projects.

Our representative identified the final exploration locations, logged subsurface soils and water conditions and obtained soil samples for transport to our laboratory. Visual classifications of the soils were made in the field and are presented in the Boring Logs in Appendix A, at the end of this report. Please note that in the logs, soil changes are depicted as distinct layers, while in nature they may be more gradual.

### **4.0 SUBSURFACE CONDITIONS**

#### **4.1 SOIL**

Site soils were somewhat similar in all the borings. All borings encountered the clayey Silt to approximately 2.0 feet just underneath the organic soil layer. This is then followed by the silty Sand (B-1 and B-2), and the silty Clay/clayey Silt (B-3 and B-4). These layers are then underlain by the very stiff silty Clay (B-1 and B-2), and the dense clayey Sand (B-3) and the very stiff clayey Gravel/gravelly Clay (B-4).

#### **4.2 GROUNDWATER**

No free groundwater or seepage was observed during our subsurface investigation. Based on experience in these soils, water will tend to "perch" on the weathered bedrock or very stiff clays, beneath the very dense, clayey sand and gravel units, in the wetter

winter months. When areas of the site are excavated, the silt and clay unit may become soft and somewhat unstable during times of heavy rains. If construction is accomplished during the wetter winter months, it is likely that the silty and clayey units will become unworkable and that trenches in these soils will become somewhat unstable.

## 5.0 GEOLOGIC HAZARDS AND SEISMIC INDUCED HAZARDS

### 5.1 GEOLOGIC HAZARDS

A review of the site and seismicity of this area of Sutherlin provides information on geologic hazards for this site.

**Liquefaction.** The site is mostly underlain by silty Clay underlain by weathered mudstone/sandstone. There are some areas where up to 6.5 feet thick layer of silty sand was observed during our site investigation. However, these soils were only moist, with the free ground water much deeper into the fractured rock zone. Therefore, the risk of damage due to liquefaction to the areas where the homes will be constructed is considered low.

**Landslide/Slope Instability.** No recent or past slope instability was observed at the site or on the slopes nearby. Failures have taken place to the southeast in these hills. But these were in very steep terrain where abundant water collected in a bowl-like area causing complete saturation. This will not be the case on this site. The Statewide Landslide Information Database for Oregon (SLIDO) 2017 mapped the area as having moderate to high landslide likelihood. Given the overlying soil type and existing site slopes, slope stability considerations must be made before making cuts into these slopes. Sections in the geotechnical recommendation portion of this report will provide cut slope recommendations for this project. Cuts into these moderate to steep slopes must be made following the recommendations provided in this report. In our professional opinion, the risk of damage to the residence or adjacent sites by instability or slope failure is considered low provided the recommendations on this report is followed during the design and construction of the project.

**Ground Rupture.** No known active or quaternary faults cut the project site. Therefore, risk from ground rupture at the site is considered to be very low.

**Amplification or Resonance.** The project is located over dense mudstone/sandstone formations or stiff silty clay deposits. These soils and rock are not known to be subject to amplification of seismic waves. Therefore, unexpectedly severe ground shaking should not occur during a seismic event. Risk of damage due to amplification of seismic waves is very low.

**Tsunami/Seiche.** The site is located at elevation over 600 feet and 50 miles inland. There are no reservoirs or lakes upslope of the site. The risk of damage to the site from tsunami/seiche is zero.

**Ground Shaking.** All project structures, including buildings, retaining walls and fills must be designed according to the IBC methodology and the Oregon Structural Specialty Code. A Site Class C was determined for the site. Seismic design recommendations are provided in Table 1. The  $PGA_D$  was found to be 0.301g.

## 5.2 ASCE 7/16 DESIGN EARTHQUAKE

The design earthquake for the project area is based upon established values and methodology in ASCE 07-16.

The Maximum Considered Earthquake ( $MCE_R$ ) and spectral response accelerations were established as set forth in Chapters 11, 20 and 22 of ASCE 7/16 and were obtained from the online ASCE 7 Hazard Tool (ASCE, 2019).

**Table 1- DESIGN EARTHQUAKE (ASCE 7-16)**

Parameter	Value
Project Latitude/ Longitude 750 Southside Road, Oregon (02-5731-02)	Lat. 43.387163 N Long. 123.29918 W
Occupancy/Risk Category (ASCE/SEI 7-16)	III
Mapped Spectral Response Acceleration ( $MCE_R$ ) - Short Period ( $S_S$ )	0.778 g
Mapped Spectral Response Acceleration ( $MCE_R$ ) - 1-Second Period ( $S_1$ )	0.448g
Site Class - (ASCE/SEI 7-16)	<u>C</u>
Short Period Site Coefficient based on Site Class - ( $F_a$ )	1.200
1-Second Site Coefficient based on Site Class - ( $F_v$ )	1.500
$MCE_R$ Spectral Response Acceleration - ( $S_{MS}$ )	$S_{MS} = 0.934g$
$MCE_R$ Spectral Response Acceleration for 1-Second - ( $S_{M1}$ )	$S_{M1} = 0.671g$
Design Spectral Response Acceleration for Short Periods - ( $S_{DS}$ )	<u><math>S_{DS} = 0.623g</math></u>
Design Spectral Response Acceleration for 1-Second - ( $S_{D1}$ )	<u><math>S_{D1} = 0.0.448g</math></u>
$PGA = MCE_G$ (ASCE/SEI 7-16)	$PGA = 0.377g$
$F_{PGA}$ (ASCE/SEI 7-16)	$F_{PGA} = 1.200$
$PGA_M = F_{pga} * PGA$ (ASCE/SEI 7-16)	<u><b>0.452g</b></u>
Design $PGA_D$ ( $PGA_D * 2/3$ )	<u><b>0.301g</b></u>
Seismic Design Category (ASCE/SEI 7-16)	<u>D</u>

## 6.0 STEEP SLOPE CONSIDERATIONS

### 6.1 CONCLUSIONS

In our professional opinion, the subject site meets requirements of the development for construction of homes and garages with associated driveways, walks and patios.

**Stability.** Based on our review of the site, the geologic evaluation and our experience with the weathered mudstone/sandstone rock in the Sutherlin area, in our professional opinion, the subject lots are suitable for the proposed development. Developing the lots with the new home and garage will not adversely affect the stability of this or adjacent parcels provided that recommendations in this report are followed during the design and construction of the project.

**Water.** There are no mapped watercourses or streams on the parcel which will be altered by the development. The soils are dense and stiff and little water infiltrates into the groundwater, with most of the precipitation leaving as surface runoff. Therefore, development of the proposed homes and driveways will not alter groundwater or surface water flow to a degree where this would adversely impact nearby streams or wells.

**Foundation Support.** Underlying the slope on the site is a very stable Mudstone and Sandstone of the Tenmile Formation that will not be adversely affected by the development. The near surface native soils when penetrated to below all loose and organic zones will provide reasonably good foundation support. The on-site soils excavated from cuts (less organics and organic soil) could make adequate structural fill for under driveways and parking, when placed and compacted properly in fills. The on site soils shall not be used as fill beneath the structures or for wall backfill.

**Erosion Potential.** The site soils are moderately erosive when disturbed. However, minimizing disturbance and utilizing common erosion control and preventative methods will be adequate to mitigate adverse impacts of such potential erosion. This is addressed later in the report.

**Summary.** Therefore, in our opinion, the subject parcel meets all the requirements for development. Items of importance that will be addressed in later sections are as follows:

- Removal of existing loose soils.
- Limiting cuts as discussed in the report.
- Constructing all fills correctly.
- Constructing Retaining Walls with adequate drainage.
- Excavation Safety.
- Foundation preparation and penetration into the stiff/dense underlying soils.
- Control of all concentrated runoff from roof gutters, parking and access driveway.
- Protecting potentially erosive soils.

Our geotechnical recommendations provide the needed information to mitigate potential problems by these items. In our professional opinion, these can be mitigated by commonly used engineer design and construction methods used in this area.

## **6.2 SLOPE STABILITY CONSIDERATION**

The underlying soils and weathered siltstone/mudstone rock on this site are stable. There are no observable slope failures or areas of instability within or adjacent to the project parcel. We performed a 2-D limit equilibrium slope stability evaluation of the site slopes. Our slope stability evaluation indicates that temporary cut slopes at 1H:1V can stand for short periods of time (time needed for retaining wall/footing construction and trench backfill) during dry weather. Permanent cut slopes without the lateral support from retaining walls must be made at 2.5H:1V or flatter for these soils. Cuts and fills needed to develop this lot should be within these limits and are easily accomplished in these soils/weathered rock.

Based on our previous work in the area and our slope stability evaluation, in our professional opinion, the subject development will not increase instability on this or adjacent parcels. With proper development and construction consistent with our geotechnical recommendations, the project should remain stable and not adversely impact the stability of this or adjacent parcels. Proposed cuts and fills on the lot should remain stable when accomplished in accordance with the geotechnical recommendations of this report.

## **6.3 EROSION CONSIDERATIONS**

The subject silty soils and any loose fills can be moderately erosive when disturbed. This potential erosion can be decreased significantly by proper fill compaction, surface preparation, and construction practices and by limiting disturbed areas on the site during construction. Migration of soil fines off site can be limited by proper erosion control prior to and during construction. This would include the normal use of silt fences below all disturbed areas, hay bale V's, Bio Bags and settling ponds or rock lined ditches with settling ponds, in areas of concentrated flow. Any entrance to the site should have a crushed rock/shale covering for at least 50 feet to limit mud tracking onto the street.

Proper construction erosion control and construction practices will limit site erosion for this project. Based on its location, it is unlikely that soil fines from the site will create turbidity above acceptable ODEQ levels in the distant creeks if such good practices are used and erosion is prevented. Therefore, in our opinion, the subject project can be developed without a significant increase in erosion or impact on surface streams. A site Sediment Control Plan should be developed and implemented prior to beginning construction.

## **6.4 SURFACE WATER CONTROL**

Stormwater conveyance across the site can easily be handled by erosion-protected swale inverts and yard catch basins. Erosion can be handled by a shale lining over fabric and flow velocities can be slowed by periodic rock "check dams" across the lower half of the swale conveyance zone ditches. Then all runoff can be conveyed to the roadside ditch below. This is the current discharge location for all of the parcel. The property drains by sheet flow onto slopes below and then into the public right of way. Therefore, runoff will not be conveyed into a different location by this site development. Runoff conveyance and control should not be a difficult issue for the proposed development. These can easily be controlled with standard engineering design and construction practices.

## **6.5 IMPACTS ON WATER HYDROLOGY**

### **6.5.1 Surface Water**

There are no surface water resources on this parcel that will be adversely impacted by the proposed residential construction. The site topography shows no evidence of drainage swales or ephemeral stream channels. As can be seen on the site there are no water courses, springs, ponds or other sources of water visible on the parcel.

Surface runoff currently takes place as general sheet flow across the vegetated (grass and trees) slopes on the parcel. Runoff is intercepted by the existing roadway below and conveyed to a disposal location. Some runoff is conveyed by the driveway location to the roadside ditch. This small amount of sheet flow runoff does not constitute useable surface water resources. After development, all site runoff will end up in the same location downslope of the site as it does now.

Therefore, the proposed residential construction will not adversely impact surface water resources or alter these resources down-basin of the site.

### **6.5.2 Groundwater**

As noted above, there is no shallow groundwater on this site. Minor perched water could be present on top of the dense rock zones during wet months of the year. However, accumulations in excavations would be small and pumping such accumulated water will have no impact on groundwater resources in the area. There are no shallow (less than 25 feet) groundwater levels at the parcel. Wells in the area draw from fractures deep into the rock, not from shallow soil deposits. There is no opportunity for the proposed development to impact subsurface water sources.

Therefore, in our professional opinion, this proposed site development will not have an adverse impact on groundwater resources on this or adjacent parcels.

## **6.6 GRADING AND DRAINAGE PROCEDURES**

Proper grading procedures and surface water control will help maintain slope stability, reduce erosion and provide for good long-term performance of the site.

### **6.6.1 Grading Issues**

In general, careful planning and execution of site grading and surface water control will help with long-term performance of the site. Executing cuts and fills per the geotechnical design recommendations, will mitigate any adverse impacts of the grading work. Specific items which must be done are as listed below:

1. Cuts and fills to be constructed at inclinations no steeper than recommended.
2. Cuts will be limited to only the height necessary to create a driveway and benched home site for the lower level of the residences.
3. All fills on the slope must have a toe key and be placed on level benches cut into the slope.
4. If fills are placed on slopes steeper than 10% they must be accomplished consistent with Figure 3.
5. Subsurface drainage must be installed below fills when deemed necessary by the Geotechnical Engineer.
6. Only those materials allowed/specified for Structural Fill beneath the driveway and the structures may be used.
7. Place and compact the structural fill in level lifts and to densities specified later in this report.
8. Create site shape when grading to help convey site runoff to erosion protected collection and conveyance works.
9. Have all portions of the excavation and grading observed and verified as in compliance with the Geotechnical Recommendations.

### **6.6.2 Water Control Issues**

Proper surface water runoff control will help with the proper performance of any hillside development. The following items must be adhered to for this subdivision.

1. All concentrated runoff entering the lot must be intercepted prior to reaching the structures.
2. Runoff from all new impermeable surfaces (driveways, parking, roof, etc.) must be collected in ditches or a piped system (gutters, downspouts and discharge pipe).
3. Do not allow collected runoff to flow over the crest and down any slopes.
4. Convey all collected runoff in solid wall drainage pipe/culverts or in erosion protected ditches/swales.
5. Discharge all conveyance pipes or swales into the public right away, roadside ditch or other approved discharge location which is properly protected against erosion.

6. Verify all erosion control items on the parcel and within the conveyance systems are in place prior to construction and are performing properly.
7. Verify all water conveyance works will pass the 25-year, time of concentration storm with no damage to the development or adjacent parcels (or higher flow if specified by the City).
8. Have all drainage and conveyance works inspected and verified by the design engineer.

## 7.0 GEOTECHNICAL RECOMMENDATIONS

Design recommendations in this section are focused on 1) limiting total and differential settlement of footings, 2) providing prudent loading recommendations for footings, 3) providing loads for retaining walls, 4) providing prudent cut and fill slope inclinations, 5) providing wet weather requirements to help construction proceed more smoothly in the winter and spring wet months when site surface soils can disturb easily and become unworkable.

### 7.1 SITE PREPARATION AND GRADING

The site has grasses, trees and shrubs, but no structures. Therefore, normal methods of debris removal, clearing, grubbing and stripping for organic removal will apply.

#### 7.1.1 Clearing, Grubbing and Stripping

All areas proposed for the structure, access, parking areas, patios, sidewalks or structural fill beneath these items shall be cleared and grubbed of all organics. *It appears that a stripping depth of from 2 to 10 inches will be required (deeper where disturbed organic soils are present).* Additional stripping (or excavations) will most likely be required when removing trees and shrubs from this parcel. The stripped materials removed should be hauled from the site or stockpiled for use in landscape areas only (such as landscape mounds).

Any construction demolition debris and old concrete foundations found on the site must be removed from the site. Holes or depressions resulting from the removal of underground obstructions that extend below the finish subgrade and will be beneath structures, walkways, parking or roadways shall be cleared of all loose material and dished to provide access for compaction equipment. These areas shall then be backfilled and compacted to grade with structural fill, as described later in this report.

It is recommended that debris removal, grubbing and stripping of the site and compaction of depressions below finish subgrade, be observed by the geotechnical engineer or his representative from The Galli Group.



### 7.1.2 Subgrade Preparation and Proofrolling

Some of the site has loose and medium dense soils near the surface. Based on review of the preliminary plans, it appears almost all of the house will be founded in cuts into very stiff soils on the site. **Note:** The house may also be supported on a retaining wall founded on very stiff soils or the dense weathered rock. Stripped subgrade and all areas proposed for fill must be proofrolled with a loaded truck prior to proceeding with the work (assuming access is available).

The proofrolling may be accomplished with a loaded dump truck, loaded water truck or large heavy roller (no vibration) or by a hoepak where vehicle access is not possible. Proofrolling shall be discontinued if it appears the operation is pumping moisture up to the surface or otherwise disturbing the in-place soils. *When proofrolling, the tires of a loaded truck should not deflect the soils more than 3/8 inch. Note: The surface soils will likely soften during wet weather. This must be prepared for by the contractor.*

Where subgrade soils are disturbed or do not demonstrate a firm, unyielding condition when proofrolled, the soil shall be redensified or aerated and redensified, or replaced with imported granular fill. The imported fill material shall be compacted to a minimum of 95 percent of the maximum dry density as determined by ASTM Test Method D-698 (Standard Proctor). All soft and/or unstable areas shall be over-excavated and backfilled with granular structural fill. This includes areas beneath footings.

*After completion of site stripping and/or excavation to subgrade, the contractor shall take care to protect the subgrade from disturbance due to construction equipment.*

## 7.2 UTILITY EXCAVATIONS

During the construction of the project, we anticipate excavations will be required for site utilities. These will encounter the overlying soils and the dense weathered rock.

**Excavations.** All excavators will be able to remove the overlying less dense soils. Only medium to larger excavators will be able to remove the soils on the site. Trench excavations during dry weather should stand in shallow trenches in soils (less than 3 feet). *However, these are likely to have some sloughing or rockfall off the walls.* Seepage or wet weather and long-term dry weather, can cause the upper soils to cave and slough into the trench. Excavations deeper than 3 feet may require the use of temporary shoring, trench boxes and/or temporary cut slopes to protect workmen. *Some areas will likely have rockfall off deeper trenches.*

## 7.3 CUTS AND FILLS

Cuts and fills of 4 to 8 feet could be required for this site. These must be constructed at proper inclinations and be of the recommended materials to remain stable.

### 7.3.1 Temporary Cut Slopes

During dry weather, temporary cut slopes may be cut at 1H:1V or flatter. During wet weather, the contractor must be prepared to flatten temporary cut slopes in the soils to 1.5H:1V or flatter. Cut slopes in the weathered rock may be cut at 1H:1V in all weather.

### 7.3.2 Permanent Cut Slopes

All permanent cut slopes into the native materials which will remain shall be excavated at the following inclinations:

Weathered Rock	1.25H:1V
Upper Soils	2.5H:1V

**Note:** Where soils transition from weathered rock to the soil the cut slopes shall be at 1.5H:1V to 2H:1V and grade into the flatter and steeper slopes.

### 7.3.3 Fill Slopes

Fill slopes may be used to create a building pad for a portion of the project and to widen other areas of the site for driveways and parking. These fills shall be constructed as described below.

Fill slope inclinations shall be as follows:

Angular Crushed Rock	1.75H:1V
Angular Clean Jaw Raw Shale	2.0H:1V
Dirty Jaw Run Shale	2.25H:1V
On Site Soil	2.5H:1V*
*Not for Structures	

All such fills shall be placed and compacted as Structural Fill as described later in this report. In order to decrease surface sloughing and erosion of all fill except the dirty shale or pulverized weathered rock slopes, these must be overbuilt and then cut back to a compacted fill face.

### 7.3.4 Fill on Steep Slopes

All fills placed on slopes steeper than 10% shall be placed and configured as shown in Figure 3. This requires a key trench across the toe and level benches be cut back up the slope. Place and compact the fill in level lifts as Structural Fill. As noted, drainage beneath the fill (at least in the key area) may be required by the geotechnical engineer at the time of excavation.

**Note:** Our personnel must inspect and verify the key and bench cuts, the drainage installation (if needed) and all fill placement and compaction that will support (vertically or laterally) any portion of the structures or that are on slopes greater than 10%.

*Please note, that while we have commented on the anticipated stability of the soil in trenches and cuts, we are not responsible for job site safety. The contractor is at all times responsible for job site safety, including excavation safety. We recommend all local, state and federal safety regulations be adhered to.*

## 7.4 STRUCTURAL FILL PLACEMENT AND COMPACTION

### 7.4.1 Beneath Structures and Roadways

Structural fill is defined as any fill placed and compacted to specified densities and used in areas that will be under access, structures, driveways, sidewalks and other load-bearing areas or that will create fill slopes. It appears that the access, building pad, parking areas, exterior slabs and sidewalks could have structural fill below them. The subgrade needs to be prepared properly as described earlier and the fill must be placed and compacted correctly for proper long-term performance.

The on site soils may be used as fill beneath the driveways.

**Structural Fill Materials.** Ideally, and particularly for wet weather construction, structural fill shall consist of a free-draining crushed rock or shale with a maximum particle size of six inches. The material shall be well-graded with less than 5 percent fines (silt and clay size passing the No. 200 mesh sieve) and meet ODOT's requirements for fracture faces on the stones. During dry weather, any organic-free, non-expansive, reasonably well graded crushed rock or clean jaw run material with less than 7% passing the No. 200 sieve, meeting the maximum size criteria, is typically acceptable for this purpose. Locally available crushed rock and jaw-run crushed "shale" have performed adequately for most applications of structural fill. The material must be reasonably well graded and able to be compacted into a dense monolithic unit. *Note: It is the contractor's responsibility to understand the impending weather and plan for use of structural fill that will be capable of being compacted properly and remain stable in all weather that could arise during the project construction. See Materials Specifications in Section 8.0.*

**Structural Fill Placement.** All structural fill shall be placed in horizontal lifts not exceeding 8 inches loose thickness (less, if necessary to obtain proper compaction), for heavy compaction equipment and four inches or less for light and hand-operated equipment. Each lift shall be compacted to a minimum of 98 percent (rock materials) of the maximum dry density, as determined by ASTM Test Method D-698 (Standard Proctor).

A large smooth drum vibratory roller shall be utilized when compacting rock materials such as imported crushed rock or jaw-run "shale". *The contractor should use the equipment that will help gain the best compaction without damaging the subgrade.*

**Beneath Footings.** Structural fill placed beneath footings or other structural elements must extend beyond all sides of such elements a distance equal to 1/2 the total depth of the structural fill beneath the structural element in question for vertical support (i.e. for 2 feet of structural fill beneath footings, extend the fill at least 1 foot past all edges of the footing) unless altered elsewhere in this report (for vertical support). Use the structural fill materials beneath footings as described in the Foundation Section later in this report.

**Note:** Lateral support of footings on fill will have to be reviewed on a case by case basis. Typically this requires at least 5 feet of fill on a level slope beyond the downslope edge of the footing.

To facilitate the earthwork and compaction process, the earthwork contractor shall place and compact fill materials at or slightly above their optimum moisture content. If fill soils are too high on the wet side of optimum, they can be dried by continuous windrowing and aeration or by intermixing lime or Portland Cement to absorb excess moisture and improve soil properties. If soils become dry during the summer months, a water truck should be available to help keep the moisture content at or near optimum during compaction operations. It is the contractor's responsibility to maintain proper moisture content during fill placement.

**Fill Placement Observation and Testing Methods.** The required construction monitoring of the structural fill utilizing standard nuclear density gauge testing and standard laboratory compaction curves (ASTM D-698 specified) is applicable to materials 1 1/2-inch size and smaller. Larger (2" or above) jaw-run "shale", crushed rock or pulverized weathered rock from the site do not yield consistent results with this type of testing. The high percentage of rock particles greater than 3/4's of an inch in these materials causes laboratory and field density test results to be erratic and does not provide an adequate representation of the density achieved. Therefore, construction specifications for this type of material typically specify method of placement and compaction coupled with visual observation during the placement and compaction operations and proofrolling of lifts, instead of nuclear density testing.

**Observation of Fill Placement.** For these larger rock materials, we recommend the 8-inch lift (after being "worked in" with a dozer) be compacted by a minimum of 3 passes with a heavy vibratory roller. One "pass" is defined as the roller moving across an area once in both directions. The placement and compaction should be observed by our representative. After compaction, as specified above, is completed, the entire area should be proofrolled with a loaded dump truck to verify density has been achieved. **Note:** *Soft subgrades must not be damaged by proofrolling. All areas which exhibit movement or compression of the rock material more than 1/4 inch, under proofrolling, should be reworked or removed and replaced as specified above.*

**Nuclear Density Testing of Fill.** Field density testing by nuclear density gage would be adequate for verifying compaction of 1 1/2-inch to 3/4-inch minus crushed base rock, and silts and sands and other materials 1 1/2 inches or smaller in size. Therefore, typical % compaction specifications as described elsewhere in the report would suffice. Testing should be accomplished in a systematic manner on all lifts as they are placed. Testing only the upper lifts is not adequate.

#### 7.4.2 Non-Structural Fill

Any waste soil, organic strippings or other deleterious soils would be considered non-structural fill. These materials may make reasonable landscape soils and lawn topsoil material. This material may be placed in landscape areas and waste soil areas such as berms with slopes at 3 1/2H:1V or flatter. It should not be placed under structures, sidewalks, roadways, parking areas or as part of a structural fill slope. They should also not be placed on slopes over 10%. It is recommended that when these soils are used, they be given a moderate level of compaction (90 to 92 percent or higher) to help seal them from surface water.

### 7.5 BUILDING SUPPORT

Support of all areas of the structure must be founded over materials that will not have adverse impacts on the structure. Support shall be as listed in the sections below.

#### 7.5.1 Foundation Support Recommendations

Foundations must be placed directly on structural rock fill placed over the weathered rock, directly on the rock or on dense and stiff overlying soils. The footings must be constructed and designed as described below.

1. Excavate down to the dense weathered rock or overlying dense soils.
2. Cut the subgrade into level benches for the footings to bear on.
3. Footings placed on the dense/stiff native soil and/or weathered rock covered with at least 18 inches of crushed rock structural fill as listed above may be designed for an allowable bearing pressure of 2,000 pounds per square foot. A 1/3 increase in this allowable bearing pressure may be used when considering short-term transitory wind and seismic loads.
4. All footings shall have the base buried a minimum of 16 inches below finish grade in order to provide lateral support and frost protection.
5. We recommend minimum lateral dimensions of 12 inches for continuous load bearing footings and 18 inches for isolated spread footings constructed in this manner.

**Foundation Settlement.** For footings constructed as listed above we anticipate total and differential settlement to be less than 7/8 inch and 3/8 inch, respectively.

**Foundation Drains.** We recommend all footings be installed with a footing drain to intercept seepage. Footing drains consist of a rigid, smooth-wall perforated pipe surrounded by drain rock (sides and above), all wrapped in a non-woven geotextile fabric and should be placed adjacent to the footings. See Figures 4 and 5.

### 7.5.2 Interior Floor Slabs

A properly prepared building pad area of 6 inches of 3/4" minus crushed rock over the stiff or dense soil will provide good support for concrete slabs-on-grade.

**Slab Section.** The following recommendations are provided for any interior floor slabs constructed on the densified native soil building pad.

Floor support should be as follows:

1. Excavate down to the dense native soil.
2. Densify exposed/disturbed soils.
3. Place and compact structural 3/4" minus rock fill (minimum of 6 inches) to at least 98% of ASTM D-698 up to the slab subgrade. Depending upon the site layout, the upper 6 inches may have to be 1/4" to 1/2" clean (washed) crushed rock as a drainage layer and capillary break. If the subgrade is sandy, a filter fabric will have to be placed below the drainage layer.
4. The upper 6 inches shall then consist of open work, clean, 1/4" to 3/4" rock which acts as a drainage and capillary break layer.
5. Cover top of rock with a durable vapor barrier such as Stego Industries 15-mil Stego Wrap. Seal all seams, tears and punctures with Stego recommended tape. Install per all manufacturer's recommendations.

The building pad subgrade area beneath interior slabs shall be prepared as described earlier in this report. Footing Drains shall be installed in accordance with Figures 4 and 5 and Section 7.8 below.

**Floor Subdrains.** In areas where the crushed rock beneath the interior slabs will be below exterior grades (such as basement or daylight basement levels), the drainage layer and floor subdrain system shall be included (and may need to be thickened). This shall be constructed as shown in Figure 6 and per Section 7.8.

## 7.6 LATERAL LOAD RESISTANCE

Lateral loads exerted upon these structures can be resisted by passive pressure acting on buried portions of the foundations, retaining walls and other buried structures and by friction between the bottom of structural elements of the wall and slabs and the underlying soil.

We recommend the use of passive equivalent fluid pressures of the following values for portions of the structure and foundations embedded into the native soils.

- Native silty Sand or sandy Silt 250 pcf
- Dense Compacted Crushed Rock (5' wide minimum) 450 pcf
- Dense Weathered Rock 600 pcf

A coefficient of friction of 0.55 can be used for elements poured neat against crushed rock structural fill. These should be reduced to 0.20 for areas over a vapor barrier or 0.35 over native soils.

## 7.7 RETAINING WALLS

Lateral earth pressures will be imposed on all below ground and backfilled structures or walls, including foundations which do not have uniform heights of fill on both sides and grade separation retaining walls. The following recommendations are provided for design and construction of conventional reinforced concrete or CMU block retaining walls:

- We recommend walls which are free to rotate at the top (unrestrained) when backfilled, be designed for the following loads.
 

Low Grade Angular Rock/Shale EFP	40 pcf
Crushed Rock EFP	35 pcf
Seismic (up to 8 feet tall)	0.20 g
- Walls that are fixed at the top (restrained) when backfilled should be designed for the following loads.
 

Low Grade Angular Rock/Shale EFP	50 pcf
Crushed Rock EFP	45 pcf
Seismic (up to 10 feet tall)	0.20 g
- The walls all must have full drainage as described in section 7.8 and as shown on Figures 7 and 8.
- These equivalent fluid pressures are to be used for the soil through which the anticipated failure plane will develop (assume envelope beginning 4 feet behind base of wall and rising up and away from wall at 60 degrees off the horizon).
- A wet backfill unit weight of 135 pcf should be used for design of retaining walls which are backfilled with crushed rock or jaw-run "shale".
- These values are for properly compacted, free draining walls. The onsite organic topsoil or very Silty soils shall not be used for wall backfill. Imported crushed rock or clean jaw-run "shale" work well for wall backfill materials.

- These design values assume the wall or structure is fully drained, has a flat backfill and has no surcharge loads from traffic or other structures. The structural designer should include surcharge loading from traffic, building loads and/or sloped backfill.
- We recommend designing retaining walls to resist seismic loading. A horizontal acceleration component of at least 0.20 g should be applied to the mass of an enlarged active wedge of soil behind the walls and utilized in a pseudo-static analysis. The wedge length back from the wall along the ground surface may be taken to be 0.8H, where H is the height of the wall. This relates to an equivalent uniform load over the entire back of the wall of approximately 13 pounds per square foot for each foot of backfill, for walls up to 8 feet tall (i.e. for an 8-foot wall, fully backfilled, uniform seismic load will be on the order of 104 psf over the entire back of the wall).
- The backfill should be placed in lifts at near the optimum moisture content (clayey soils at 2% to 3% above optimum) and compacted to between 93 and 95 percent of the maximum dry density as determined by laboratory procedure ASTM D-698 (Standard Proctor). Loosely placed backfill will exert greater pressures on the wall than the pressures provided above and must be avoided.
- To prevent damage to the wall, backfill and compaction against walls or embedded structures should be accomplished with lighter hand-operated equipment within a distance of 1/2 h to 1/3 h (h being the vertical distance from the level being compacted down to the surface on the opposite side of the wall). Outside this distance, normal compaction equipment may be used.

While proper compaction of wall backfill is critical to the proper performance of the walls, care should be taken to not over-compact the backfill materials. Over-compaction can induce greater lateral loads on the wall or structure than the design pressures given above.

## 7.8 FOUNDATION, FLOOR AND RETAINING WALL DRAINS

All exterior foundations and embedded structures should have proper drainage.

**Footing Drains.** Foundation drainage shall consist of a rigid, smooth-wall perforated pipe surrounded by at least 6 inches of drain rock on top and outside edge, all wrapped in a non-woven geotextile designed as a filter fabric (such as Mirafi 140N or equivalent). The perforated pipe shall be located on the footing next to the stem wall (or beside the footing), provided this is at least 12 inches below underslab drain rock or below any crawl space level. Please see Figures 4 and 5.

**Floor Drains.** Where the drain rock layer below slabs will be lower than the adjacent exterior grades, water will tend to accumulate in this low area. To remove the water, include a series of subdrains at the bottom of the drain rock layer beneath the slab. The subdrain lines typically consist of 3-inch diameter, smooth interior, solid wall, perforated pipe at spacing of 10 feet (or less) across the structure (and around the interior perimeter).



The perforated pipe is placed in a deepened zone of the drain layer as shown on Figure 6. On this site we recommend the drainage layer in basement areas be increased to at least 10 inches thick. The pipes are sloped to drain and collected by a tightline which leads to the stormwater disposal system. We recommend we be allowed to review the subdrain system design prior to final plan submittal or construction bidding.

**Retaining Wall Drainage.** Wall drains should also have a minimum 12-inch wide drainage zone of drain rock wrapped in non-woven filter fabric immediately behind the wall extending up from the drainage section to within 12 to 18 inches of the surface. A preformed, fabric-wrapped, polymer sheet drain, such as Amerdrain, Linq Drain or Enkamat must be placed against the wall. Exterior wall drains, which will not be sealed on top by asphalt or concrete, should have the upper 12 inches backfilled with compacted onsite silt soils to minimize intrusion of surface waters into the wall drain system. Please see Figures 7 and 8. **Note:** This assumes any overland drainage/runoff is collected and diverted on the surface before getting to the retaining walls.

Walls that should not pass water vapor (for aesthetics or livable space) must be fully sealed (with a bitumen-based sealer that will not harden or crack) before the sheet drain is attached. Wall seal such as MasterBlend HLM5000 or equivalent, shall be used and applied per the manufacturer's recommendations. Multiple coats are preferred. This is in addition to the other items on Figures 7 and 8. All drains should be tightlined and positively sloped to an approved stormwater disposal location into the public right-of-way. **Note:** In no case shall water be collected and/or directed or discharged close to the foundations. Such improper water discharge can cause added water related problems.

We strongly recommend against connecting roof drains or surface area drains to foundation, wall or floor subdrains unless it is to a common discharge line far away from the structure. All drains must consist of rigid, smooth-wall perforated pipe. The rigid smooth-wall pipe can be cleaned out by means of a "roto-rooter" type system should it become plugged with sediment or fine roots. We recommend cleanouts be placed periodically by the designer to facilitate cleaning and maintenance of the drains.

## 7.9 EXTERIOR CONCRETE FLATWORK DESIGN

Reinforced concrete could be utilized for walkways, patios, parking and related items. These perform best when over a crushed rock base.

### **Heavy Duty Concrete (Auto Parking).**

4" Portland Cement Concrete (3,500 psi mix)

8" Aggregated Base (3/4" or 1" Minus Crushed Rock)

### **Standard Duty Concrete (Walks and Patios).**

3" Portland Cement Concrete (3,500 psi mix)

6" Aggregate Base (3/4" or 1" minus Crushed Rock)

**Note:** These concrete section designs assume the subgrade is the properly prepared medium stiff to stiff native soil.

The following items shall be part of the concrete design and construction.

**Aggregate Base:** Extend beyond edges of concrete at least 4 inches.

**Reinforcing:** No. 4's @ 12" O.C. (parking); No.3's @ 16" O.C. (walks and patios) each way; Include continuous edge bars at 3" to 4" from all edges. Reinforcing to be continuous across all different pours or joints. Overlap all bars at least 24 inches. At all corners use rebar hooks 30" each way.

**Concrete:** 3,500 psi 28-day strength mix; 6%  $\pm$  2% entrained air; place at 4" slump or use admixtures to keep same water/cement ratio for higher slump. Do not use steel trowel on surface, which can trap bleed moisture below the finish and lead to freeze-thaw damage. Should have moderately rough broom finish for skid resistance (rough broom or grooved for sloped driveway areas). Do not allow concrete to freeze for at least 72 hours. Also note that Night Sky Cooling can cause the concrete surface to be 7° to 8° below ambient air temperature.

**Surface Jointing:** Surface jointing at 6 to 10 feet on center each way will help decrease cracking in the "field". If saw cutting is used (or tool joints) it must be done as soon as the surface will support the work to make sure cracks do not develop within the concrete mass prior to the surface cutting. **Note:** A 12 hour wait (which usually means the next morning) is too long. Cracks will already be formed in the concrete. *The saw cuts must be made the same day as the pour, as soon as the concrete surface will not tear during sawing; typically within 4+ hours.*

**Note:** All reinforcing and construction details for concrete work should be reviewed and affirmed or changed by the project structural engineer.

## 7.10 ASPHALTIC PAVEMENTS

The access drive could consist of either crushed rock surfacing or Hot Mix Asphaltic Concrete (HMAC) paved surface. The following sections provide recommendations for both crushed rock and asphaltic concrete section design and construction.

### 7.10.1 Pavement Subgrade & Traffic Loading

The subject site is underlain by medium dense, clayey Sand or medium stiff, sandy Clay with gravels. These soils will provide good support for the asphaltic concrete paving.

We used the R-value for the soils of 10 for design of the asphalt and crushed rock sections (based on testing on other sites). Assumes there will be a recompacted layer of site soils for the subgrade as recommended earlier in section 8.1.2 in the report.

The following sections were designed utilizing a Crushed Rock Equivalent (CRE) method. Sufficient thickness of asphaltic concrete and/or rock materials are used to provide the computed crushed rock equivalent needed to protect the subgrade soils and successive rock layers from anticipated traffic loads.

We anticipate the traffic loading to consist of autos, pick-ups and occasional heavy delivery trucks. Only medium heavy (3 axle or 4 axle) truck traffic is anticipated. In our professional opinion, the following portion of the project should use the Traffic Indices (TI) as listed. The TI values are based on the anticipated traffic numbers, axle loads from trucks and for a 20-year life.

<b>Project Area</b>	<b>Traffic Index (TI)</b>
Access Drive & Parking	4.5

The successful performance of pavement structures is a function of subgrade material properties, traffic conditions, drainage conditions, the pavement material properties and design, careful construction, and ongoing maintenance.

### **7.10.2 Asphaltic Concrete Pavement Design**

We have designed the pavement sections using the Traffic Indices (TI) listed above. Based on these TI's and R-values of 10, 60 and 85, (subgrade soil, 4" minus or low-grade subbase and 3/4" or 1" minus crushed rock), we have computed asphalt design sections (utilizing the Crushed Rock Equivalent Method) with the following results.

#### **Standard Duty Pavement (Access Drive)**

3" AC  
8" AB (3/4" or 1" minus Crushed Rock)  
Woven Geotextile Support Fabric (ACF 180 or Equivalent)  
Redensified Subgrade

#### **Alternate Pavement (Access Drive)**

3" AC  
3" AB (3/4" or 1" minus Crushed Rock)  
8" ASB (4" minus crushed rock on clean Jaw Jun Shale)  
Woven Geotextile Redensified Subgrade Support Fabric (ACF 180 or Equivalent)

**Note:** Any areas that will have heavy trailers or motor homes parked on them should have reinforced concrete pavement. This will alleviate AC "pushing" that occurs when heavy tire loads sit on the AC during hot weather (results in ruts in surface where tires sit).

### **7.10.3 General Recommendations**

**Subgrade Preparation.** The subgrade should be shaped to a uniform surface running reasonably true to established line and grade described in the contract documents. Areas so specified must be redensified and/or backfilled with structural fill. It is important that dense, stable conditions of the subgrade be maintained until the subgrade is covered with the subbase aggregate. Subgrade preparation should include cleaning and proofrolling (as described earlier in this report) to identify soft and disturbed subgrade areas.

After subgrade preparation is completed, the upper 8" to 12" of exposed subgrade prepared for the pavement structure shall be moisture conditioned and redensified (if it is not dense) from the surface to 95% of ASTM D-698 and shall demonstrate a firm and unyielding condition as shown by proofrolling.

Soft or loose materials disturbed during the site preparation process, incapable of achieving the compaction criteria should be removed to appropriate bearing materials prior to replacing with structural fill. Where loose or softened subgrade areas are identified, the area should be over-excavated and replaced with imported granular fill with less than 7% (5% in wet weather) passing the number 200 sieve.

It should be noted that in no case should repeated construction trucks be allowed to "run" directly on top of the saturated subgrade soils until they are covered with rock (unless hard subgrade in dry weather). This could result in the disturbance of the subgrade soils due to the heavily loaded vehicles (which would result in additional over-excavation to remove softened soils). We recommend covering the subgrade soils with at least 8" inches of crushed rock or "shale" over the woven fabric prior to light construction truck traffic traversing the area (more for heavily loaded trucks). Therefore, construction traffic must be carefully coordinated in order to minimize disturbance to the underlying fine-grained soils.

**Wet Weather Construction.** During wet weather, the unprotected native soils could become disturbed. We recommend that for construction during wet weather, in all construction roads and drive lanes where truck traffic will concentrate, the subgrade should be covered with the woven geotextile support fabric and a minimum of at least 8 inches of imported granular 3-inch minus crushed rock with less than 5% passing the No. 200 sieve. Compaction of the fill should not begin until a minimum of 8 inches of rock is placed above the fabric. Compact carefully so as not to disturb the subgrade. This should provide an adequate working surface and help protect the subgrade from damage from construction traffic. Even light construction traffic should not be allowed to traverse the area until the minimum of 8 inches of compacted material has been placed and compacted over the support fabric. Greater thickness of the rock may be required in very wet weather periods.

**Note:** *It is the contractor's responsibility to protect the subgrade with proper construction techniques. Repair of disturbed subgrade by construction traffic will typically be a no cost item to the owner.*

**Geotextile Fabric Placement.** When the subgrade soils have been properly prepared, the silty areas shall be covered with the woven geotextile support fabric. As discussed or detailed above in AC design, we recommend a fabric such as ACF 180 or equivalent. The fabric should be laid longitudinally with the roadway. All ends and edges should be overlapped a minimum of 5 and 2 feet, respectively. Fabric layout shall be such that it "runs" aligned with the lane traffic directions.

Care must be taken to not damage the fabric. In no case shall track vehicles be allowed on the fabric. At least 8 inches of rock (12 inches during wet weather) should be over the fabric prior to allowing repeated truck traffic in the area. Then the traffic should be light to protect the subgrade. Be careful not to disturb the subgrade when compacting the rock.

**Materials.** All materials used and construction techniques applied at the site must result in conditions as assumed for design of the pavement sections. We recommend materials used in the pavement support sections be as listed in Section 8.0.

## 8.0 MATERIALS SPECIFICATIONS

The following materials specifications shall apply to the materials used on this project.

**Note:** All such materials to be used on the project must be submitted for compliance testing or review, at least two weeks prior to use at the site.

### **Aggregate Base Rock (Acceptable for Structural Fill)**

- Angular Crushed Rock (3/4 or 1" Minus); R=85 or greater; Well Graded (No Gaps and at least 60% retained on the No. 4 sieve).
- Exceeds the fracture, durability and sand equivalent requirements outlined in Section 00641 of the Oregon Standard Specifications for Construction.
- Maximum passing the No. 200 sieve  $\leq 5\%$  Total;  $\leq 2\%$  Clay Size.
- Compacted to 98% of the maximum dry density as determined by ASTM D698 or AASHTO T-99.

### **Aggregate Subbase Rock (Acceptable for Structural Fill)**

- Angular Clean Crushed (jaw run) hard "Shale" (4" Minus Jaw-Run) or Crushed Rock (2" to 4" Minus); R=60 or greater; Angular and Reasonably Well Graded.
- At Least 60% retained on the No. 4 Sieve.
- Exceeds the fracture, durability and sand equivalent requirements outlined in Section 00641 of the Oregon Standard Specifications for Construction.
- Maximum passing the No. 200 sieve  $\leq 10\%$  Total;  $\leq 3\%$  Clay Size.
- During wet weather; passing No. 200 sieve  $\leq 5\%$ .
- Compacted to 95% of the maximum dry density as determined by ASTM D698 or AASHTO T-99; initial lift may not attain 95% due to soft subgrade; Engineer to decide in the field.
- Care must be taken to avoid very silty subbase that will not support construction loads, especially when wet (will not meet specifications).

**On-Site Soil Fill**

- Sandy Clay under asphalt only.
- Where specifically allowed in the Geotechnical Recommendations.

**Note:** Some fill materials will be difficult to nearly impossible to compact during wet weather. *The contractor must select the type of structural fill that will be able to be placed and compacted to specified conditions during the weather conditions that may take place during the construction schedule.*

**Sand**

- Clean washed sand or sand and gravel, less than 1% passing No. 200.
- Gravel to be rounded or subrounded (no fracture faces), 1" or less.
- Must have less than 30% gravel by weight.

**Drain Rock (For drainage sections)**

- Clean, washed, rounded or angular openwork drain rock.
- Gradation to be 1/4" and greater, sized to not move into and through perforations in the pipe.
- 1/4" to 3/4" clean crushed, 3/4" to 1" clean rounded rock, 1" to 2" clean angular rock are all acceptable.
- Clean means washed rock with NO coating of silt, clay or sand.

**Note:** All types may be used in all applications of drain rock that are not beneath Asphaltic Concrete paved areas. Beneath all AC areas angular clean drain rock must be used (where drain rock is required) for AC support.

**Note:** Drainage layer drain rock that is beneath the floor slab must be the angular clean drain rock.

**Geotextile Filter Fabric**

- Non-woven geotextile filter fabric for wrapping drainage sections and separation of openwork rock from sands or soils fines.
- Meet specifications as per Mirafi 140N or equivalent.
- Overlap all edges at least 24 inches (12" for drainage section envelope).
- Secure in place such that overlaps will not move during covering operation.

**Geotextile Support Fabric**

- Woven geotextile support fabric designed for separation of crushed rock and subgrade soil and for rock section support.
- Meet specifications as per ACF180 woven support fabric.
- Overlap edges at least 2 feet and ends at least 5 feet.
- Align roll lengthwise with direction of traffic in all drive lanes.
- Pull tight full length and keep tight during placement of crushed rock above fabric.
- Do not drive on the fabric until it is covered with rock.\

**Perforated Pipe**

- 3", 4" or 6" rigid wall, smooth interior, perforated pipe.
- Secure all joints with solvent weld glue. DO NOT use only compression push together fittings.
- Slope to drain per specifications in report or on plan sheets.
- Align perforations in the downward direction.
- Must always be placed within filter fabric wrap unless specifically specified otherwise.
- Protect from construction traffic until buried at least 2 times pipe diameter (minimum 8 inches) of angular rock fill.

**Wall Sheet Drain**

- Polymer sheet drain with filter fabric attached 1 or 2 sides, designed for drainage of vertical embedded foundation or retaining walls.
- For walls up to 10 feet tall. Must meet specifications as for American Wick Drain's AMERDRAIN 200 or 220.
- Install and splice and patch per manufacturer's recommendations.
- Install with fabric side towards the backfill.
- Attach to wall per manufacturer's recommendations.
- Extend down wall all the way to bottom of drainage section around perforated pipe.
- Protect from damage when backfilling with crushed rock larger than 2-inch minus.
- Repair all damaged areas prior to final backfill.

**Asphaltic Concrete**

- Type 2 Dense Graded HMAC
- PG 64-22
- Compacted to between 91% and 95% of "Maximum Specific Gravity" for first courses; between 92% and 95% for wearing course.
- Must have densification completed while temperature is above 185 degrees F.
- Do not over densify as this will significantly decrease frost heave protection of internal air voids.
- The contractor must provide a HMAC design mix for review and approval.
- All aspects of the asphaltic paving shall be accomplished in accordance with applicable ODOT standards and recommendations.

These materials shall be used on this project as specified in this report and on project plans or specifications.

**NOTE:** DEVIATIONS FROM SPECIFIED MATERIALS MUST BE APPROVED IN WRITING BY THE GEOTECHNICAL ENGINEER, OWNER AND OWNER'S OTHER CONSULTANTS/DESIGN ENGINEERS PRIOR TO USE AT THE SITE.

**Drainage.** Adequate provision should be made to direct surface water away from the pavement section and subgrade. Pondered water adjacent to the asphalt areas can saturate the subgrade resulting in loss of support. Therefore, we recommend the areas along the edge of the asphalt be well drained. All paved areas should be sloped and drainage gradients maintained to carry surface water to catch basins or to concrete ditches or rock lined ditches for transmission off the roadway and parking areas. Excessive landscape watering can also saturate the subgrade and decrease pavement life. Deep curbs, drip irrigation and/or use of dry-land plants will mitigate these affects.

**Maintenance.** Pavement life can be extended by providing proper maintenance and overlays as needed. Cracks in the pavement should be filled to prevent intrusion of surface water into the subbase. Asphalt pavements typically require seal coats or overlays after 10 to 12 years to maintain structural performance and aesthetic appearance.

## 9.0 DRAINAGE AND EROSION CONTROL

### 9.1 SITE DRAINAGE

The site should be graded during construction such that surface water does not pond within the building footprint or beneath pavement areas. Surface runoff should be controlled during construction and with final site grading. All areas adjacent to the structures should have a permanent slope away from the foundations at an inclination of at least 6 inches in eight (8) feet. This surface water should be channeled into landscape area drains or catch basins, or should be conveyed around the structure and to an erosion protected ditch or discharge conveyance line. Where items such as landscape areas and walkways block the flow of surface water, small area drains should be installed to collect the surface runoff. Good site design accommodates all site runoff and conveys it away from the structures and off the site to an acceptable disposal location. This would include drainage of surface water along the upslope side of the project. In no case shall collected water be allowed to run down the face of cut or fill slopes or uncontrolled onto unprotected native ground.

All roof downspouts shall be connected to a sealed tightline system, which discharges to an acceptable disposal location. In no case should these be connected to footing drains, wall drains or subdrains beneath floors.

### 9.2 SITE EROSION CONTROL

The site soils are mildly to moderately susceptible to erosion. The site grades are moderately steep, especially in the area which will be disturbed by construction. Therefore, site erosion should be moderate.



**Construction Erosion Control.** All disturbed areas shall have the low side surrounded by a silt fence with the bottom edge embedded in the soil at least two (2) inches. At select locations settling ponds of hay-bale backed silt fence should be established to decrease silt content of water flowing off site. Hay bales or wattles should be used to protect the road side ditches and offsite areas. Hay bale "V's" may be needed in the ditch to stop silt migration for up to 200 feet from the site. Rock check dams in ditches will help collect sediment and decrease discharge water velocity. Protect all catch basins or pipe inlets within 300 feet of the site.

The site will also require crushed rock (or shale) entrances to prevent "tracking" of mud by construction vehicles onto the roads. These are typically required to be 50 feet long and be constructed of 8" of rock over a woven fabric (more if needed to protect the subgrade soils).

**Note:** Abide by all aspects of the project Erosion Control Plan.

**Permanent Erosion Control.** Permanent project landscaping and paving or crushed rock covering as required by the City of Sutherlin could help meet some needs of long-term erosion control. All disturbed areas on the site but outside the developed area of the project that will not get formal landscaping must be reseeded with local native grasses for erosion prevention. These areas shall be graded reasonably smooth and the surface scarified to 1/2-inch deep. The area should then be hydroseeded with a combination of erosion control grass seed, (include wild flower seed for seasonal color), fertilizer and mulch OR should be covered with a thin layer of crushed rock.

## 10.0 ADDITIONAL SERVICES AND LIMITATIONS

### 10.1 ADDITIONAL SERVICES

We should review construction plans and specifications for this project as they are being developed. In addition, The Galli Group should be retained to review all geotechnical-related portions of the plans and specifications to evaluate whether they are in conformance with the recommendations provided in our report. Additionally, to observe compliance with the intent of our recommendations, design concepts, and the plans and specifications, all construction operations dealing with earthwork, foundations and rock placement and compaction should be observed by a representative from The Galli Group.

For this project, we anticipate additional services could include the following:

- Review of construction plans and specifications for compliance with geotechnical recommendations and to verify adverse conditions are not created. Such review must be accomplished prior to start of construction bidding.
- Review of all drainage measure designs.
- Possible project team meetings to clarify issues and proceed smoothly into and through the construction process.

- Observation of site stripping, overexcavation and subgrade redensification.
- Observation of onsite cut slopes and trenches to verify stability is acceptable.
- Observation of key trench and benches for areas with Fill on Steep Slopes. Recommend use (or not) of subdrains and verification of all structural fill.
- Observation of footing drains, floor slab subdrains and retaining wall seal and drainage.
- Observation and/or testing of over-excavated areas, subgrade preparation, subgrade proofrolling, structural fill placement and compaction, subdrains, pavement subgrade preparation, footing subgrade and overexcavation, aggregate base placement and compaction, site grading, surface drainage, wall and floor drainage.
- Verification of location of footings related to fill slopes.
- Redesign of portions of the project as required.
- Periodic construction field reports, as requested by the client and required by the building department.

We would provide these additional services on a time-and-expense basis in accordance with our current Standard Fee Schedule and General Conditions at the time of construction. If we are not retained to provide these services, we cannot be held responsible for the decisions by others for geotechnical related issues in the constructed product or for items which we did not observe and verify.

## **10.2 LIMITATIONS**

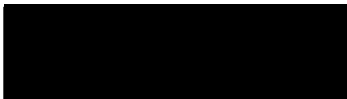
The analyses, conclusions and recommendations contained in this report are based on site conditions and assumed development plans as they existed at the time of the study, and assume soils, rock and groundwater conditions exposed and observed during our site visit and in the borings are representative of soils and groundwater conditions throughout the site. If during construction, subsurface conditions or assumed design information is found to be different, we should be advised at once so that we can review this report and reconsider our recommendations in light of the changed conditions. If there is a significant lapse of time (5 years) between submission of this report and the start of work at the site, if the project is changed, or if conditions have changed due to acts of God or construction at or adjacent to the site, it is recommended that this report be reviewed in light of the changed conditions and/or time lapse.

This report was prepared for the use of the owners and their design and construction team for the design and construction of the project. It should be made available to contractors for information and factual data only. This report should not be used for contractual purposes as a warranty of site subsurface conditions. It should also not be used at other sites or for projects other than the one intended.

We have performed these services in accordance with generally accepted geotechnical engineering practices in Oregon, at the time the study was accomplished. No other warranties, either expressed or implied, are provided.

Respectfully Submitted,

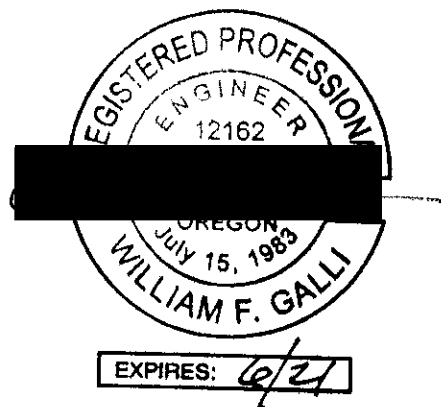
**THE GALLI GROUP**  
**GEOTECHNICAL CONSULTING**



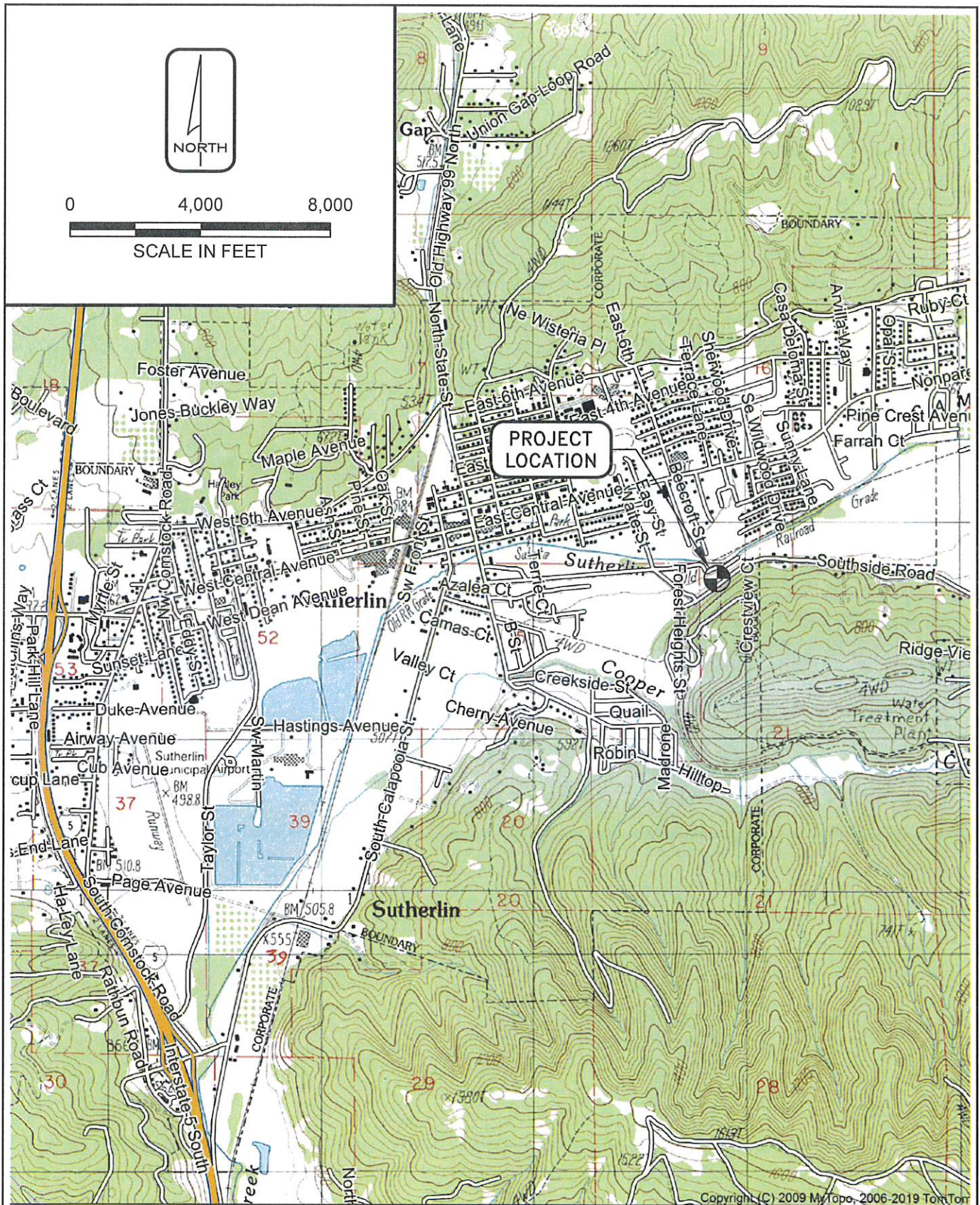
Dennis C. Duru, M.S., E.I.T.  
Staff Associate



William F. Galli, P.E., G.E.  
Principal Engineer







THE GALLI GROUP  
GEOTECHNICAL CONSULTING  
612 NW 3rd Street  
Grants Pass, OR 97526

## VICINITY MAP

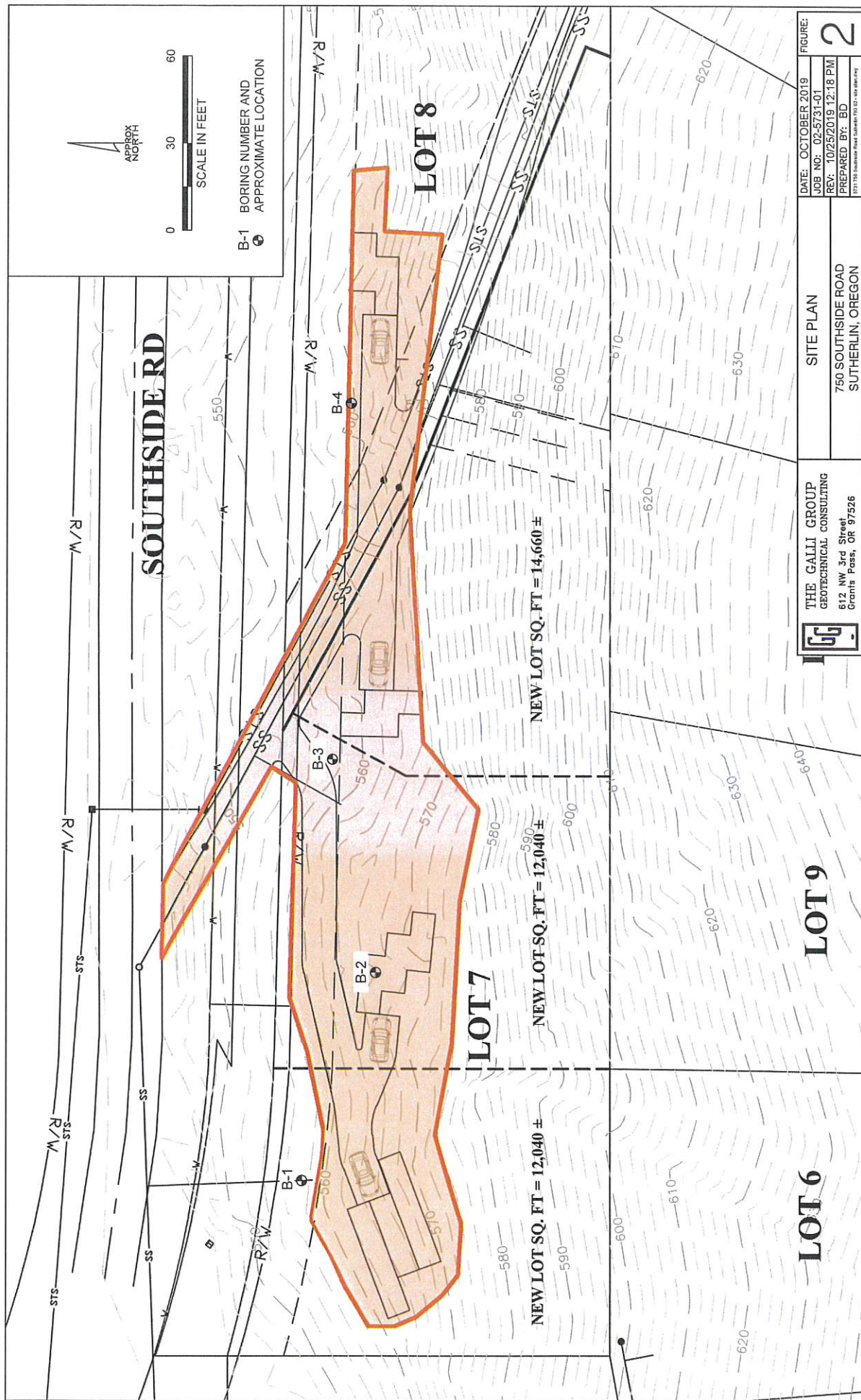
750 SOUTHSIDE ROAD  
SUTHERLIN, OREGON

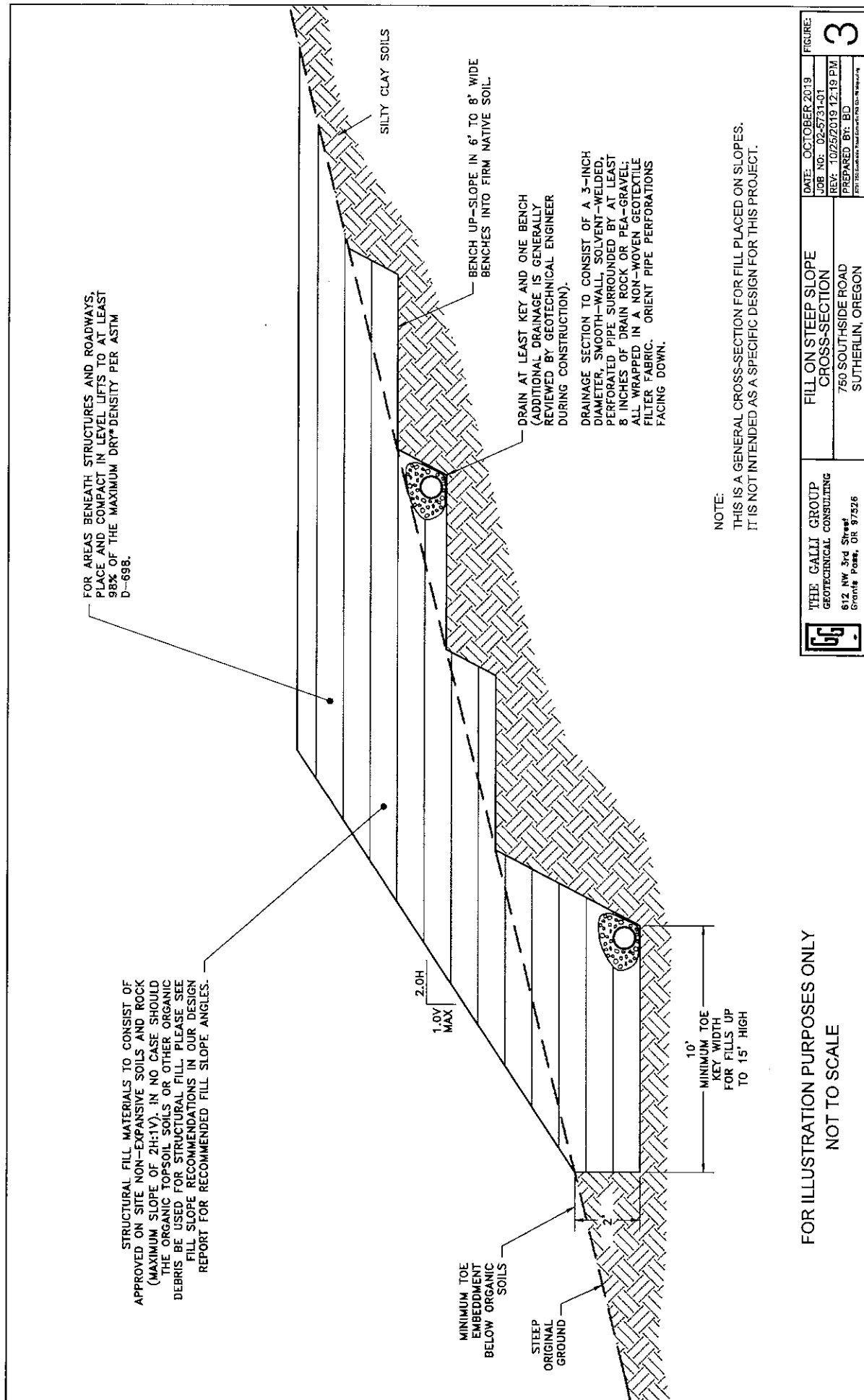
DATE: OCTOBER 2019  
JOB NO: 02-5731-01  
REV: 10/25/2019 12:17 PM  
PREPARED BY: MG3/BD  
5731 750 Southside Road Sutherlin FIG 01 - Vicinity.dwg

FIGURE:

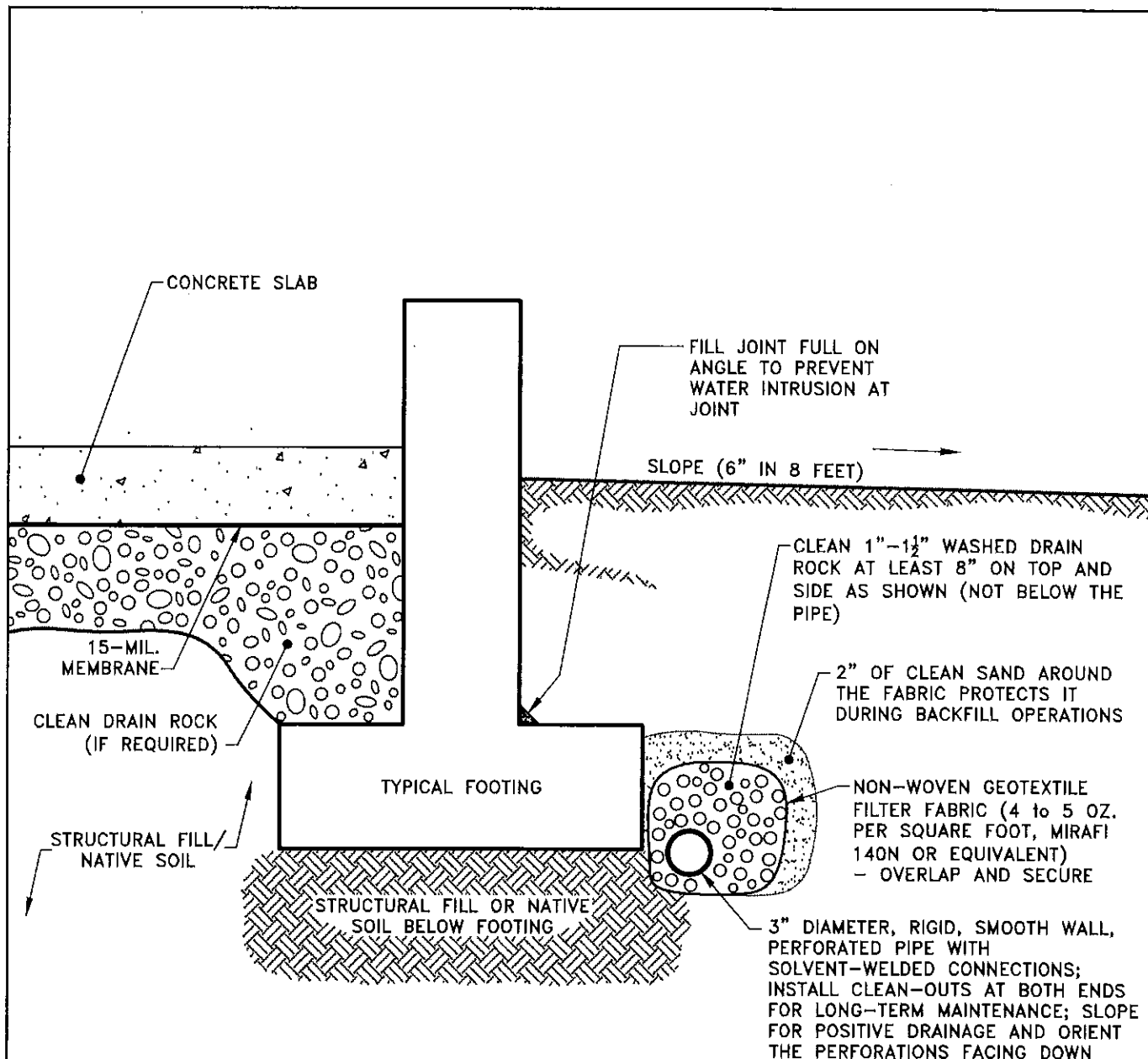
1







FOR ILLUSTRATION PURPOSES ONLY  
NOT TO SCALE



**NOTES:**

- (1) VAPOR BARRIER TO BE STEGO INDUSTRIES 15mil STEGO WRAP OR EQUIVALENT. OWNER MAY CHOOSE TO USE 6mil VISQUENE, UNDERSTANDING IT WILL NOT WORK AS WELL.
- (2) CAPILLARY BREAK ROCK BELOW VAPOR BARRIER TO BE 1/4" TO 3/4" CLEAN CRUSHED ROCK OR EQUIVALENT.

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Grants Pass, OR 97526

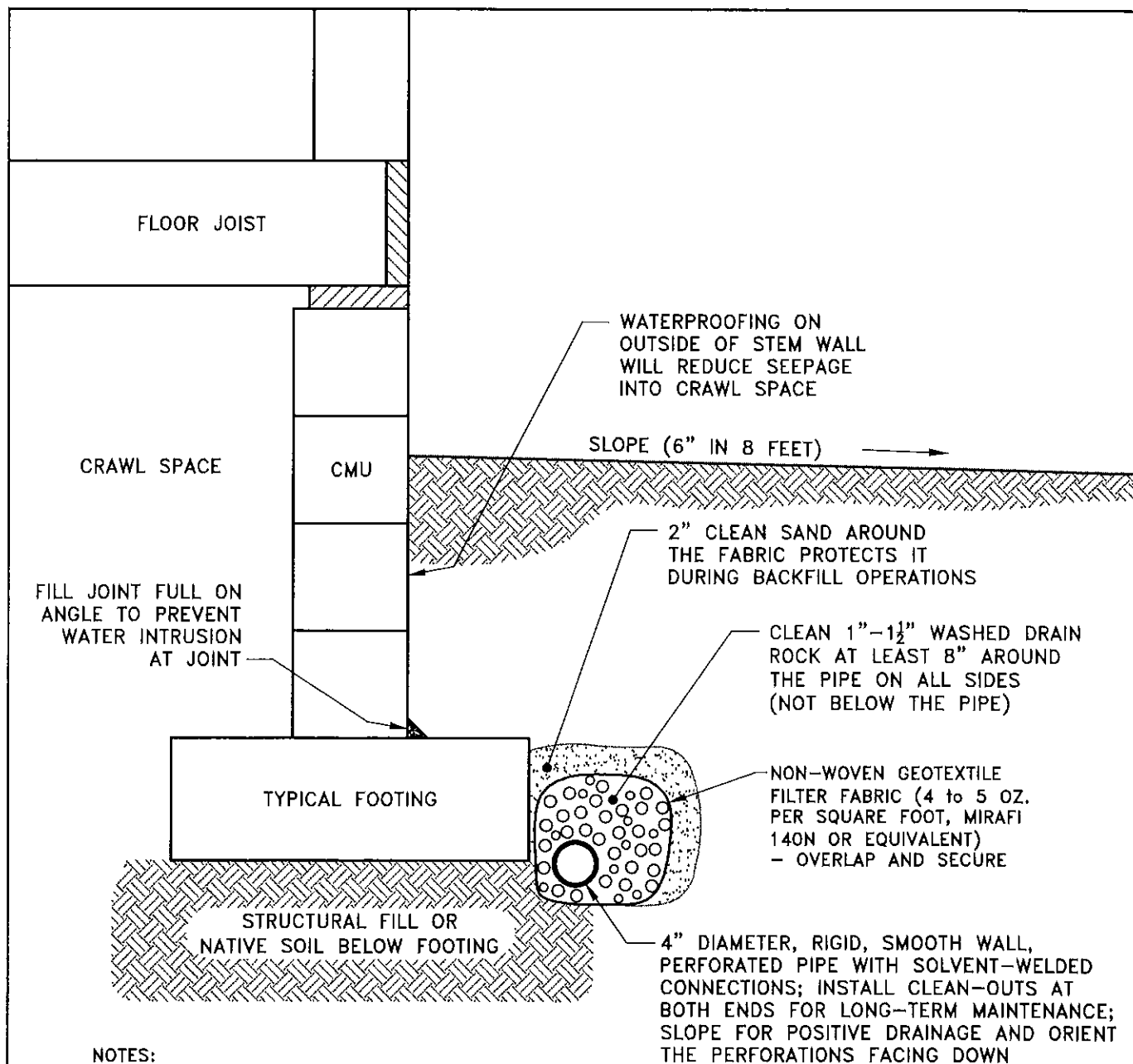
**TYPICAL FOUNDATION DRAIN  
SLAB ON GRADE FLOOR**

750 SOUTHSIDE ROAD  
SUTHERLIN, OREGON

DATE: OCTOBER 2019  
JOB NO: 02-5731-01  
REV: 10/25/2019 1:49 PM  
PREPARED BY: MG3/BD  
5731 750 Southside Road Sutherlin FIG 04 - slab og.dwg

FIGURE:

4



FOR ILLUSTRATION PURPOSES ONLY – NOT FOR CONSTRUCTION  
NOT TO SCALE



THE GALLI GROUP  
GEOTECHNICAL CONSULTING  
612 NW 3rd Street  
Grants Pass, OR 97526

# TYPICAL FOUNDATION DRAIN WITH CRAWL SPACE

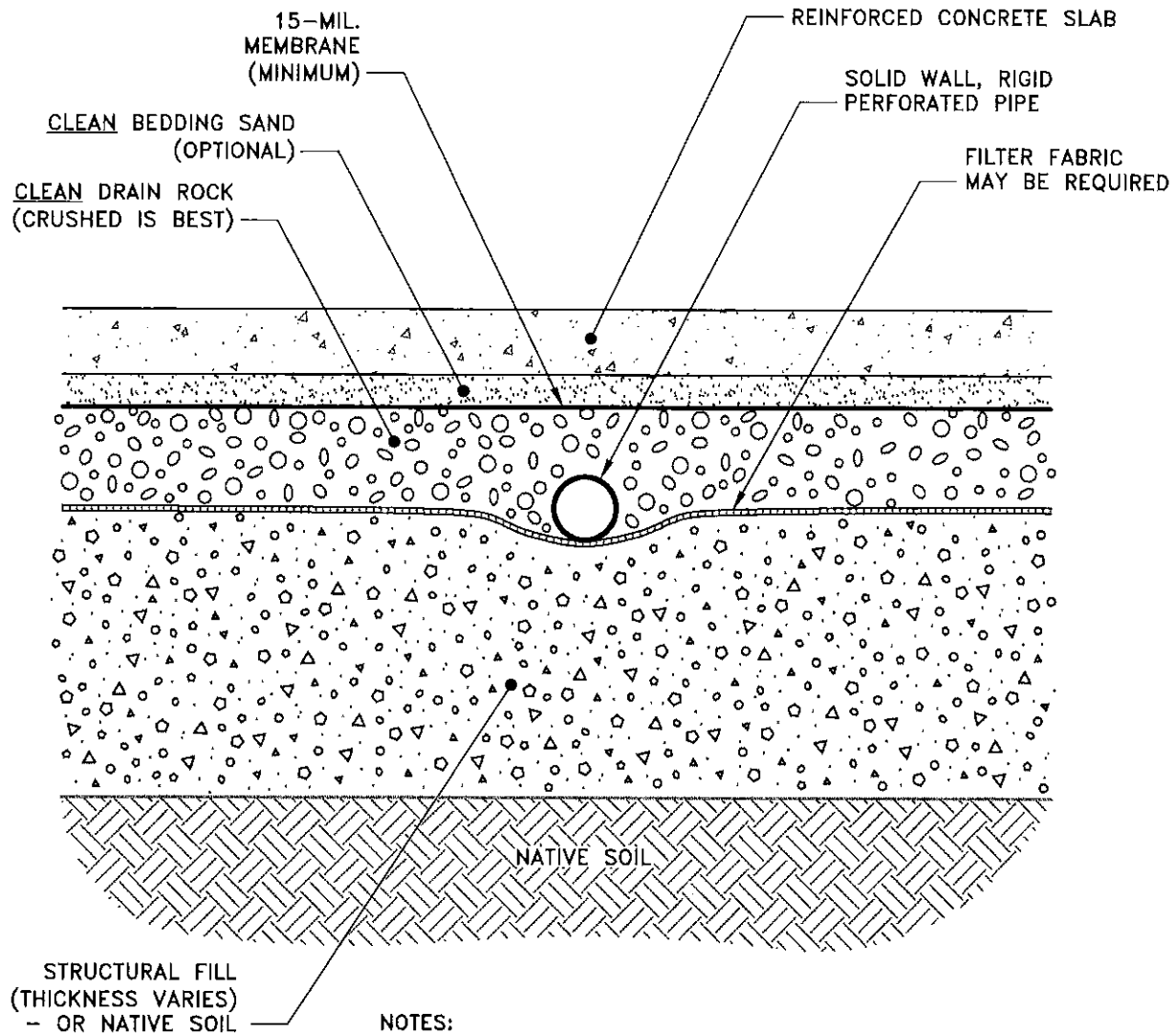
750 SOUTHSIDE ROAD  
SUTHERLIN, OREGON

DATE: OCTOBER 2019  
JOB NO: 02-5731-01  
REV: 10/25/2019 12:20 PM  
PREPARED BY: BD  
5731 750 Southside Road Sutherlin FIG 05 - slabcrawl.dwg

FIGURE:

5





**NOTES:**

- (1) MAXIMUM SPACING IS 15 FEET.
- (2) ORIENT PIPE PERFORATIONS TO BOTTOM.
- (3) ASSEMBLE PIPE USING SOLVENT-WELDED CONNECTIONS.
- (4) DO NOT DRIVE OVER DRAIN LINES.
- (5) DRAIN ROCK AND STRUCTURAL FILL TO MEET SPECS. IN REPORT BODY - SLOPE PIPE TO DRAIN.
- (6) MAY REQUIRE FILTER FABRIC ON NATIVE SUBGRADE OR IF STRUCTURAL FILL IS VERY SILTY OR SANDY.

FOR ILLUSTRATION PURPOSES ONLY  
NOT TO SCALE



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GEOTECHNICAL CONSULTING  
612 NW 3rd Street  
Grants Pass, OR 97526

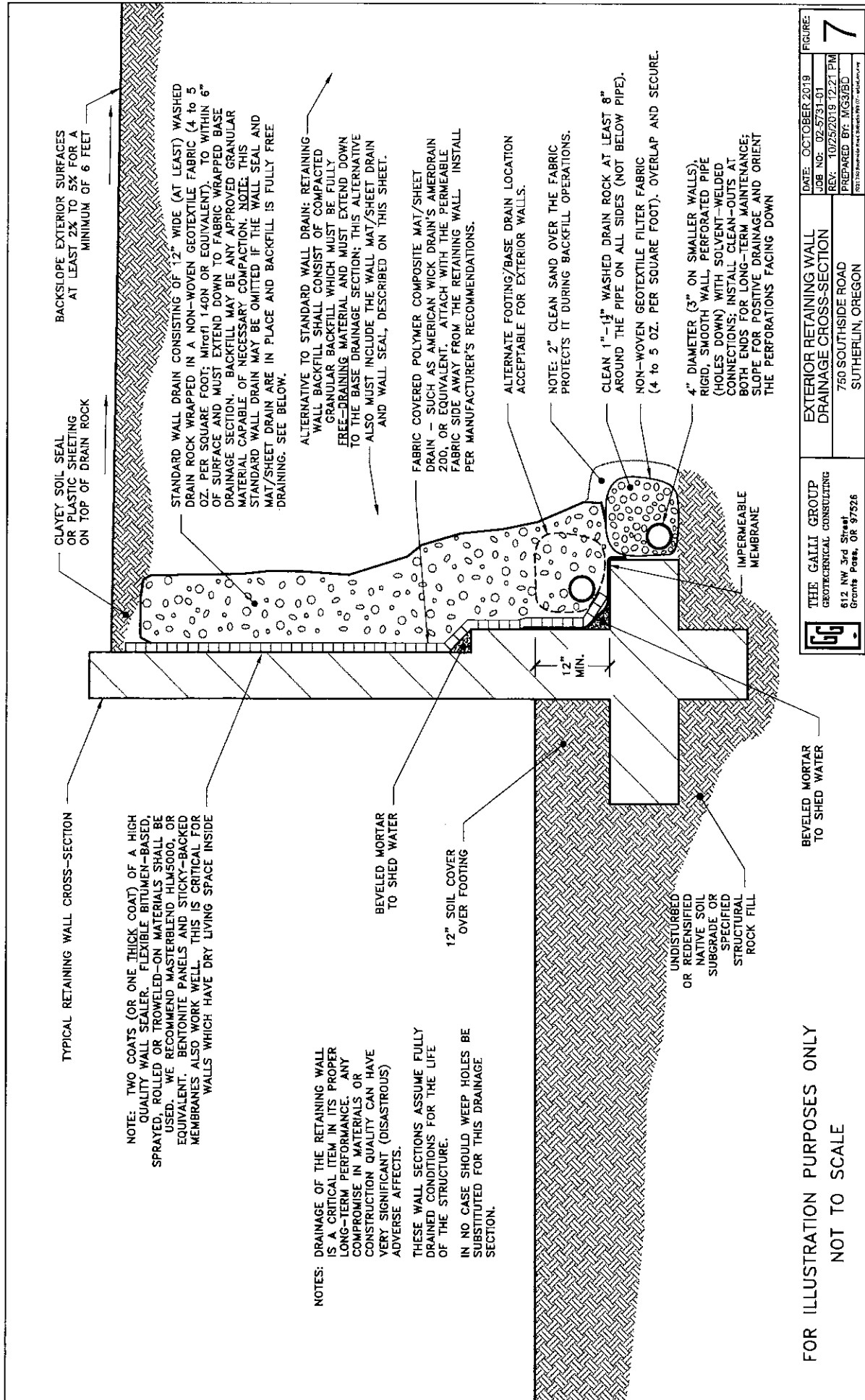
**FLOOR SUBDRAIN DETAIL**

750 SOUTHSIDE ROAD  
SUTHERLIN, OREGON

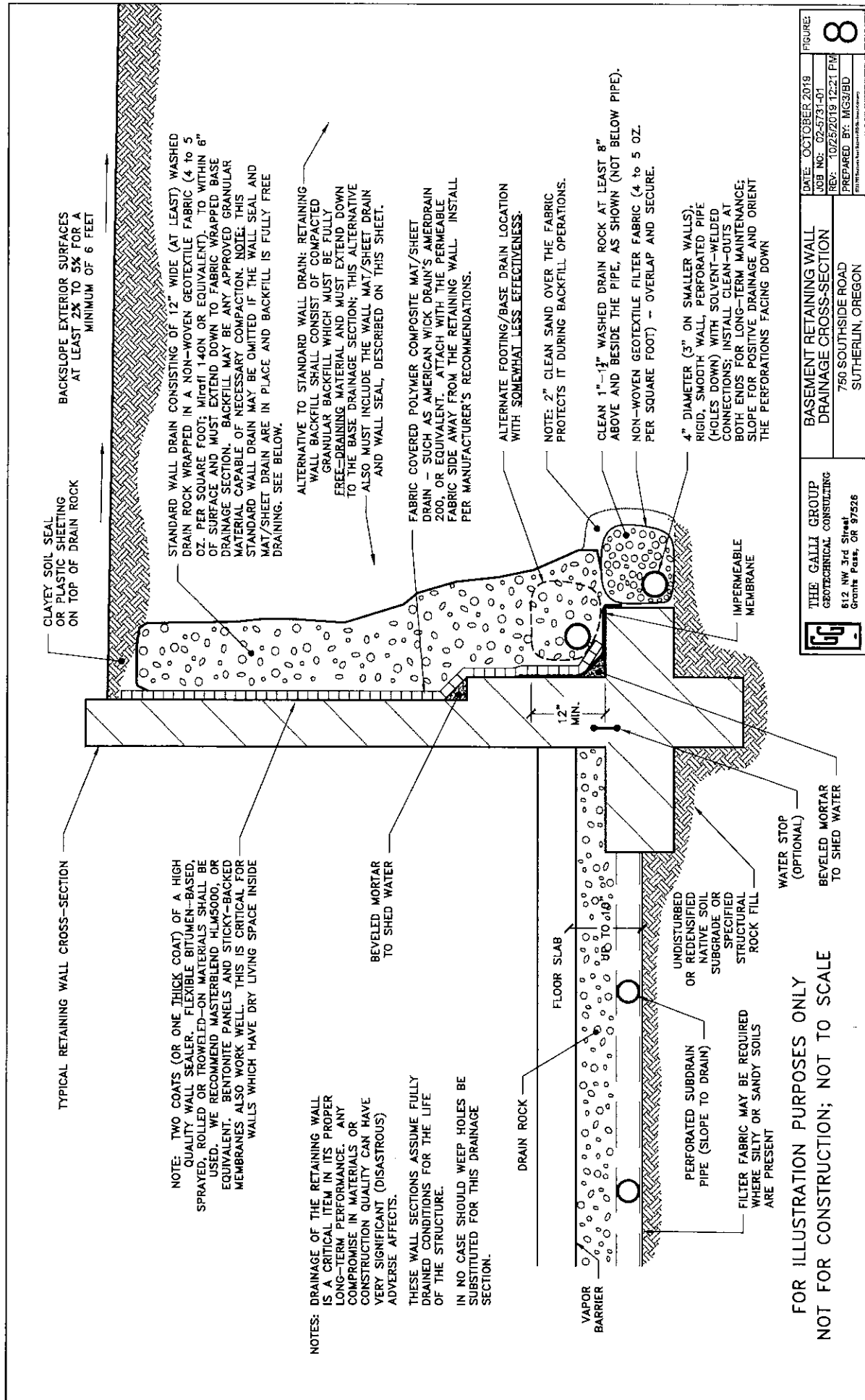
DATE: OCTOBER 2019  
JOB NO: 02-5731-01  
REV: 10/25/2019 12:21 PM  
PREPARED BY: BD  
5731 750 Southside Road Sutherlin FIG 06 - floor sub.dwg

FIGURE:

6



	<b>THE GALLI GROUP</b> GEOTECHNICAL CONSULTING 612 NW 3rd Street Grants Pass, OR 97526	<b>EXTERIOR RETAINING WALL DRAINAGE CROSS-SECTION</b> 750 SOUTHSIDE ROAD SUTHERLIN, OREGON	DATE: OCTOBER 2019	FIGURE: <b>7</b>
			JOB NO: 02-5731-01	
			REV: 10/25/2019 12:21 PM	
			PREPARED BY: MCS/BD	



	<b>THE GALLI GROUP</b> GEOTECHNICAL CONSULTING 812 NW 3rd Street Grants Pass, OR 97526	<b>BASEMENT RETAINING WALL</b> DRAINAGE CROSS-SECTION 750 SOUTHSIDE ROAD SUTHERLIN, OREGON	DATE: OCTOBER 2019	FIGURE:
			JOB NO: 02-5731-01 REV: 10/25/2019 12:21 PM	8
			PREPARED BY: MGS/BD <small>For information use only - not for construction</small>	

# **APPENDIX A**

## **BORING LOGS**

# BORING LOG B-1

Project: 750 SOUTHSIDE ROAD, SUTHERLIN

Client: DYANNA IRVINE

Location: W. SIDE OF LOT 7 (APPROX. 55' FROM S. EDGE OF SOUTHSIDE RD.)

Driller: TGG (BLAKE, KEN)

Drill Rig: ATV MOUNTED RIG, 4" DIA. SSA

Depth To Water> Initial  $\nabla$  :




Project No.: 02-5731-01

Date: 10/14/2019


Elevation:

Logged By: DENNIS DURU

At Completion  $\nabla$  :

Graphic Log	USCS	Description	Depth	Sample No. and Type	NMC	Standard Penetration Test	
						N	CURVE
							10 30 50
	OL	Organic topsoil/rootzone.	0.2				
	ML/SM	Medium dense, brown, sandy clayey silt; moist.	2.0	S-1	16%		
	SM/ML	Medium dense, light brown, silty fine Sand; moist.	3.5	S-2	14%	11	
			7	S-3	18%	9	
			8.5	S-4	12%	11	
			10.5	S-5	21%	17	
	CH/MH	Stiff to very stiff, brown, silty Clay; moist, some weathered rock fragments.	14	S-6	23%	21	
			17.5				
			21	S-7	23%	24	
		Bottom of Boring at 21.5 Feet. No Free Groundwater Encountered.	21.5				
			24.5				

Legend of Samplers:

 Grab sample

 SPT sample

 Shelby tube sample

This information pertains only to this boring and should not be interpreted as being indicative of the site.

# BORING LOG B-2

Project: 750 SOUTHSIDE ROAD, SUTHERLIN

Client: DYANNA IRVINE

Location: E. SIDE OF LOT 7 (APPROX. 80' FROM S. EDGE OF SOUTHSIDE RD.)

Driller: TGG (BLAKE, KEN)

Drill Rig: ATV MOUNTED RIG, 4" DIA. SSA

Depth To Water> Initial  $\nabla$  :

Project No.: 02-5731-01

Date: 10/14/2019

Elevation:

Logged By: DENNIS DURU

At Completion  $\nabla$  :

Graphic Log	USCS	Description	Depth	Sample No. and Type	NMC	Standard Penetration Test	
						N	CURVE
	OL	Organic topsoil/rootzone.	0.2				10 30 50
	ML/SM	Medium dense, brown, sandy clayey silt; moist	1.0				
	SM/ML	Medium dense, light brown, silty fine Sand; moist		S-1	12%	25	
			3.5				
			5.0				
	MH/CH	Stiff to very stiff, brown, silty Clay; moist, some weathered rock fragments.		S-2	22%	12	
			7				
			9.0	S-3	21%	20	
		Bottom of Boring at 9.0 Feet. No Free Ground Water Encountered.					
			10.5				
			14				
			17.5				
			21				
			24.5				

Legend of Samplers:

Grab sample

SPT sample

Shelby tube sample

This information pertains only to this boring and should not be interpreted as being indicative of the site.

# BORING LOG B-3

Project: 750 SOUTHSIDE ROAD, SUTHERLIN

Client: DYANNA IRVINE

Location: W. SIDE OF LOT 8 (APPROX. 70' FROM S. EDGE OF SOUTHSIDE RD.)

Driller: TGG (BLAKE, KEN)

Drill Rig: ATV MOUNTED RIG, 4" DIA. SSA

Depth To Water> Initial  $\nabla$  :

Project No.: 02-5731-01

Date: 10/14/2019

Elevation:

Logged By: DENNIS DURU

At Completion  $\nabla$  :

Graphic Log	USCS	Description	Depth	Sample No. and Type	NMC	Standard Penetration Test	
						N	CURVE
	OL	Organic topsoil/rootzone.	0.2				
	ML/SM	Medium dense, brown, silty fine Sand; moist.	1.0				
	GC-GM	Very stiff, brown, gravelly silty Clay; dry to damp.					
	SC	Medium dense, brown clayey Sand; moist, some gravel.					
		Bottom of Boring at 6.5 Feet. No Free Ground Water Encountered.	6.5				
			7				
			10.5				
			14				
			17.5				
			21				
			24.5				

Legend of Samplers:

Grab sample

SPT sample

Shelby tube sample

This information pertains only to this boring and should not be interpreted as being indicative of the site.

# BORING LOG B-4

Project: 750 SOUTHSIDE ROAD, SUTHERLIN

Client: DYANNA IRVINE

Location: E. SIDE OF LOT 8 (APPROX. 50' FROM S. EDGE OF SOUTHSIDE RD.)

Driller: TGG (BLAKE, KEN)

Drill Rig: ATV MOUNTED RIG, 4" DIA. SSA

Depth To Water> Initial  $\nabla$  :


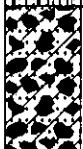


Project No.: 02-5731-01

Date: 10/14/2019

Elevation:

Logged By: DENNIS DURU

At Completion  $\nabla$  :

Graphic Log	USCS	Description	Depth	Sample No. and Type	NMC	Standard Penetration Test	
						N	CURVE
							10 30 50
	OL ML/SM	Organic topsoil/rootzone. Medium dense, brown, sandy clayey silt; moist.	0.2				
			2.0				
	GC/SC	Medium dense, brown, clayey Sand and Gravel; dry.	3.5	S-1	18%	24	
			5.0				
	GC	Medium dense, brown, clayey Gravel; moist.	6.5	S-2	18%	17	
			7				
	CL/SC	Very stiff, brown, Gravelly Clay; moist.	8.0	S-3	18%	20	
		Bottom of Boring at 8.0 Feet. No Free Ground Water Encountered.					
			10.5				
			14				
			17.5				
			21				
			24.5				

Legend of Samplers:



Grab sample



SPT sample

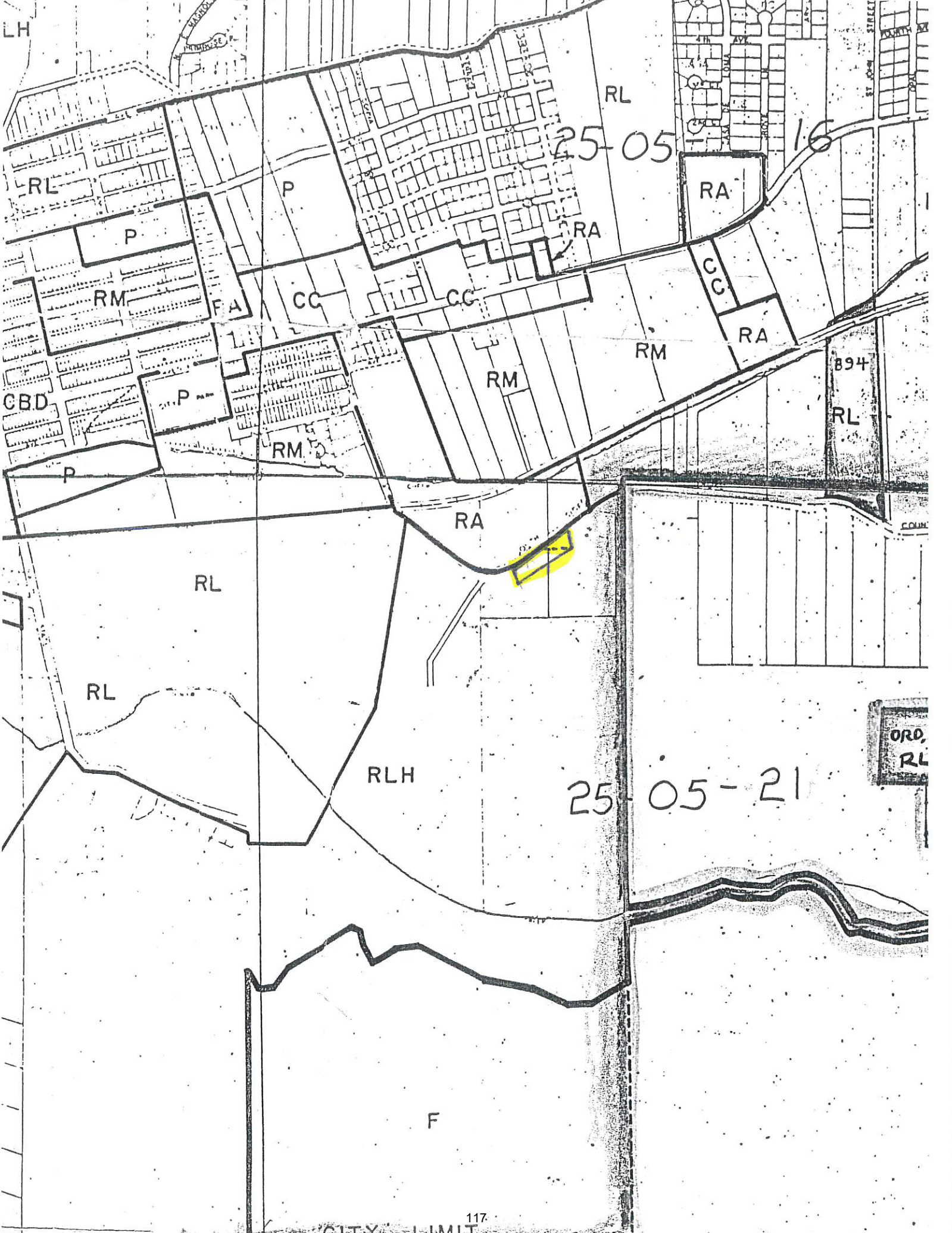


Shelby tube sample

This information pertains only to this boring and should not be interpreted as being indicative of the site.



LH



## PLAN DESIGNATIONS

### RESIDENTIAL

- RL Low Density
- RLH Low Density Hillside
- RM Medium Density
- RA High Density

### COMMERCIAL

- CBD Commercial Business District
- CC Commercial Community

### INDUSTRIAL

- LI Light Industrial
- HI Heavy Industrial

### COMMUNITY

- CSA Community Service Airport
- P Public
- F Forestry

## ATTACHMENT C

*ie*

civil  
structural  
surveying  
architecture  
planning

809 SE Pine St  
Roseburg, OR 97470

ieengineering.com  
541.673.0166

# MEMO

---

**To:** City of Sutherlin – Planning Department  
**From:** Emily Brandt, Planner, i.e. Engineering  
**cc:** Mark Garrett, Dyanna Irvine  
**Date:** 2020-01-03  
**Re:** Cooper Creek Estates Subdivision Lots 7 & 8 Zone Change– Traffic

---

This memo is being written to address traffic counts for the proposed construction of up to four (4) duplexes, three (3) associated driveways, and utilities on lots 7 and 8 of Cooper Creek Estates Subdivision located along Southside Road in Sutherlin, OR. The proposed project will occur on the existing two lots: R131991 (38,768 sq. ft. /0.82 acres) and R131992 (18,295 sq. ft. /0.42 acres) located along Southside Road between the intersections of Waite Avenue and Sea Street. Southside Road is classified as a 'collector' by Sutherlin's Transportation System Plan (TSP). The parcels are located within the Urban Growth Boundary and City Limits for the City of Sutherlin. Currently, the properties are undeveloped with the exception of a utility easement which passes along the property lines of lots 7 and 8 which was developed as part of an earlier phase of Cooper Creek Estates Subdivision.

The current zoning of both lots 7 and 8 is RH (Residential Hillside) which permits the development of single family lots with min. lot size of 12,000 sq. ft. and duplexes as a PUD (Planned Unit Development). Development of the site under the proposed zone change of R2 (Medium Density Residential) will include four (4) duplex buildings and associated impervious paved driveways and sidewalks, underground utilities, and open areas and landscaping. The minimum lot size for duplexes is 6,000 sq. ft. A partition of Lot 7 into three (3) lots will meet the minimum lot size for duplexes under the R2 zoning requirements.



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Roseburg, OR 97470

ieengineering.com  
541.673.0166

Estimated average daily traffic counts for each of the RH allowable uses and the proposed R2 allowable uses are outlined in the following table:

TRIP GENERATION ANALYSIS\*:

Zone	Land-Use	Min. lot size (sq. ft.)	Number of Allowable Units	ITE Code	Trips per Unit	ADT Weekday Total
RH (existing)	Single Family	12,000 sq. ft.	3 total (2 for lot 7 and 1 for lot 8)	210	9.57	29
RH (existing)	Duplex PUD (rented)	na	8	270	7.50	60
R2 (proposed)	Duplex (rented)	6,000 sq. ft.	9	224	5.11	46

\*Trip Generation 7th Edition, Institute of Transportation Engineers

Under the existing RH zoning, the Average Daily Trips on a weekday would expect to be somewhere between 29-60 trips per day. With the zone change and proposed design, we expect the development to generate up to 46 trips per day. Hence, trip generations for rented duplexes in the proposed R2 Zone fall within the range of current allowable uses under the RH zoning.

Sincerely,



Emily Brandt, Planner

## ATTACHMENT D

*ie*

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809 SE Pine St  
Roseburg, OR 97470

ieengineering.com  
541.673.0166

# MEMO

---

**To:** City of Sutherlin – Planning Department  
**From:** Emily Brandt, Planner, i.e. Engineering  
**cc:** Mark Garrett, Dyanna Irvine  
**Date:** 2020-01-03  
**Re:** Cooper Creek Subdivision Lots 7 & 8 Zone Change – Access

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This memo is being written to address access driveways for the proposed construction of up to four (4) duplexes, three (3) associated driveways, and utilities on lots 7 and 8 of Cooper Creek Subdivision located along Southside Road in Sutherlin, OR. The proposed project will be on two lots: R131991 (38,768 sq. ft. /0.82 acres) and R131992 (18,295 sq. ft. /0.42 acres) located along Southside Road between the intersections of Waite Avenue and Sea Street. The parcels are located within the Urban Growth Boundary and City Limits for the City of Sutherlin. Currently, the property is undeveloped with the exception of an existing utility easement located between along the shared property lines of lots 7 and 8.

Proposed development of the two lots will include up to four (4) duplex buildings, impervious paved driveways and sidewalks, underground utilities, and open areas and landscaping. Three (3) total driveways, with minimum of 250' spacing, are proposed off of Southside road; which is classified as a 'collector' street per Sutherlin's current Transportation System Plan. Each driveway will be spaced at the minimum distance of 250' required by the City of Sutherlin's requirements. Existing lots 7 and 8 have approximately 535' of frontage along Southside Road. One driveway at a minimum, would need to serve multiple units.

Sincerely,



Emily Brandt, Planner



## ATTACHMENT E

*ie*

civil  
structural  
surveying  
architecture  
planning

809 SE Pine St  
Roseburg, OR 97470

ieengineering.com  
541.673.0166

# MEMO

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**To:** City of Sutherlin – Planning Department  
**From:** Emily Brandt, Planner, i.e. Engineering  
**cc:** Mark Garrett, Dyanna Irvine  
**Date:** 2020-01-03  
**Re:** Cooper Creek Subdivision Lots 7 & 8 Zone Change – Site Drainage

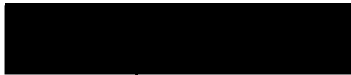
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This memo is being written to address the conceptual drainage design for the proposed construction of up to four (4) duplexes, associated driveways, and utilities on lots 7 and 8 of Cooper Creek Subdivision located along Southside Road in Sutherlin, OR. The proposed project will be on two lots: R131991 and R131992 located along Southside Road between the intersections of Waite Avenue and Sea Street. The parcels are located within the Urban Growth Boundary and City Limits for the City of Sutherlin. Currently, the property is undeveloped and generally drains towards South Side Road, flowing from the north southeast to northwest of the properties.

Development of the site will include up to four (4) duplex buildings, impervious paved driveways and sidewalks, underground utilities, and open areas and landscaping. All stormwater will remain surface flow and collect in drains. All drains will be piped to swales or detention basins, located within the parcel, to address water quantity and quality and then discharge into the seasonal creek. Stormwater will not discharge to adjacent properties. The storm system will be designed to comply with the City of Sutherlin's stormwater manual.

During construction of the site, proper erosion control measures will be installed. Development of the site will not negatively impact existing drainage patterns or neighboring properties.

Sincerely,



Emily Brandt, Planner

## **ATTACHMENT "A"**

### **ADJUSTED UNIT 1-PLA M168-58**

Lot 7, Cooper Creek Estates, as recorded in Volume 22, Page 52, Douglas County plat records, lying in the Northwest Quarter of Section 21, Township 25 South, Range 5 West, Willamette Meridian, Douglas County, Oregon.

#### **TOGETHER WITH:**

The following described portion of Lot 8 of said Cooper Creek Estates:

All of said Lot 8, Cooper Creek Estates lying Southerly and Westerly of the following described boundary:

Beginning at a 5/8" iron rod on the Southeasterly right-of-way boundary of South Side Ave. (County Road No. 120), from which the Northwest corner of said Lot 8, Cooper Creek Estates bears South 54°04'57" West, 94.84 feet; Thence along the Southerly boundary of an existing 20-foot wide utility easement the following courses: North 81°17'10" East, 93.14 feet to a 5/8" iron rod; Thence North 74°17'03" East, 164.80 feet to a 5/8" iron rod; Thence South 15°42'57" East, 9.02 feet to a 5/8" iron rod on the Southeasterly boundary of said Lot 8, Cooper Creek Estates and there terminating.

Above described UNIT 1 contains 0.89 acres, more or less.

### **ADJUSTED UNIT 2-PLA M168-58**

Lot 8, Cooper Creek Estates, as recorded in Volume 22, Page 52, Douglas County plat records, lying in the Northwest Quarter of Section 21, Township 25 South, Range 5 West, Willamette Meridian, Douglas County, Oregon.

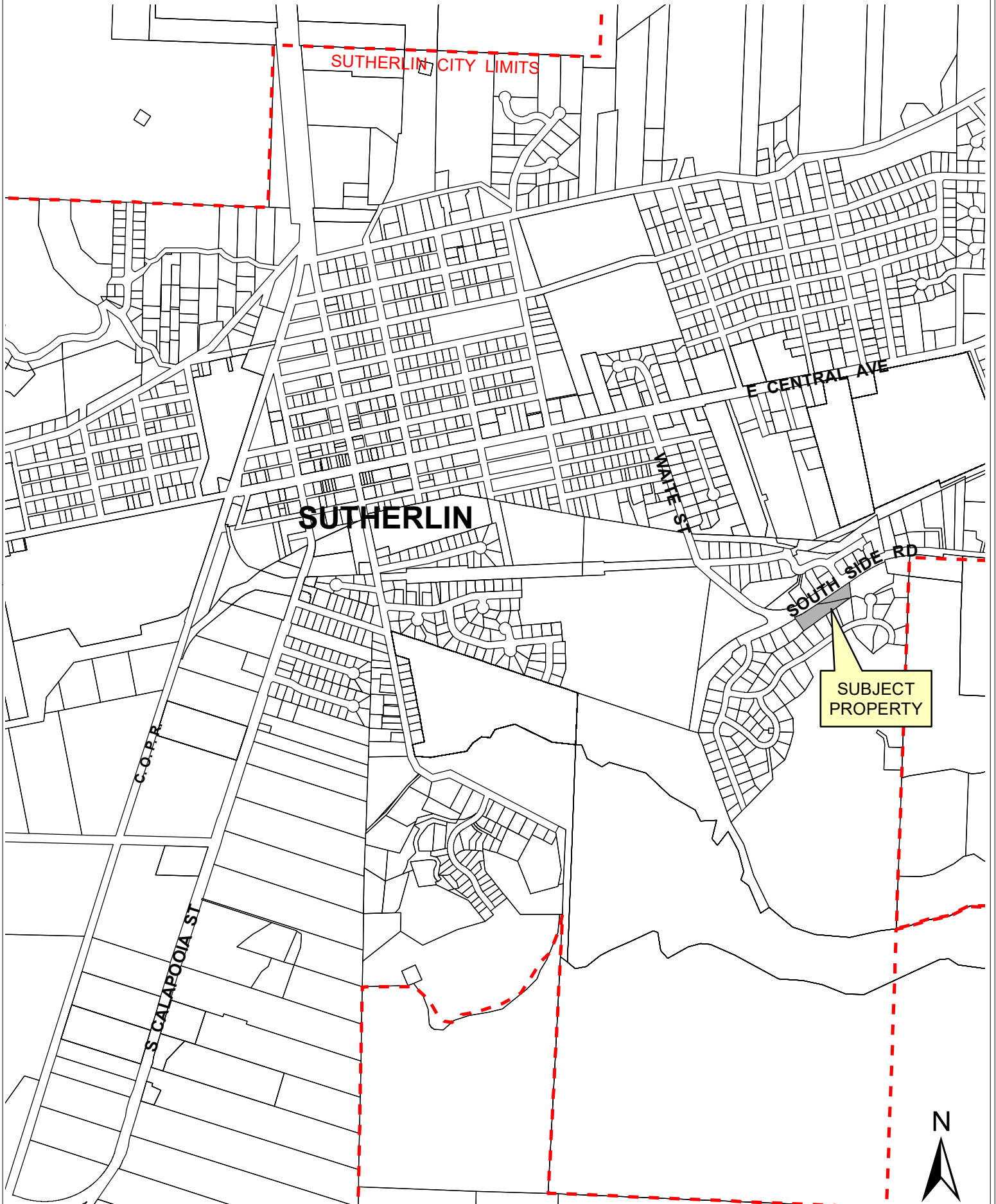
#### **EXCEPTING THEREFROM:**

The following described portion of said Lot 8, Cooper Creek Estates:

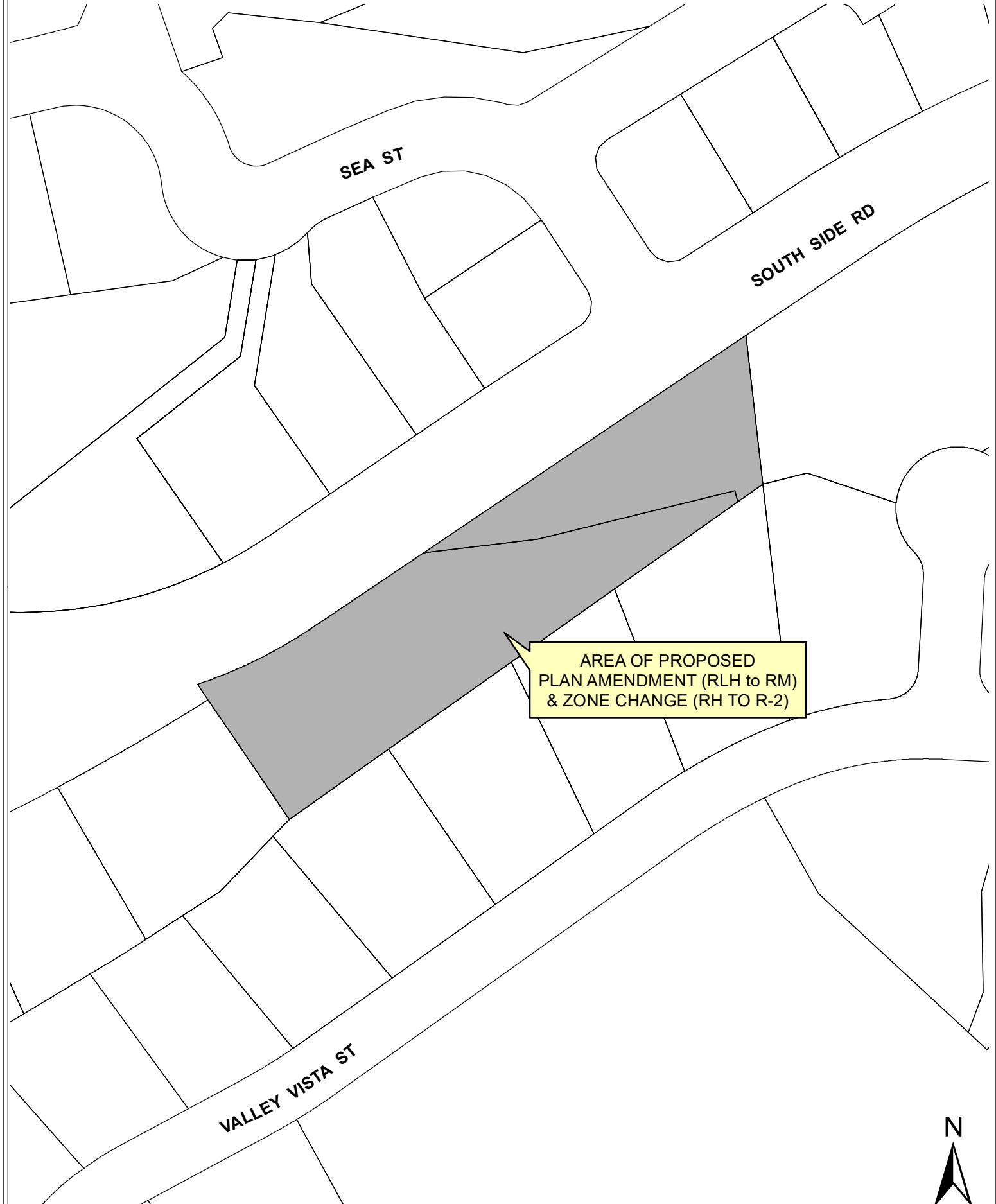
All of said Lot 8, Cooper Creek Estates lying Southerly and Westerly of the following described boundary:

Beginning at a 5/8" iron rod on the Southeasterly right-of-way boundary of South Side Ave. (County Road No. 120), from which the Northwest corner of said Lot 8, Cooper Creek Estates bears South 54°04'57" West, 94.84 feet; Thence along the Southerly boundary of an existing 20-foot wide utility easement the following courses: North 81°17'10" East, 93.14 feet to a 5/8" iron rod; Thence North 74°17'03" East, 164.80 feet to a 5/8" iron rod; Thence South 15°42'57" East, 9.02 feet to a 5/8" iron rod on the Southeasterly boundary of said Lot 8, Cooper Creek Estates and there terminating.

Above described UNIT 2 contains 0.42 acres, more or less.







## 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 June 8, 2020 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 June 1, 2020 at City Hall between the hours of 9:00 AM and 4:00 PM.

### SUMMARY OF PROPOSED BUDGET CHANGES

AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED

#### FUND: Police Reserve Fund

Resource	Amount	Requirement	Amount
1		1 Capital Outlay	11,000.00
2		2 Contingency	(11,000.00)
3		3	
<b>Revised Total Fund Resources</b>	<b>161,200.00</b>	<b>Revised Total Fund Requirements</b>	<b>161,200.00</b>

#### Comments:

A police vehicle was purchased at the end of fiscal year 2018-19. The vehicle was not able to be outfitted (lights, siren, etc.) until October 2019. This expense was not anticipated when the budget was prepared, therefore an adjustment is needed.

#### FUND: Wastewater Operations Fund

Resource	Amount	Requirement	Amount
1		1 Materials and Services	160,000.00
2		2 Contingency	(160,000.00)
3		3	
4		4	
5		5	
<b>Revised Total Fund Resources</b>	<b>3,161,000.00</b>	<b>Revised Total Fund Requirements</b>	<b>3,161,000.00</b>

#### Comments:

The wastewater treatment plant upgrade was originally scheduled to be completed in the fall of 2019. Due to unforeseen delays the upgrade will not be completed until June 2020. This delay required the use of sludge disposal for an extended period of time which was not anticipated when the budget was prepared. Therefore and adjustment is needed.



# **COUNCIL BUSINESS**





126 E. Central Avenue  
Sutherlin, OR 97479  
541-459-2856  
Fax: 541-459-9363  
[www.cityofsutherlin.com](http://www.cityofsutherlin.com)

## City of Sutherlin

### STAFF REPORT

<b>Re: Ordinance No. 1078</b> – Sutherlin Transportation System Plan, Planning File 20-S003				Meeting Date:	06-08-2020
<b>Purpose:</b>	Action Item <input checked="" type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input checked="" type="checkbox"/>	Update <input type="checkbox"/>
<b>Submitted By:</b> Kristi Gilbert, Community Development Supervisor, Brian Elliott, Community Development Director				City Manager Review	<input checked="" type="checkbox"/>
<b>Attachments:</b> Ordinance & Exhibits					

### WHAT IS BEING ASKED OF COUNCIL?

The Council to approve the second reading and adoption of Ordinance No. 1078 adopting above referenced 2020 Transportation System Plan, Comprehensive Plan Amendment and Amendments to the Sutherlin Development Code.

### EXPLANATION

Council closed the public hearing, deliberated to a decision. The Council shall consider the second reading and adoption of the Ordinance No. 1078 adopting the 2020 Transportation System Plan, Comprehensive Plan Amendment and Amendments to the Sutherlin Development Code.

### OPTIONS

1. Approve the second reading and adoption of Ordinance No. 1078 adopting the 2020 Transportation System Plan, Comprehensive Plan Amendment and Amendment to the Sutherlin Development Code, or
2. Not to approve the second reading and adoption of Ordinance No. 1078 adopting the 2020 Transportation System Plan, Comprehensive Plan Amendment and Amendment to the Sutherlin Development Code.

### SUGGESTED MOTION(S)

To approve the second reading and adoption of Ordinance No. 1078 adopting the 2020 Transportation System Plan, Comprehensive Plan Amendment and Amendment to the Sutherlin Development Code.



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

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

## *City of Sutherlin*

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# NOTICE OF ORDINANCE ENACTMENT

## ORDINANCE NO. 1078

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

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

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

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

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

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

## **ORDINANCE NO. 1078**

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

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

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

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

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

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

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

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

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

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

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

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

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

***Citizen Involvement (Goal 1)***

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

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

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

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

***Land Use Planning (Goal 2)***

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

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

***Economic Development (Goal 9)***

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

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

***Public Facilities and Services (Goal 11)***

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

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

***Transportation (Goal 12)***

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

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



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

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

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

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

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

***660-012-0005 through 660-012-0055***

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

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

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

Elements of the TSP are implemented in the requirements of Sutherlin's Development Code. The code regulates land uses and development within City limits and implements the long-range vision of the Comprehensive Plan, of which the TSP is part. Proposed amendments to

the Development Code are intended to protect the design and function of the transportation network, modify parking standards to include walkways and promote walking, and increase

coordination among agencies (see full text of proposed amendments to the Development Code). Amendments are proposed in the following sections:

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

### ***Goals and Policies from the Sutherlin Comprehensive Plan***

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

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

#### ***Section 4.11.110(C) APPROVAL PROCEDURES***

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

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

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

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

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

1. The draft Transportation System Plan, the proposed Comprehensive Plan amendments, and the proposed Land Use and Development Code amendments are consistent with and in compliance with Statewide Planning Goals 1, 2, 9, 11, and 12. The City Council further concludes that Statewide Planning Goals 3 through 8, 10 and 13 through 19 are not directly applicable to these proposals.
2. The draft Transportation System Plan is consistent with the Oregon Transportation Plan and with the Transportation Planning Rule.
3. The proposed Comprehensive Plan amendments meet the requirements of Sutherlin Development Code Section 4.11.
4. The proposed amendments to the Sutherlin Development Code meet the requirements of Section 4.11;

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

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

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

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

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

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

**PASSED BY THE COUNCIL ON THIS 8<sup>TH</sup> DAY OF JUNE, 2020.**

**APPROVED BY THE MAYOR ON THIS 8<sup>TH</sup> DAY OF JUNE, 2020.**

---

Todd McKnight, Mayor

**ATTEST:**

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Diane Harris, CMC, City Recorder

## EXHIBIT A

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

The following Sutherlin Comprehensive Plan modifications implement the recommendation in Table 1 of the Implementing Ordinances memorandum.

#### **PUBLIC FACILITIES ELEMENT**

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

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

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

#### **ENERGY CONSERVATION**

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

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

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

## **PUBLIC FACILITIES -- GOALS AND POLICIES**

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

### **POLICIES:**

**TO PROVIDE A TRANSPORTATION SYSTEM THAT ENHANCES SAFETY AND SECURITY OF ALL TRANSPORTATION MODES.**

### **POLICIES:**

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

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

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

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

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

### **POLICIES:**

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

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

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

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

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

**POLICIES**

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

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

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

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

**POLICIES**

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

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

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

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

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

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

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

## **POLICIES**

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

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

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

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

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

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

## **POLICIES**

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

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

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

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

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

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

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

## EXHIBIT B:

### SUTHERLIN DEVELOPMENT CODE AMENDMENTS

The following Sutherlin Development Ordinance modifications correspond to recommendations in Table 1 of the memorandum.

#### Section 3.2 ACCESS AND CIRCULATION

...

##### 3.2.110 Vehicular Access and Circulation.

###### A. Intent and Purpose.

1. The intent of this section is to manage vehicle access to development through a connected street system with shared driveways, where practicable, and circulation systems that allow multiple transportation modes and technology, while preserving the flow of traffic in terms of safety, roadway capacity, and efficiency. Access shall be managed to maintain an adequate “level of service” and to maintain the “functional classification” of roadways [See 2020 Transportation System Plan]. Major roadways, including highways, arterials, and collectors, serve as the primary system for moving people and goods. “Access management” is a primary concern on these roads. Local streets and alleys provide access to individual properties. If vehicular access and circulation are not properly designed, these roadways will be unable to accommodate the needs of development and serve their transportation function. This section balances the right of reasonable access to private property with the right of the public to safe and efficient travel.

###### B. Applicability. This section applies to all public roads, streets, and alleys within the city and to all properties abutting them.

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

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



3. Permits for access to county highways shall be subject to review and approval by Douglas County. The city will coordinate with the county on such permits as necessary.
- D. Traffic Impact Study Requirements. The city or other agency with access jurisdiction may require a traffic impact study prepared by a traffic engineer to determine access, circulation and other transportation requirements including identification of projects needed to implement the Transportation System Plan or other projects needed to mitigate for traffic impacts resulting from development that exceeds assumptions from the Transportation System Plan. (See also, section 3.5, Infrastructure.)
- E. Conditions of Approval. The city or other agency with access permit jurisdiction may require the closing or consolidation of existing curb cuts or other vehicle access points, recording of reciprocal access easements (i.e., for shared driveways), development of a frontage street, installation of traffic control devices, limit direction of travel at an approach, and/or other mitigation as a condition of granting an access permit, to ensure the safe, functional, and efficient operation of the street and highway system.
- ...
- I. Access Spacing. Driveway accesses shall be separated from other driveways and street intersections in accordance with the following standards and procedures:
1. Local Streets. A minimum of twenty-five (25) feet separation (as measured from the sides of the driveway/street) shall be required on local streets (i.e., streets not designated as collectors or arterials).
  2. Arterial and Collector Streets. Access spacing on collector and arterial streets, and at controlled intersections (i.e., with four-way stop sign or traffic signal) shall be determined based on the policies and standards contained in the city's transportation system plan.
  3. Special Provisions for All Streets. Direct street access may be restricted for some land use types. For example, access consolidation, shared access, and/or access separation greater than that specified by Subsections 1-2, may be required by the city, county or ODOT for the purpose of protecting the function, safety and operation of the street for all users. Where no other alternatives exist, the permitting agency may allow construction of an access connection along the property line farthest from an intersection. In such cases, directional connections (i.e., right in/out, right in only, or right out only) may be required.
  4. Where the spacing standards limit the number or location of connections to a street or highway, the city engineer may require a driveway to extend to one of more edges of a parcel and be designed to allow for future extension and inter-parcel circulation as adjacent properties develop. The city engineer may also require the owner(s) of the subject site to record an access easement for future joint use of the approach and driveway as the adjacent property(ies) develop(s).

...

- Q. Flag Lots. Flag lots may be created where the configuration of a parcel does not allow for standard width lots. A flag pole access drive may serve no more than three (3) dwelling units, including accessory dwellings and dwellings on individual lots. A drive serving more than one lot shall conform to the standards in subsections 1-4 below:

Figure 3.2.110(Q) – Flag Lot (Typical)

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

...

#### 4.2.120 Pedestrian Access and Circulation

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

...

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

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

## Section 3.4 VEHICLE AND BICYCLE PARKING

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### 3.4.120 Vehicle Parking Standards

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

...

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

5. Site has more than the minimum number of required bicycle parking spaces: Allow up to a 5 percent reduction to the number of automobile parking spaces.
- E. Maximum Number of Parking Spaces. The number of parking spaces provided by any particular use in ground surface parking lots shall not exceed the required minimum number of spaces provided by this section by more than thirty (30) percent. Spaces provided on-street, or within the building footprint of structures, such as in rooftop parking, or under- structure parking, or in multi-level parking above or below surface lots, may not apply towards the maximum number of allowable spaces. Parking spaces provided through “shared parking” also do not apply toward the maximum number.

...

## Section 3.5 INFRASTRUCTURE STANDARDS

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### 3.5.110 Transportation Standards

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- F. Minimum Rights-of-Way and Street Sections. Street rights-of-way and improvements shall be the widths in Table 3.5.110. A variance shall be required in conformance with section 5.2.120 to vary the standards in Table 3.5.110. Where a range of width is indicated, the width shall be determined by the decision-making authority based upon the following factors:

...

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

1. When a Transportation Impact Study (TIS) is required. The City or other road authority with jurisdiction may require a TIS as part of an application for development, a change in use, or a change in access. A TIS shall be required where a change of use or a development would involve one or more of the following:
  - a. A change in zoning or a plan amendment designation;
  - b. Operational or safety concerns documented in writing by a road authority;
  - c. An increase in site traffic volume generation by 300 Average Daily Trips (ADT) or more;
  - d. An increase in peak hour volume of a particular movement to and from a street or highway by 20 percent or more;
  - e. The development is expected to impact intersections that are currently operating at the upper limits of the acceptable range of level of service during the PM peak operating hour.

- f. The development is expected to significantly impact adjacent roadways and intersections that have previously been identified as high crash locations or areas that contain a high concentration of pedestrians or bicyclists such as school zones.
  - g. An increase in the use of adjacent streets by vehicles exceeding the 20,000-pound gross vehicle weights by 10 vehicles or more per day;
  - h. Existing or proposed approaches or access connections that do not meet minimum spacing or sight distance requirements or are located where vehicles entering or leaving the property are restricted, or such vehicles are likely to queue or hesitate at an approach or access connection, creating a safety hazard; or
  - i. A TIS required by ODOT pursuant to OAR 734-051.
- 2. TIS Preparation. The TIS shall be prepared by a professional engineer with competence in traffic engineering, licensed in the State of Oregon. If the TIS identifies level of service conditions less than the minimum standard established in the Transportation System Plan, improvements and funding strategies mitigating the problem shall be considered concurrent with the development proposal.
- 3. Approval Criteria. The TIS shall be reviewed according to the following criteria:
  - a. The analysis complies with the content requirements set forth by the City and/or other road authorities as appropriate;
  - b. The study demonstrates that adequate transportation facilities exist to serve the proposed land use action or identifies mitigation measures that resolve identified traffic safety problems in a manner that is satisfactory to the road authority;
  - c. For affected City facilities, the study demonstrates that the project meets mobility and other applicable performance standards established in the SDC and TSP, and includes identification of multi-modal solutions used to meet these standards, as needed; and
  - d. Proposed design and construction of transportation improvements are in accordance with the design standards and the access spacing standards specified in the SDC and TSP.
- 4. Conditions of Approval.
  - a. The City may deny, approve, or approve a proposal with conditions necessary to meet operational and safety standards; provide the necessary right-of-way for planned improvements; and require construction of improvements to ensure consistency with the future planned transportation system.
  - b. Construction of off-site improvements, including those related to bicycle and pedestrian facilities, may be required to mitigate impacts resulting from development that relate to capacity deficiencies and public safety; and/or to upgrade or construct public facilities to City standards.
  - c. Where the existing transportation system is shown to be impacted by the proposed use, improvements such as paving; curbing; installation of or

contribution to traffic signals; and/or construction of sidewalks, bikeways, access ways, paths, or streets that serve the proposed use may be required.

- d. Improvements required as a condition of development approval, when not voluntarily provided by the applicant, shall be roughly proportional to the impact of the development on transportation facilities. Findings in the development approval shall indicate how the required improvements directly relate to and are roughly proportional to the impact of development.

...

#### Section 4.1 ADMINISTRATION OF LAND USE AND DEVELOPMENT PERMITS

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

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

#### Section 4.2 TYPES OF APPLICATIONS AND REVIEW PROCEDURES

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##### 4.2.140 Type III Procedure.

...

##### C. Notice of Planning Commission Hearing.

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

- water, or wastewater) whose property, services, or facilities may be affected by the decision; and
- (5) For a zoning district change affecting a manufactured home or mobile home park, all mailing addresses within the park, in accordance with ORS 227.175(8).
- b. At least fourteen (14) days before the first hearing, notice of the hearing shall be printed in a newspaper of general circulation in the city.

#### 4.2.150 Type IV Procedure.

...

#### D. Notice of Planning Commission Hearing.

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

#### 4.2.160 General Provisions.

...

#### C. Applications.

1. Initiation of Applications:
  - a. Applications may be initiated by:

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

DRAFT





126 E. Central Avenue  
Sutherlin, OR 97479  
541-459-2856  
Fax: 541-459-9363  
[www.cityofsutherlin.com](http://www.cityofsutherlin.com)

## City of Sutherlin

STAFF REPORT					
<b>Re: Urban Renewal District (URD) Formation Ordinance</b>				Meeting Date:	06/08/2020
<b>Purpose:</b>	Action Item <input checked="" type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
<b>Submitted By: Pat Lynch, URD Administrator; Kristi Gilbert, CDD Supervisor</b>				City Manager Review	<input checked="" type="checkbox"/>
<b>Attachments:</b>	Urban Renewal Ordinance with Exhibits, Urban Renewal Courses of Action, and TIF Area Projects Summary				

### WHAT IS BEING ASKED OF COUNCIL?

1. Conduct the first reading of the ordinance.
2. Consider the public record as presented in both the public hearing staff report and this staff report to include attachments referenced above and exhibits within the ordinance
3. Send the Ordinance for Second Reading and at the second reading vote on the Ordinance adopting the Sutherlin Tax Increment Finance Plan

### EXPLANATION

#### Background:

Discussion of a possible URD for Sutherlin was first discussed by City Council during their annual Council Priorities workshop in February of 2016. However, with the financing and construction of a new wastewater treatment plant, purchase and master planning Ford's Pond, completing the Urban Growth Boundary (UGB) exchange, updating the city's Transportation System Plan, Central Avenue Transformation and many more imperative priorities; City Council placed URD formation on a list of projects to consider in 2018-2020. In January 2019, City Council included consideration of a URD as a 2019-2020 Council Priority. Interestingly, completing all the proposed projects as described in the attached documents, we will have positively contributed to all eight of the Council's Goals as depicted in the City of Sutherlin Strategic Plan.

#### Process:

Rather than fully implementing a URD singularly through professional consultation, City Council decided to proceed through a phased process outlined as follows:

1. Survey other communities to determine the possible long-term benefits,
2. Hire a consultant to determine the feasibility and pros and cons for Sutherlin,
3. Re-engage consultant to educate City Council, staff and key stakeholders,
4. Form an advisory task force to consider and recommend possible projects,
5. Re-engage consultant to determine the financial feasibility,
6. Re-engage consultant with input from the Task Force, and establish URD boundaries, confirm financial data, and refine URD projects,
7. Re-engage consultant to complete a URD Finance Plan, Project Plan and confirmed advisory Task Force, and present to council for approval, and

8. Establish the URD agency organization (5/11/20).

**Next Steps:**

1. Schedule a special meeting and execute second reading.
2. Present initial projects loan and budget to the URD Board for approval.
3. Hold a workshop with Task Force and confirm initial priorities and move forward on key projects as identified by City Council.
4. Meet with other taxing districts to resolve any questions/concerns and obtain input on proposed projects.
5. With input from Task Force and SDDI, establish financing protocols for the “Immediate Action” Course of Action and TIF Downtown components.
6. With input from Task Force, move to execute the industrial park development, again described in the “Immediate Action” Course of Action and TIF Project Summary.
7. Develop a focused work program that would achieve the specific textual description in item #6 of the Urban Renewal Courses of Action.

<b>OPTIONS</b>
----------------

- To approve first reading, by title only, of the ordinance as presented (the ordinance will receive a number for the second reading – No. 1079)
- To amend the ordinance and approve first reading, by title only, as amended
- Not approve

<b>SUGGESTED MOTION(S)</b>
----------------------------

To approve the first reading, by title only of the ordinance for the formation of the Urban Renewal District (URD), as presented.



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

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

## *City of Sutherlin*

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# NOTICE OF ORDINANCE ENACTMENT

## ORDINANCE NO.

**AN ORDINANCE OF THE CITY OF SUTHERLIN MAKING CERTAIN DETERMINATIONS AND FINDINGS RELATING TO AND APPROVING THE SUTHERLIN TAX INCREMENT FINANCE PLAN AND DIRECTING THAT NOTICE OF APPROVAL BE PUBLISHED.**

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

**FIRST READING: MONDAY, JUNE 8, 2020 @ 7PM  
SECOND READING (if first reading approved): TBA  
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](http://www.cityofsutherlin.com)).

Posted this day, June 1, 2020  
By Diane Harris  
City Recorder

**ORDINANCE \_\_\_\_**

**AN ORDINANCE OF THE CITY OF SUTHERLIN MAKING CERTAIN  
DETERMINATIONS AND FINDINGS RELATING TO AND APPROVING THE  
SUTHERLIN TAX INCREMENT FINANCE PLAN AND DIRECTING THAT  
NOTICE OF APPROVAL BE PUBLISHED**

**WHEREAS**, the Sutherlin Municipal Code contains Chapter 2.32 creating an Urban Renewal Agency (“Agency”);

**WHEREAS**, the Sutherlin City Council (“City Council”) amended Chapter 2.32.020 February 10, 2020 by adoption of Ordinance 1075;

**WHEREAS**, The Agency is proposing to undertake certain urban renewal/tax increment plan activities in a designated area within the City pursuant to ORS Chapter 457; and

**WHEREAS**, the Agency, pursuant to the requirements of ORS Chapter 457, has caused the preparation of the Sutherlin Tax Increment Finance Plan dated June 8, 2020 and attached hereto as Exhibit A (“Plan”). The Plan authorizes certain urban renewal/tax increment plan activities within the Sutherlin Tax Increment Finance Area (“Area”); and

**WHEREAS**, the Agency has caused the preparation of a certain Tax Increment Finance Report dated June 8, 2020 and attached hereto as Exhibit B (“Report”) to accompany the Plan as required under ORS 457.085(3); and

**WHEREAS**, the Agency forwarded the Plan and Report to the Sutherlin Planning Commission (“Planning Commission”) for review and recommendation. The Planning Commission considered the Plan and Report on May 19, 2020 and adopted a finding that the Plan conformed with the Sutherlin Comprehensive Plan (“Comprehensive Plan”); and

**WHEREAS**, the Plan and the Report were forwarded on April 14, 2020 to the governing body of each taxing district affected by the Plan, and the Agency has thereafter consulted and conferred with each taxing district; and

**WHEREAS**, on the City offered to brief representatives of Douglas County on the Plan, including proposed maximum indebtedness for the Plan and the County indicated they did not desire a briefing as they had the information they needed as presented in the consult and confer letter; and

**WHEREAS**, the City Council has received a written recommendation from the governing body of the Sutherlin Water Control District and after having given due consideration to the recommendations, the City Council has determined that no amendments are necessary to the Plan and as such rejects the recommendations as required by ORS 457.089 and for the reasons

identified in the staff report to the City Council and in the City Council deliberations on this ordinance; and

**WHEREAS**, on June 1, 2020 the City caused notice of the hearing to be held before the Council on the Plan, including the required statements of ORS 457.120(3), to be mailed to utility customers within City's incorporated limits through the June utility billing invoices; and

**WHEREAS**, on June 8, 2020 the City Council held a public hearing to review and consider the Plan, the Report, the recommendation of the Planning Commission and the public testimony received on or before that date and to receive additional public testimony; and

**WHEREAS**, the City Council found that the Plan conforms with all applicable legal requirements; and

**WHEREAS**, after consideration of the record presented through this date, the City Council does by this Ordinance desire to approve the Plan.

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

Section 1. The Plan complies with all applicable requirements of ORS Chapter 457 and the specific criteria of 457.095(1) through (7), in that, based on the information provided in the Report, the Planning Commission Recommendation, and the public testimony before the City Council:

1. The process for the adoption of the Plan, has been conducted in accordance with the applicable provisions of Chapter 457 of the Oregon Revised Statutes and all other applicable legal requirements;
2. The area designated in the Plan as the Sutherlin Tax increment Finance Area is blighted, as defined by ORS 457.010(1) and is eligible for inclusion within the Plan because of conditions described in the Report in the Section "Existing Physical, Social, and Economic Conditions and Impacts on Municipal Services", including the existence of inadequate streets and other rights of way, open spaces and utilities and a prevalence of depreciated values within the Area (ORS 457.010(1)(e and g));
3. The rehabilitation and redevelopment described in the Plan to be undertaken by the Agency is necessary to protect the public health, safety or welfare of the City because absent the completion of urban renewal/tax increment plan projects, the Area will fail to contribute its fair share of property tax revenues to support City services and will fail to develop and/or redevelop according the goals of the City's Comprehensive Plan;
4. The Plan conforms to the Sutherlin Comprehensive Plan and provides an outline for accomplishing the projects described in the Plan, as more fully described in Section XIII of the Plan and the Planning Commission recommendation;
5. No residential displacement is anticipated as a result of the acquisition and disposition of land and redevelopment activities proposed in the Plan and therefore the Plan does not include

provisions to house displaced persons. Prior to the occurrence of any such displacement, the Plan shall be amended to provide for the housing of displaced persons within their financial means in accordance with ORS 35.500 to 35.530 and, except in the relocation of elderly individuals or individuals with disabilities, without displacing on priority lists persons already waiting for existing federally subsidized housing;

6. The acquisition of real property as provided for in the Plan is necessary.
7. Adoption and carrying out the Plan is economically sound and feasible in that eligible projects and activities will be funded by urban renewal/tax increment plan tax revenues derived from a division of taxes pursuant to section 1c, Article IX of the Oregon Constitution and ORS 457.440 and other available funding as more fully described in the Sections III, IV, and V of the Report;
8. The City shall assume and complete any activities prescribed it by the Plan; and
9. The Agency consulted and conferred with affected overlapping taxing districts prior to the Plan being forwarded to the City Council.
10. In response to the Agency's conferral with affected overlapping taxing districts, the City Council received a Resolution passed by the Sutherlin Water Control District on May 13, 2020, which set forth various recommendations related to the Plan. After having duly considered these recommendations, the City Council has determined that no modifications to the Plan are necessary and therefore reject the recommendations as required by ORS 457.089.

Section 2. The Sutherlin Tax Increment Finance Plan is hereby approved based upon review and consideration by the City Council of the Plan and Report, the Planning Commission recommendation, each of which is hereby accepted, and the public testimony in the record.

Section 3. The City Manager shall forward forthwith to the Agency a copy of this Ordinance.

Section 4. The Agency shall thereafter cause a copy of the Plan to be recorded in the Records of Douglas County, Oregon.

Section 5. The City Manager, in accordance with ORS 457.115, shall publish notice of the adoption of the Ordinance approving the Plan including the provisions of ORS 457.135, in the News Review no later than four days following adoption of this Ordinance.

Section 6. This ordinance is effective 30 days after its adoption.

**PASSED BY THE COUNCIL, ON THIS \_\_\_\_\_ OF \_\_\_\_\_, 2020**

**APPROVED BY THE MAYOR, ON THIS \_\_\_\_\_ OF \_\_\_\_\_, 2020**

\_\_\_\_\_  
Todd McKnight, Mayor

ATTEST:

\_\_\_\_\_  
Diane Harris, City Recorder, CMC

Attachments: Exhibit A – Sutherlin Tax Increment Finance Plan  
Exhibit B – Report on the Sutherlin Tax Increment Finance Plan  
Exhibit C – Sutherlin Planning Commission Report and Recommendation on the  
Sutherlin Tax Increment Finance Plan  
Exhibit D – Urban Renewal Area Description

# EXHIBIT A

## Sutherlin Tax Increment Finance Plan

**DRAFT**

Adopted by the City of Sutherlin

DATE

Ordinance No. \_\_\_\_





If Amendments are made to the Plan, the Resolution or Ordinance Number and date will be listed here. The amendment will be incorporated into the Plan and noted through a footnote.

<b>Date</b>	<b>Resolution or Ordinance No.</b>	<b>Purpose of Change</b>

## **LIST OF PARTICIPANTS**

### **Mayor**

Todd McKnight

### **City Council**

Tom Boggs

Michelle Sumner

Debbie Hamilton

Travis Tomlinson

Seth Vincent

Forrest Stone

### **Planning Commission**

Norman Davidson

Elainna Swanson

Richard Price

Adam Sarnoski

Sam Robinson

Collin Frazier

William Lee

### **City Manager**

Jerry Gillham

### **Community Development Director**

Brian Elliott

### **Community Development Supervisor**

Kristi Gilbert

### **City Planner**

Jamie Chartier

### **City Recorder**

Diane Harris

### **Deputy City Recorder**

Melanie Masterfield

### **Finance Director**

Dan Wilson

### **Urban Renewal Administrator**

Pat Lynch

### **Tax Increment Plan Task Force**

Terry Prestianni, Sutherlin School District

Travis Tomlinson, City Council

Tom Boggs, City Council

Adam Sarnoski, Planning Commission

J. Lindeen Brown, Business Rep.

David Debysingh, Business Rep.

Dan Bartram, Property Owner

Nicole Bennett, Property Owner

Stan McKnight, Property Owner

Scott Cameron, At Large

Pat Fahey, At Large

Gary Fadness, Property Owner/Architect

### **Tax Increment Plan Consulting Team**

Elaine Howard Consulting, LLC

Elaine Howard

Scott Vanden Bos

Tiberius Solutions LLC

Nick Popenuk

Ali Danko

Rob Wyman

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## I. DEFINITIONS

“Agency” means the Sutherlin Urban Renewal Agency. The Agency is responsible for administration of this Sutherlin TIF Plan.

“Annual report” is the ORS 457.460 requirement for the production of an annual report that gets distributed to the taxing districts.

“Area” or “TIF Area” means the tax increment finance area established for this Plan pursuant to ORS 457, including the properties and rights-of-way located therein.

“Blight” is defined in ORS 457.010(1)(a-i) and identified in the ordinance adopting a TIF plan.

“Board of Commissioners” means the Douglas County Board of Commissioners.

“City” means the City of Sutherlin, Oregon.

“City Council” or “Council” means the Sutherlin City Council.

“Comprehensive Plan” means the City of Sutherlin Comprehensive Plan and its implementing ordinances, policies, and standards.

“County” means Douglas County, Oregon.

“Fiscal year” or “FYE” means the year commencing on July 1 and closing on June 30.

“Frozen base” means the total assessed value including all real, personal, manufactured, and utility values within a TIF area at the time of adoption. The county assessor certifies the assessed value after the adoption of a TIF area plan.

“Increment” means that part of the assessed value of a taxing district attributable to any increase in the assessed value of the property located in an urban renewal area, or portion thereof, over the assessed value specified in the certified statement from the assessor (frozen base).

“Maximum indebtedness” means the amount of the principal of indebtedness included in a plan pursuant to ORS 457.190 and does not include indebtedness incurred to refund or refinance existing indebtedness. The maximum indebtedness for this Plan is \$23,700,000.

“Municipality” means any county or any city in the state of Oregon.

“ORS” means the Oregon Revised Statutes and specifically Chapter 457, which relates to urban renewal.

“Plan” or “Sutherlin TIF Plan” means the official plan for the TIF Area pursuant to ORS 457.

“Planning Commission” means the Sutherlin Planning Commission.

“Project(s)” or “TIF Project(s)” means any work or undertaking carried out under the Sutherlin TIF Plan.

“Report Accompanying Sutherlin TIF Plan” or “Report” means the official report that accompanies the Sutherlin TIF Plan pursuant to ORS 457.085(3).

“Revenue sharing” means sharing tax increment proceeds as defined in ORS 457.470.

“Tax increment finance area” or “TIF area” means a blighted area included in a TIF plan.

“Tax increment finance area plan” or “TIF plan” means a plan, as it exists or is changed or modified from time to time, for one or more TIF areas, as provided in ORS 457.

“Tax increment finance area project(s)” or “TIF area project(s)” or “project(s)” means any work or undertaking carried out under ORS 457.170 and ORS 457.180 in a TIF area.

“Tax increment finance area report” or “report” means the official report that accompanies the TIF plan pursuant to ORS 457.085(3).

“Tax increment finance” or “tax increment financing” or “TIF” means the funds that are associated with the division of taxes accomplished through the adoption of a TIF plan.

“Tax increment revenues” means the funds allocated by the assessor to renewal TIF area due to increases in assessed value over the frozen base within the area.

“Urban Renewal” means the statutory authority provided in ORS 457. In this Plan it is synonymous with TIF.

## II. INTRODUCTION

The Plan for the Area was developed for the Sutherlin City Council with cooperative input from a council appointed Urban Renewal Task Force. The Plan also includes input from the taxing districts through consult and confer letters with the opportunity for follow up with each taxing district, in public meetings, and in hearings before the Planning Commission, City Council, and a public briefing with the Douglas County Board of Commissioners.

Note on language: This Plan, wherever applicable and permissible, uses the term Tax Increment Finance or TIF rather than “urban renewal”. The term TIF is used consistently in other parts of the nation and does not evoke past practices of other urban renewal agencies throughout the country wherein minorities and underrepresented populations were displaced to clear the way for redevelopment. This Plan aims to avoid those connotations and has been created with intention to avoid those outcomes. Utilizing the term TIF does not affect the statutory authority of ORS 457, as it relates to this Plan.

### ***A. Area Context***

In 2019 the City of Sutherlin, Oregon completed a feasibility study for a Tax Increment Finance Area (TIF Area) to serve the downtown and other undeveloped property south of the downtown and surrounding Exit 136 off Interstate 5. After review of the feasibility study, the Sutherlin City Council directed staff to prepare a draft Tax Increment Finance (TIF) Plan and Report. The City Council formed a Task Force to review the boundary, potential projects and provide input on the preparation of the TIF Plan and Report. The Task Force met three times. In addition, information about the feasibility study and proposed TIF Plan was posted on the city website.

### ***B. Plan Overview***

The Goals and Objectives of this Plan are intended to guide investment by the Sutherlin Urban Renewal Agency (Agency) in the Area over the life of the Plan. Substantial Amendments to the Plan must be approved by City Council as outlined in Section VII. All amendments to the Plan are to be listed numerically on the front page of the Plan and then incorporated into the Plan document and noted by footnote with an amendment number and adoption date.

The relationship between the sections of the Plan and ORS 457.085(2) requirements is shown in Table 2. The specific reference in the table below is the section of this Plan that primarily addresses the statutory reference. There may be other sections of the Plan that also address the statute.

Table 2 - Statutory References

Statutory Requirement	Plan Section
ORS 457.085(2)(a)	V, VI
ORS 457.085(2)(b)	V, VI
ORS 457.085(2)(c)	XIV
ORS 457.085(2)(d)	XIII
ORS 457.085(2)(e)	XIII
ORS 457.085(2)(f)	IX
ORS 457.085(2)(g)	VIII
ORS 457.085(2)(h)	III
ORS 457.085(2)(i)	VII
ORS 457.085(2)(j)	Not applicable

### **C. TIF Area Overview**

ORS 457 allows for the use of tax increment revenues, a financing source that is unique to TIF areas, to fund projects within an area to improve conditions that impede development. Tax increment revenues - the amount of property taxes generated by the increase in total assessed values within a TIF area from the time an area is first established - are used to repay borrowed funds. The borrowed funds are used to pay for projects within an area and cannot exceed the maximum indebtedness amount set by a TIF plan.

The purpose of a TIF area is to improve specific areas of a municipality that are poorly developed or underdeveloped, called blighted areas in ORS 457. These areas can have property that is undeveloped or underdeveloped, old or deteriorated buildings, streets and utilities in poor condition, a complete lack of streets and utilities altogether, or other obstacles to development. In general, TIF area projects can include construction or improvement of streets, utilities, and other public facilities, infrastructure, assistance for development, rehabilitation or redevelopment of property, acquisition and re-sale of property (site assembly) from willing sellers, and improvements to public spaces.

The Area, shown in Figure 1, contains 614.75 acres. The Area meets the definition of blight due to its infrastructure deficiencies, including deficiencies in the transportation system, storm drain system, and water system. In addition, there are many underdeveloped properties within the Area and properties that contain wetlands. These blighted conditions are specifically cited in the ordinance adopting this Plan and described in detail in the Report.



The Report contains the information required by ORS 457.085(3), including:

- A description of the physical, social, and economic conditions in the area
- The expected impact of the Plan, including fiscal impact in light of increased services
- Reasons for selection of the Area
- The relationship between each Project to be undertaken and the existing conditions
- The estimated total cost of each Project and the source(s) of funds to pay such costs
- The estimated completion date of each Project
- The estimated amount of funds required in the Area and the anticipated year in which the debt will be retired
- A financial analysis of the Plan
- A fiscal impact statement that estimates the impact of tax increment financing upon all entities levying taxes upon property in the Area
- A relocation report

### **III. MAXIMUM INDEBTEDNESS**

Maximum indebtedness is a legal term for the total amount of money that can be spent on projects, programs, and administration throughout the life of the Plan. The maximum amount of indebtedness that may be issued or incurred under the Plan, based upon good faith estimates of the scope and costs of projects in the Plan and the schedule for their completion, is \$23,300,000 (Twenty-three million three hundred thousand dollars). This amount is the principal of such indebtedness and does not include interest or indebtedness incurred to refund or refinance existing indebtedness, or interest earned on bond proceeds.

## IV. PLAN GOALS AND OBJECTIVES

The Goals and Objectives of the Plan represent its basic intents and purposes. The goals align with the Goals in the 2014 Economic Opportunity Analysis for Sutherlin. The Projects identified in Sections V and VI of the Plan are the specific means of meeting the Goals and Objectives. The Goals and Objectives will be pursued as economically as is feasible and at the discretion of Agency. They are not listed in any order of importance or priority.

### ***A. Actively increase the Economic Vitality of Sutherlin***

1. Improve the Downtown to provide a healthy economy, housing and services for our community.
2. Improve the Central Avenue Corridor to support businesses, attract new business, provide critical commercial/retail services to our community and improve the economic and visual conditions along Central Avenue.
3. Improve the Industrial Area for the creation of traded-sector jobs for our citizens.
4. Provide transportation and utility improvements to support the development and diversity of jobs that will increase the economic vitality of the Area.
5. Work with developers and property owners for the development or redevelopment of properties in the Area to serve our residents and encourage tourism investment and activity.
6. Create a Sports Park Complex that will enhance the lives of families and where visitors can recreate in the community.

### ***B. Become a Visible Economic Development Leader within the Umpqua River Valley Region***

1. Provide transportation improvements to support the development of jobs and increase the economic vitality of the Area.
2. Work with the Umpqua Valley Wine Growers Association, community leaders, and local wineries to grow this segment of the economy and thus, increase tourism.

### ***C. Establish Sutherlin as a Unique Destination for Overnight Tourism***

1. Create a Sports Park Complex where residents and visitors can recreate in the community.
2. Work with the Umpqua Valley Wine Growers Association, community leaders, local wineries and destination-oriented stakeholders to market this segment of the economy and other tourism-oriented activities abundant in our region.
3. Work with developers and property owners for the development or redevelopment of properties in the Area to serve our residents and encourage both tourism and commercial/retail economic investment.

Table 3 shows the project categories and the Goals to which they relate:

Table 3 - Goals Matrix

Goal	Project Categories
A. Actively increase the Economic Vitality of Sutherlin	Sports Park Facilities Downtown Industrial Park Central Avenue Corridor and Properties at Exit 136
B. Become a Visible Economic Development Leader	Industrial Park Downtown Central Avenue Corridor
C. Establish Sutherlin as a Unique Destination for Overnight Tourism	Sports Park Facilities Downtown Central Avenue Corridor and Properties at Exit 136

[illegible]

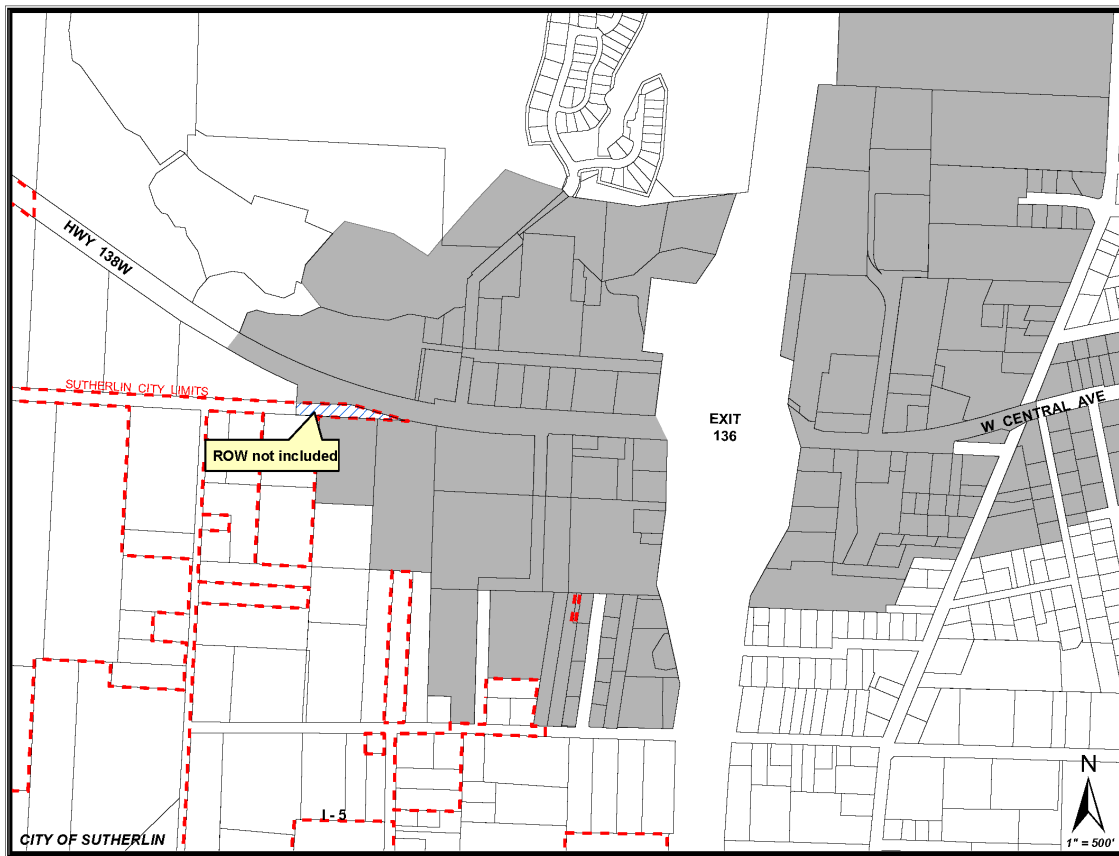
Figure 2 - Tax lot Excluded from Boundary



Source: City of Sutherlin

Tax lot shown on interior in red.

Figure 3 - Right of Way Not Included in Boundary



Source: City of Sutherlin

## **V. TIF AREA PROJECT CATEGORIES**

In relationship to the Goals and Objectives described in the Chapter IV, the Projects within the Area fall into the following categories:

***A. Sports Park Facilities***

***B. Downtown***

***C. Industrial Park***

***D. Central Avenue Corridor and Properties at Exit 136***

***E. Plan Administration***



## **VI. TIF AREA PROJECTS**

TIF Area Projects authorized by the Plan are described below. No project currently includes a public building. If any project proposes a public building, the public building criteria in ORS 457.010 and ORS 457.035 to 457.320 will need to be addressed at the time the project is considered.

### ***A. Sports Park Facilities:***

Kick-start the creation of a community sports park complex that will also stimulate greater community fundraising for a full-service community center. This project will construct a service roadway onto the site, establish a gravel parking lot, provide utility services on site and assign \$500,000 as a grant match for ODOT Safe Routes to Schools (Waite Street) and a Transportation Enhancement grant (Red Rock Road).

The project components are:

- Set-aside for Safe Routes to School and Transportation Enhancement grants
- Initial road access and parking
- Contingency including utility services and other project components

### ***B. Downtown:***

Provide for ongoing investment in future development and redevelopment in the downtown. This project includes an initial demonstration to infuse improvements that will stimulate immediate economic investment and demonstrate the enormous positive impacts of a TIF Area. The initial project is to purchase land for needed parking, provide building façade improvement grants, recruit targeted businesses into downtown and conduct specific land, building and infrastructure improvements that reveal a need for financial investment as projects are executed. These same tools and other tools that may be identified as the initial project is implemented will be provided for the long-term to assist in the development and redevelopment of downtown.

The project components are:

- One-block Initial Demonstration Project
- Property acquisition
- Building restoration grants
- Location Incentives
- Contingency
- New and Redevelopment in downtown

### ***C. Industrial Park:***

The County and City own 43 acres of industrially zoned land that is currently inundated by wetlands. The project will pay for wetlands consultation, purchase of wetlands credits, on-site mitigation requirements that will come out of the consultant's analysis, business recruitment incentives and infrastructure improvements for adjacent and on-site services. The project includes expending monies for immediate impact development.

Initial project work:

- Wetlands credits
- Wetlands plan
- Location incentives
- Contingency
- Infrastructure (water, sewer, streets)

### ***D. Central Avenue Corridor and Properties at Exit 136:***

Construct transportation improvements at Interstate 5 at Exit 136. These funds would kick-start the design, engineering and construction of the Interchange Area Master Plan (IAMP) in partnership with the Oregon Department of Transportation (ODOT).

Develop at least one multi-family housing development along Central Avenue. This project would entail the purchase of one significantly blighted area and use monies to incite a public/private partnership for construction of a multi-family housing complex on this property.

Create an Umpqua Wine Interpretative Center with public and private partners.

The project components are:

- Property acquisition
- Blight cleanup
- Housing partnership
- Exit 136 area improvements (streetlights/transportation, etc.)
- Gateway Partnership with Umpqua Wine Interpretive Center

## ***E. Administration***

Provide for the administration of the Plan.

Examples of eligible projects include:

- Auditing, annual reports, insurance, bond counsel, and other required administrative costs
- Preparation of financial plans and/or financial analyses of projects and proposals
- Personnel, materials, and other associated administrative costs
- Professional consulting services to refine urban design concepts
- Environmental analyses
- Assisting in the preparation of the annual financial report required by this Plan and ORS 457
- Any other powers granted by ORS 457 in connection with the implementation of this Plan

## **VII. AMENDMENTS TO PLAN**

The Plan may be amended as described in this section.

### ***A. Substantial Amendments***

Substantial Amendments, in accordance with ORS 457.085(2)(i), shall require the same notice, hearing, and approval procedure required of the original Plan under ORS 457.095, including public involvement, consultation with taxing districts, presentation to the Agency, the Planning Commission, and adoption by the City Council by non-emergency ordinance after a hearing. Notice of such hearing shall be provided to individuals or households within the City, as required by ORS 457.120.

Substantial Amendments shall be processed in accordance with ORS 457.095 and 457.115.

Substantial Amendments are amendments that:

1. Add land to the Area, except for an addition of land that totals not more than 1% of the existing area of the Area;<sup>1</sup> or
2. Increase the maximum amount of indebtedness that can be issued or incurred under the Plan.

### ***B. Minor Amendments***

Minor Amendments are amendments that are not Substantial Amendments as defined in this Plan and in ORS 457. Minor Amendments require approval by the Agency by resolution.

The projects proposed in the Plan and Report are organized by project categories. If the Agency determines that the allocation of funds within a project category should be adjusted based on needs within the Area, they may do so through a Minor Amendment.<sup>2</sup>

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<sup>1</sup> Unless otherwise permitted by state law, no land equal to more than 20 percent of the total land area of the original Plan shall be added to the urban renewal area by amendments, and the aggregate amount of all amendments increasing the maximum indebtedness may not exceed 20 percent of the Plan's initial maximum indebtedness, as adjusted, as provided by law, with increases beyond that amount requiring concurrence as stated in ORS 457. .

<sup>2</sup> Project costs may be impacted by grants, timing, cost savings, inflation, or other external forces unanticipated at this time but which may occur over the 25 year life of this Area.

## **VIII. PROPERTY ACQUISITION AND DISPOSITION**

The Plan authorizes the acquisition and disposition of property as described in this section. Property includes any and all interests in property, including fee simple ownership, lease, easements, licenses, or other rights to use. If property is proposed to be acquired it will first be identified in the Plan through a Minor Amendment, as described in Section VII. Identification of property to be acquired and its anticipated disposition is required by ORS 457.085(2)(g).

### ***A. Property acquisition for public improvements***

The Agency may acquire property within the Area for the public improvement projects undertaken pursuant to the Plan by all legal means, including use of eminent domain. Good faith negotiations for such acquisitions must occur prior to institution of eminent domain procedures.

### ***B. Property acquisition for private development or redevelopment from willing sellers***

The Plan authorizes the Agency acquisition of any interest in property within the Area that the Agency finds is necessary for private redevelopment or development, but only in those cases where the property owner wishes to convey such interest to the Agency. The Plan does not authorize the Agency to use the power of eminent domain to acquire property from a private party to transfer property to another private party for private redevelopment or development. Property acquisition from willing sellers may be required to support development of Projects within the Area.

### ***C. Land disposition***

The Agency will dispose of property acquired under Subsection A of this Section VIII for a public improvement project by conveyance to the appropriate public agency responsible for the construction and/or maintenance of the public improvement. The Agency may retain such property during the construction of the public improvement.

The Agency may dispose of property acquired under Subsection B of this Section VIII by conveying any interest in property acquired. Property shall be conveyed at its fair reuse value. Fair reuse value is the value, whether expressed in terms of rental or capital price, at which the Agency, in its discretion, determines such land should be made available in order that it may be developed, redeveloped, cleared, conserved, or rehabilitated for the purposes specified in the Plan. Because fair reuse value reflects limitations on the use of the property to those purposes specified in the Plan, the value may be lower than the property's fair market value.

Where land is sold or leased, the purchaser or lessee must agree to use the land for the purposes designated in the Plan and to begin and complete the building of its improvements within a period of time that the Agency determines is reasonable.

## **IX. RELOCATION METHODS**

If the Agency acquires occupied property under the Plan, residential or commercial occupants of such property shall be offered relocation assistance, as required under applicable state law. Prior to such acquisition, the Agency shall adopt rules and regulations, as necessary, for the administration of relocation assistance. No specific acquisitions that would result in relocation benefits have been identified in the Plan.

## **X. TAX INCREMENT FINANCING OF PLAN**

Tax increment financing consists of using annual tax increment revenues to make payments on debt, usually in the form of bank loans or revenue bonds. The proceeds of the bonds are used to finance the Projects authorized in the Plan. Bonds may be either long-term or short-term.

Tax increment revenues are annual property taxes imposed on the cumulative *increase* in assessed value within the Area over the total assessed value at the time the Plan is adopted, with the exception of property taxes for General Obligation (GO) bonds and local option levies. (Under current law, the property taxes for General Obligation (GO) bonds and local option levies approved after October 6, 2001, are not part of the tax increment revenues.)

### ***A. General description of the proposed financing methods***

The Plan will be financed using a combination of revenue sources. These include:

- Tax increment revenues
- Advances, loans, grants, and any other form of financial assistance from federal, state, or local governments, or other public bodies
- Loans, grants, dedications, or other contributions from private developers and property owners, including, but not limited to, Local Improvement Districts and Reimbursement Districts and
- Any other public or private source

Revenues obtained by the Agency will be used to pay or repay the costs, expenses, advancements, and indebtedness incurred in (1) planning or undertaking project activities, or (2) otherwise exercising any of the powers granted by ORS Chapter 457 in connection with the implementation of this Plan.

### ***B. Tax increment financing***

The Plan may be financed, in whole or in part, by tax increment revenues allocated to the Agency, as provided in ORS Chapter 457. The ad valorem taxes, if any, levied by a taxing district in which all or a portion of the Area is located, shall be divided as provided in Section 1c, Article IX of the Oregon Constitution, and ORS 457.440. Amounts collected pursuant to ORS 457.440 shall be deposited into the unsegregated tax collections account and distributed to the Agency based upon the distribution schedule established under ORS 311.390.

### ***C. Prior Indebtedness***

Any indebtedness permitted by law and incurred by the Agency or the City of Sutherlin in connection with the preparation of this Plan or prior planning efforts related to this Plan may be repaid from tax increment revenues from the Area when and if such funds are available.

### ***D. Under-levy***

The Agency may determine to under-levy pursuant to ORS 457.455 notwithstanding any of the foregoing provisions.

## **XI. VALIDITY**

Should a court of competent jurisdiction find any work, clause, sentence, section or part of this Plan to be invalid, the remaining words, clauses, sentences, sections or parts shall be unaffected by such findings and shall remain in full force and effect for the duration of this Plan.

## **XII. ANNUAL REPORT**

The Agency shall file an Annual Report in compliance with ORS 457.460.

### **XIII. RELATIONSHIP TO LOCAL OBJECTIVES**

ORS 457.085 requires that the Plan describe the relationship of the plan to definite local objectives. This section provides that analysis. Relevant local planning and development objectives are contained within the *Sutherlin Comprehensive Plan, Sutherlin Parks and Open Space Plan, Sutherlin Transportation System Plan, and the Sutherlin Development Code*. The following section describes the purpose and intent of these plans, the main applicable goals and policies within each plan, and an explanation of how this Plan conforms to the applicable goals and policies.

The numbering of the goals and policies within this section reflects the numbering that occurs in the original document. The language from the original document is in *italics*.

Comprehensive Plan designations for all land in the Area are shown in Figure 4. All proposed land uses conform to Figure 4. Maximum densities and building requirements for all land in the Area are contained in the Sutherlin Development Code described in subsection C of this Section XIII. The zoning designations are shown in Figure 4.

#### **A. Sutherlin Comprehensive Plan**

The analysis of how the Plan conforms to the Comprehensive Plan covers the most relevant sections but may not cover every section of the Comprehensive Plan that relates to the Plan.

If the Comprehensive Plan policies identified in the Plan are updated in the future, this document will automatically incorporate those updates without the Plan having to be formally amended. If a Substantial Amendment is completed in the future, this section of the Plan should be updated at that point.

Below are applicable Comprehensive Plan policies and statements of the Plan's conformance to Comprehensive Plan policies.

##### **Citizen Involvement**

**Goal:** *To establish a framework for a planning and policy process which involves citizens and is a basis for all decisions and actions related to land use, and which ensures that an adequate factual base is available for such decisions and actions.*

**Finding:** The Plan conforms to the Citizen Involvement chapter as there was a Task Force created to review projects and financials for the Plan. There were public hearings conducted by the Planning Commission and City Council and a briefing was provided to the Douglas County Commission. Information on the Feasibility Study and Plan were provided on the City of Sutherlin website.



### Housing Element

***Goal:** Enable all members of the community to live in housing appropriate to their needs.*

**Finding:** The Plan conforms to the Housing Element chapter as the projects include the development of parks which are an amenity for housing and the ability to assist in the development of multi-family housing within the Area.

### Economy

***Goals:** to broaden, improve and diversify the economy of Sutherlin while enhancing the environment.*

**Finding:** The Plan conforms to the Economy chapter as there are projects, programs, and expenditures identified for incentivizing development in the Area, providing transportation improvements, working with the Umpqua Wine Growers Association, and creating a Sports Park to encourage economic activity in the Area.

### Public Facilities

***Goal:** To provide efficient public facilities and services in an orderly planned manner so as to meet the needs of Sutherlin's residents and businesses.*

*Ensure that as new development occurs, public facilities and services to support the development are available or will be available within a reasonable time.*

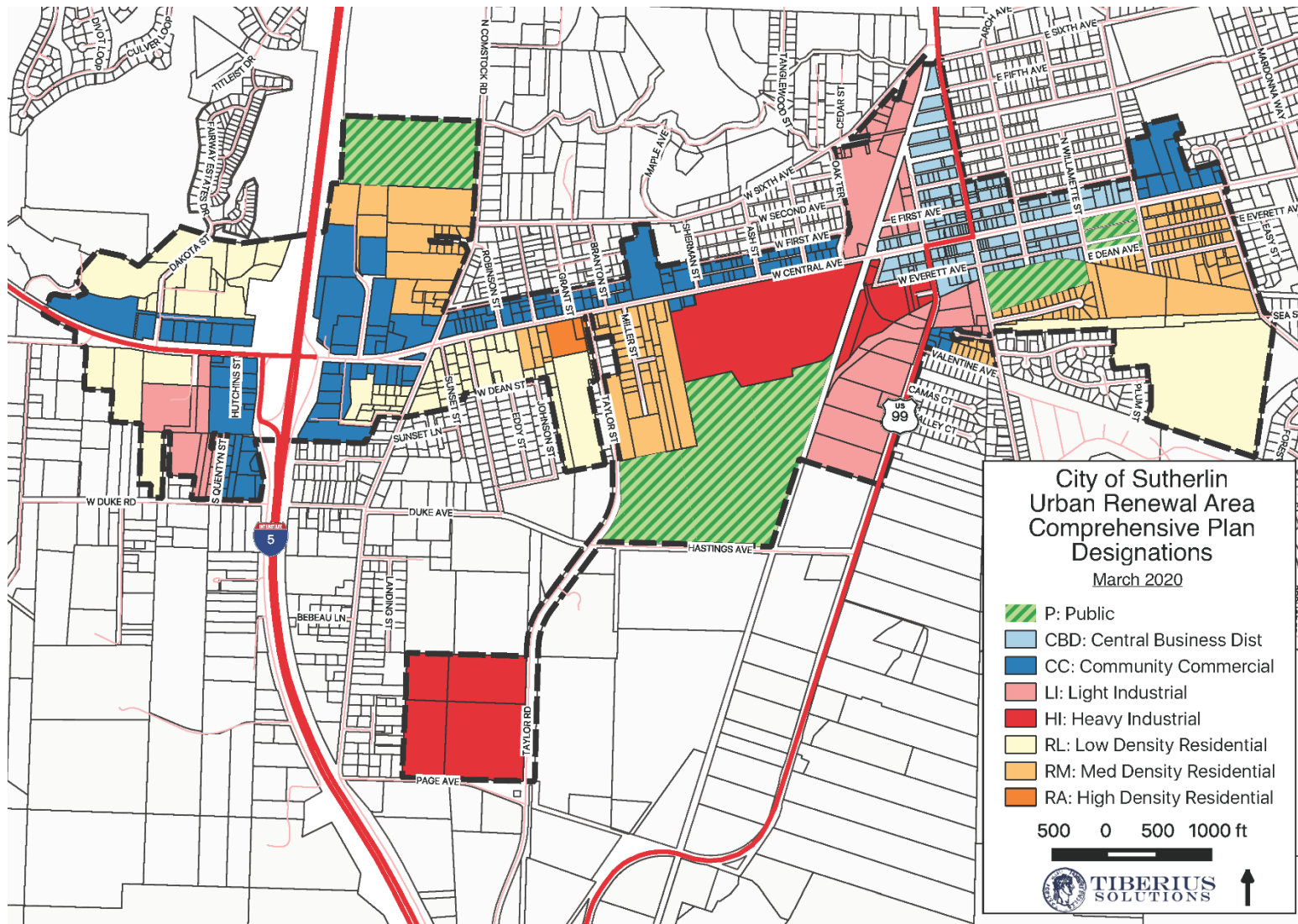
***Goal:** To provide and encourage a safe, convenient, aesthetic and economical transportation system.*

*Encourage the expansion of the street improvement program and also coordinate the program with the future street plan, and thus ensure that those streets that have been designated to carry high volumes of traffic (arterials and collectors) are in satisfactory and safe condition.*

13. The city shall work with the Oregon Department of Transportation and Douglas County to improve the city's transportation system to a level consistent with the goals and policies of the Comprehensive Plan and the Public Facilities Plan.

**Finding:** The Plan conforms to the Public Facilities chapter as there are specific projects identified for transportation and utility infrastructure improvements in the Area.

Figure 4 - TIF Area Comprehensive Plan Designations



Source: Tiberius Solution

## **B. Sutherlin Parks and Open Space Plan<sup>3</sup>**

The *Sutherlin Open Space Plan* established the need for additional open space and parks facilities in the Area. The specific recitation is shown below. The table is from the *Sutherlin Open Space Plan* document.

### Section 6.2 Existing and Future Parks

*Based on an assumption of shared facility use, the Needs Analysis identified a need for 6 to 12 neighborhood parks and 4 to 10 community parks (Section 5.2, Needs Assessment). Not all neighborhood and community parks need to be the same, containing the same or similar array of elements. Indeed, quality park and open space planning recognizes unique qualities of a particular site and develops a specific park plan around a balance of a site's unique features with the overall community need for park resources. Thus, the array of identified neighborhood and community parks in Sutherlin can have variety. In particular, the 5 identified community parks (3 community parks and 2 sports parks) each has a unique, identifiable focus. Table 6.3 of the City of Sutherlin Parks and Open Space Plan outlines this approach.*

*Table 6.3 – Park Functions<sup>4</sup>*

<b>Community Park</b>	<b>Park Function</b>
<i>Central Park / Festival Grounds (C-1)</i>	<i>Functions as a host location for community events and festivals</i>
<i>Cooper Creek Reservoir (C-2) facility</i>	<i>Functions as a boating and picnicking destination</i>
<i>Ford's Pond (C-3)</i>	<i>Could function as an open expanse of informal open space</i>
<i>Westside Sports Park (S-1)</i>	<i>A host location for tournament-level regulation sports such as softball and soccer</i>
<i>Eastside Sports Park (S-2)</i>	<i>A shared location with the Sutherlin School District for baseball and football</i>

**Finding:** The Plan conforms to the *Sutherlin Parks and Open Space Plan* as there is a project for creating a Sports Park Facility in the Area.

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<sup>3</sup> SATRE Associates, *City of Sutherlin Parks and Open Space Plan*, April 30, 2005.

<sup>4</sup> SATRE Associates, *City of Sutherlin Parks and Open Space Plan*, Table 6.3, 44.

### **C. Sutherlin Transportation System Plan<sup>5</sup>**

*The Sutherlin Transportation System Plan (TSP) goals and objectives serve as the basis for the TSP for needs analysis, policy and ordinance development and project selection. These goals and objectives reflect the transportation goals of the City and the overall transportation vision for the Sutherlin area. The goals and objectives will maximize mobility, safety, efficiency and accessibility to the transportation system and will address the requirements of the Oregon Transportation Planning Rule (TPR) and the Oregon Transportation Plan (OTP).*

#### **Goal 1. Overall Transportation System**

*Provide a transportation system for the Sutherlin area that supports safe, efficient and accessible movement.*

#### **Goal 2. Transportation and Land Use**

*Maximize the efficiency of Sutherlin's transportation system through effective land use planning.*

##### **Objectives**

*A. Facilitate development or redevelopment on sites that are best supported by the overall transportation system and that reduce motor vehicle dependency by promoting walking, bicycling, transit and personal electric vehicle use. This may include altering land use patterns through changes to type, density, and design.*

*B. Plan land uses to increase opportunities for multi-purpose trips.*

*C. Support mixed-use development where zoning allows.*

#### **Goal 4. Street System**

*Provide a well-planned, comprehensive street system that serves the needs of the Sutherlin area.*

##### **Objectives**

*C. Make better use of the southern interchange by connecting an east-west route to the southern interchange on both sides of I-5.*

*D. Identify opportunities to improve flow of people and goods east-west across I-5.*

*E. Identify alternative east-west routes to improve traffic flow and improve emergency vehicle access. This includes alternative routes to relieve traffic congestion on Central Avenue such as connecting Fourth Avenue to Sixth Avenue across the railroad tracks north of Central Avenue. Other alternative east-west routes include a connection between the southern interchange and the eastern city limits. Identify options for improved access to the Sutherlin Industrial Park.*

---

<sup>5</sup> Parsons Brinckerhoff, *City of Sutherlin Transportation System Plan*, July 2005

### *Goal 6. Transportation that Supports Economic Development*

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

#### *Objectives*

- A. Promote accessibility to transport modes that fulfill the needs of freight shippers.*
- B. Strive to balance the needs of moving freight with community livability.*
- F. Designated arterial routes and freeway access are essential for efficient movement of goods. Design these facilities and adjacent land uses to reflect the needs of goods movement.*

### *Goal 7. Funding Transportation System Improvements*

*Implement the transportation plan by working cooperatively with federal, State, regional, and local governments, the private sector, and residents. Create a stable, flexible financial system for funding transportation improvements.*

#### *Objectives*

- C. Coordinate transportation projects, policy issues, and development actions with all affected governmental units in the area. Key agencies for coordination include Douglas County, Oregon Department of Transportation, Umpqua Regional Council of Governments (URCOG), and Umpqua Transit.*
- G. Working in partnership with Oregon Department of Transportation, Douglas County, and other jurisdictions and agencies, develop a long-range financial strategy to make needed improvements to the transportation system and support operational and maintenance requirements.*

**Finding:** The Plan conforms to the *Sutherlin Transportation System Plan* as there are projects for improving transportation facilities in the Area.

## ***D. Sutherlin Economic Opportunities Analysis<sup>6</sup>***

### ***B.2 Community Economic Development Objectives***

*Goal 1: Actively Increase the Economic Vitality of Sutherlin*

*Goal 2: Become a Visible Economic Development Leader*

*Goal 3: Establish Sutherlin as a Unique Destination for Overnight Tourism*

**Finding:** The Plan conforms to the *Sutherlin Economic Opportunities Analysis* as there are projects, programs, and expenditures for improving transportation facilities, sports facilities, and development partnerships in the Area.

## ***E. Sutherlin Development Code***

The land uses in the Area will conform to the zoning designations in the *Sutherlin Development Code*, including maximum densities and building requirements, and those provisions of the *Sutherlin Development Code*, are incorporated by reference herein. The following zoning districts are currently present in the Area:

Low Density Residential (R1)  
Medium Density Residential (R2)  
Multi-family Residential (R3)  
Downtown Commercial (C1)  
Community Commercial (C3)  
Public (CG)  
Light Industrial (M1)  
General Industrial (M2)  
High Density Residential (RH)  
Medium Density Residential (RM)

As the *Sutherlin Development Code* is updated, the references to the Sutherlin Development Code in this document will be deemed to incorporate those updates without the Plan having to be formally amended. If a Substantial Amendment to this Plan is completed in the future, this section will be updated to match the current zoning designations. When any Project is undertaken, the provisions of the Sutherlin Development Code in effect at the time of the Project will apply.

---

<sup>6</sup> FCS Group, *Economic Opportunities Analysis*, November 2014.

## **Section 2.2.100 – RESIDENTIAL DISTRICTS**

**A. Purpose.** *The residential districts provide for neighborhoods ranging in densities from very low to moderately high. The differences in these densities and regulations are intended to support the varying lifestyles of the City's residents. The districts provide for a range of residential habitation including residential-hillside, single family, multifamily, manufactured home, and combinations thereof, together with home occupations, schools, parks, and public services necessary for neighborhood living.*

- 2. Low density residential (R-1); This district is a low density area that protects established single family neighborhoods and preserves the residential quality, value identity environmental privacy, light and air and outdoor space that is meant to conform to systems and facilities which support the residential quality of the area.*
- 3. Medium density residential (R-2); This district is a medium density area allowing a compatible mix of both single family and multiple family housing protected as to residential quality, value, identity, environmental privacy, light and air and outdoor space that is meant to conform to systems and facilities which support the residential quality of the area.*
- 4. Multifamily residential (R-3); This district is a medium to high density area meant to serve as a general residential district allowing a large variety of housing and densities without conflict together with certain nonresidential uses.*

## **Section 2.3.100 – COMMERCIAL ZONING DISTRICTS**

**A. Purpose.** *The purpose of the commercial districts is to:*

- 1. Allow a mixture of complimentary land uses that may include, retail, offices, commercial services, civic uses, and housing to create economic and social vitality and to encourage the linking of trips;*
- 2. Develop commercial and mixed-use areas that encourage walking as an alternative to driving, and provide more employment and housing options;*
- 3. Provide flexibility in the siting and design of new developments and redevelopment to anticipate changes in the marketplace;*
- 4. Provide both formal and informal community gathering places;*
- 5. Provide roadway and pedestrian connections from the commercial districts to neighborhoods and other employment areas;*
- 6. Maintain, preserve and enhance the distinct storefront character, which identifies the downtown commercial district;*
- 7. Encourage efficient land use by facilitating compact development and minimizing the amount of land needed for surface parking;*
- 8. Facilitate development (land use mix, density and design) that can be served by public transit where applicable;*

9. *Provide appropriate locations and design standards for automobile and truck-dependent uses;*
10. *Maintain mobility along traffic corridors and statewide highways; and*
11. *Provide for automobile-oriented uses, while preventing strip-commercial development in highway corridors.*

**B. Applicability.** *Commercial zoning districts fall under two categories:*

1. *Downtown Commercial (C-1); and*
2. *Community Commercial (C-3).*

#### **Section 2.4.100 – SECTION 2.4 – PUBLIC/SEMI-PUBLIC DISTRICTS**

**A. Purpose.** *The purpose of this district is to provide for the review and location of public and semi-public facilities and related uses, which by necessity, character, or effect will be compatible with surrounding uses.*

**B. Applicability.** *The public/semi-public district applies to lands that have been so designated on the zoning map. Such designation is made upon a finding of public need for public/semi-public uses or facilities. Public (C-3)*

#### **SECTION 2.5.100 – INDUSTRIAL DISTRICTS**

**A. Purpose.** *The industrial districts accommodate a range of heavy manufacturing, assembly, and processing of raw materials, junk yard, motor vehicle wrecking yards, light manufacturing, warehousing and distribution, industrial-office uses, automobile-oriented uses (e.g., lodging, restaurants, auto-oriented retail), and similar uses which are not appropriate in the downtown. The district's standards are based on the following principles:*

1. *Ensure efficient use of land and public services.*
2. *Provide a balance between jobs and housing, and encourage mixed-use development.*
3. *Provide transportation options for employees and customers.*
4. *Provide business services close to major employment centers.*
5. *Ensure compatibility between industrial uses and nearby residential areas.*
6. *Provide appropriately zoned land with a range of parcel sizes for industry.*
7. *Provide for automobile-oriented uses, while preventing strip-commercial development in highway corridors.*

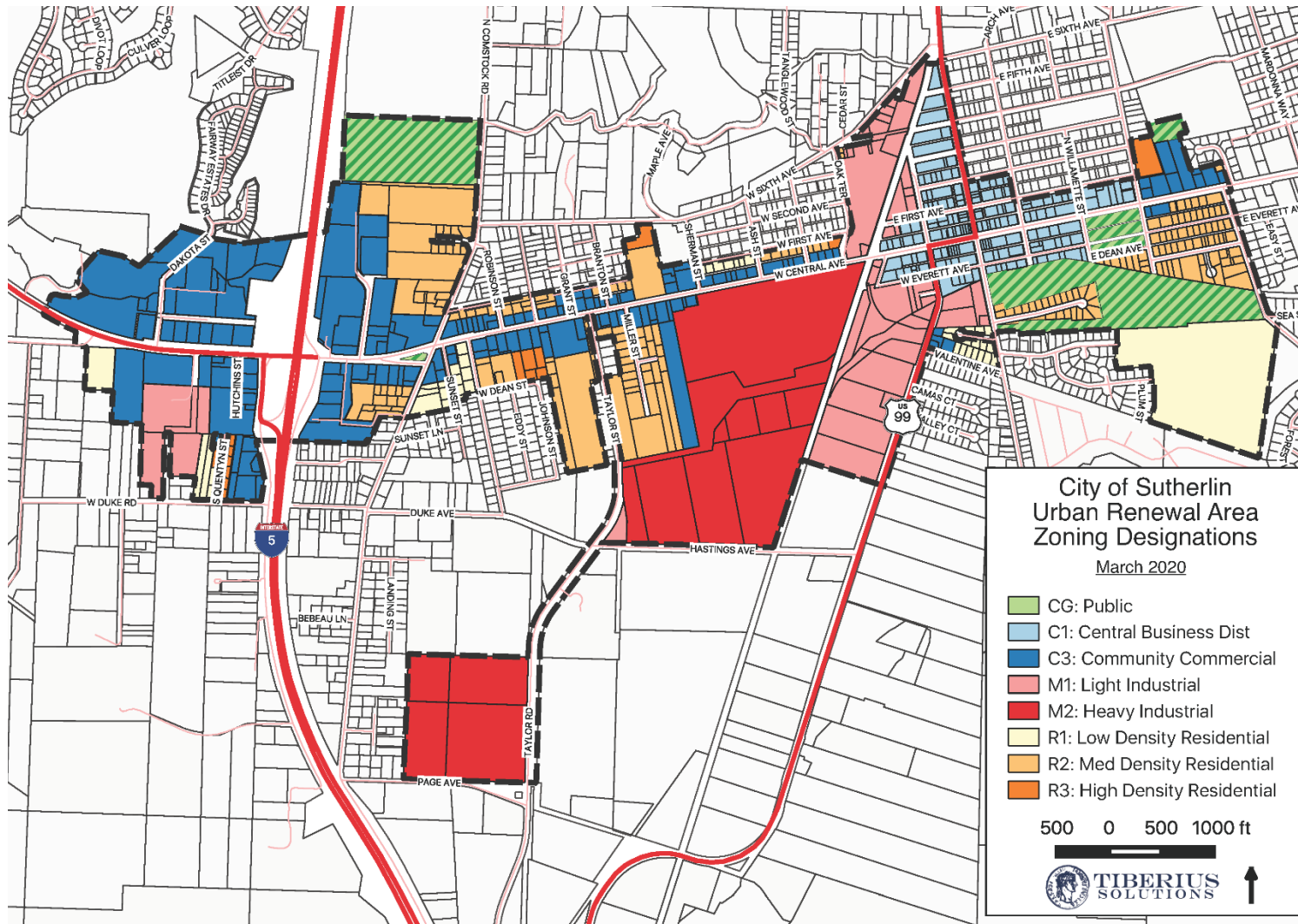
**B. Applicability.** *Industrial zoning districts fall under two categories:*

1. *Light industrial (M-1); and*
2. *General industrial (M-2).*



**Finding:** The Plan conforms to the Sutherlin Development Code as projects, programs, and expenditures proposed in the Plan conform to the requirements in the Sutherlin Development Code and support the types of uses allowed in the zoning districts present in the Area.

Figure 5- TIF Area Zoning Designations



Source: Tiberius Solutions

## **XIV. LEGAL DESCRIPTION**

## EXHIBIT B

### Report Accompanying the Sutherlin Tax Increment Finance Plan

**DRAFT**

Sutherlin Tax Increment Finance Plan

Adopted by the City of Sutherlin

DATE

Ordinance No. \_\_\_\_



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## **LIST OF PARTICIPANTS**

### **Mayor**

Todd McKnight

### **City Council**

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

### **Planning Commission**

Norman Davidson  
Elainna Swanson  
Richard Price  
Adam Sarnoski  
Sam Robinson  
Collin Frazier  
William Lee

### **City Manager**

Jerry Gillham

### **Community Development Director**

Brian Elliott

### **Community Development Supervisor**

Kristi Gilbert

### **City Planner**

Jamie Chartier

### **City Recorder**

Diane Harris

### **Deputy City Recorder**

Melanie Masterfield

### **Finance Director**

Dan Wilson

### **Urban Renewal Administrator**

Pat Lynch

### **Tax Increment Plan Task Force**

Terry Prestianni, Sutherlin School District  
Travis Tomlinson, City Council  
Tom Boggs, City Council  
Adam Sarnoski, Planning Commission  
J. Lindeen Brown, Business Rep.  
David Debysingh, Business Rep.  
Dan Bartram, Property Owner  
Nicole Bennett Property Owner  
Stan McKnight, Property Owner  
Scott Cameron, At Large  
Pat Fahey, At Large  
Gary Fadness, Property Owner/Architect

### **Tax Increment Plan Consulting Team**

Elaine Howard Consulting, LLC  
Elaine Howard  
Scott Vanden Bos

Tiberius Solutions LLC

Nick Popenuk

Ali Danko

Rob Wyman

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## **I. DEFINITIONS**

“Agency” means the Sutherlin Urban Renewal Agency. The Agency is responsible for administration of this Sutherlin TIF Plan.

“Annual report” is the ORS 457.460 requirement for the production of an annual report that gets distributed to the taxing districts.

“Area” or “TIF Area” means the tax increment finance area established for this Plan pursuant to ORS 457, including the properties and rights-of-way located therein.

“Blight” is defined in ORS 457.010(1)(a-i) and identified in the ordinance adopting a TIF plan.

“Board of Commissioners” means the Douglas County Board of Commissioners.

“City” means the City of Sutherlin, Oregon.

“City Council” or “Council” means the Sutherlin City Council.

“Comprehensive Plan” means the City of Sutherlin Comprehensive Plan and its implementing ordinances, policies, and standards.

“County” means Douglas County, Oregon.

“Fiscal year” or “FYE” means the year commencing on July 1 and closing on June 30.

“Frozen base” means the total assessed value including all real, personal, manufactured, and utility values within a TIF area at the time of adoption. The county assessor certifies the assessed value after the adoption of a TIF area plan.

“Increment” means that part of the assessed value of a taxing district attributable to any increase in the assessed value of the property located in an urban renewal area, or portion thereof, over the assessed value specified in the certified statement from the assessor (frozen base).

“Maximum indebtedness” means the amount of the principal of indebtedness included in a plan pursuant to ORS 457.190 and does not include indebtedness incurred to refund or refinance existing indebtedness. The maximum indebtedness for this Plan is \$23,700,000.

“Municipality” means any county or any city in the state of Oregon.

“ORS” means the Oregon Revised Statutes and specifically Chapter 457, which relates to urban renewal.

“Plan” or “Sutherlin TIF Plan” means the official plan for the TIF Area pursuant to ORS 457.

“Planning Commission” means the Sutherlin Planning Commission.

“Project(s)” or “TIF Project(s)” means any work or undertaking carried out under the Sutherlin TIF Plan.

“Report Accompanying Sutherlin TIF Plan” or “Report” means the official report that accompanies the Sutherlin TIF Plan pursuant to ORS 457.085(3).

“Revenue sharing” means sharing tax increment proceeds as defined in ORS 457.470.

“Tax increment finance area” or “TIF area” means a blighted area included in a TIF plan.

“Tax increment finance area plan” or “TIF plan” means a plan, as it exists or is changed or modified from time to time, for one or more TIF areas, as provided in ORS 457.

“Tax increment finance area project(s)” or “TIF area project(s)” or “project(s)” means any work or undertaking carried out under ORS 457.170 and ORS 457.180 in a TIF area.

“Tax increment finance area report” or “report” means the official report that accompanies the TIF plan pursuant to ORS 457.085(3).

“Tax increment finance” or “tax increment financing” or “TIF” means the funds that are associated with the division of taxes accomplished through the adoption of a TIF plan.

“Tax increment revenues” means the funds allocated by the assessor to renewal TIF area due to increases in assessed value over the frozen base within the area.

“Urban Renewal” means the statutory authority provided in ORS 457. In this Plan it is synonymous with TIF.

## II. INTRODUCTION

This Report on the Sutherlin Tax Increment Finance Plan (Report) contains background information and project details that pertain to the Sutherlin TIF Plan (Plan) for the Sutherlin Tax Increment Area (Area). The Report is not a legal part of the Plan but is intended to provide public information and support the findings made by the Sutherlin City Council as part of the approval of the Plan.

The Report provides the analysis required to meet the standards of ORS 457.085(3), including financial feasibility. The Report contains the information required by ORS 457.085, including:

- A description of the physical, social, and economic conditions in the area;(ORS 457.085(3)(a))
- Expected impact of the Plan, including fiscal impact in light of increased services; (ORS 457.085(3)(a))
- Reasons for selection of the Area; (ORS 457.085(3)(b))
- The relationship between each project to be undertaken and the existing conditions; (ORS 457.085(3)(c))
- The estimated total cost of each project and the source of funds to pay such costs; (ORS 457.085(3)(d))
- The estimated completion date of each project; (ORS 457.085(3)(e))
- The estimated amount of funds required in the area and the anticipated year in which the debt will be retired; (ORS 457.085(3)(f))
- A financial analysis of the Plan; (ORS 457.085(3)(g))
- A fiscal impact statement that estimates the impact of tax increment financing upon all entities levying taxes upon property in the urban renewal or TIF Area; (ORS 457.085(3)(h)) and
- A relocation report. (ORS 457.085(3)(i))

The relationship of the sections of the Report and the ORS 457.085(3) requirements is shown in Table 1. The specific reference in the table below is the section of this Report that most addresses the statute. There may be other sections of the Report that also address the statute.

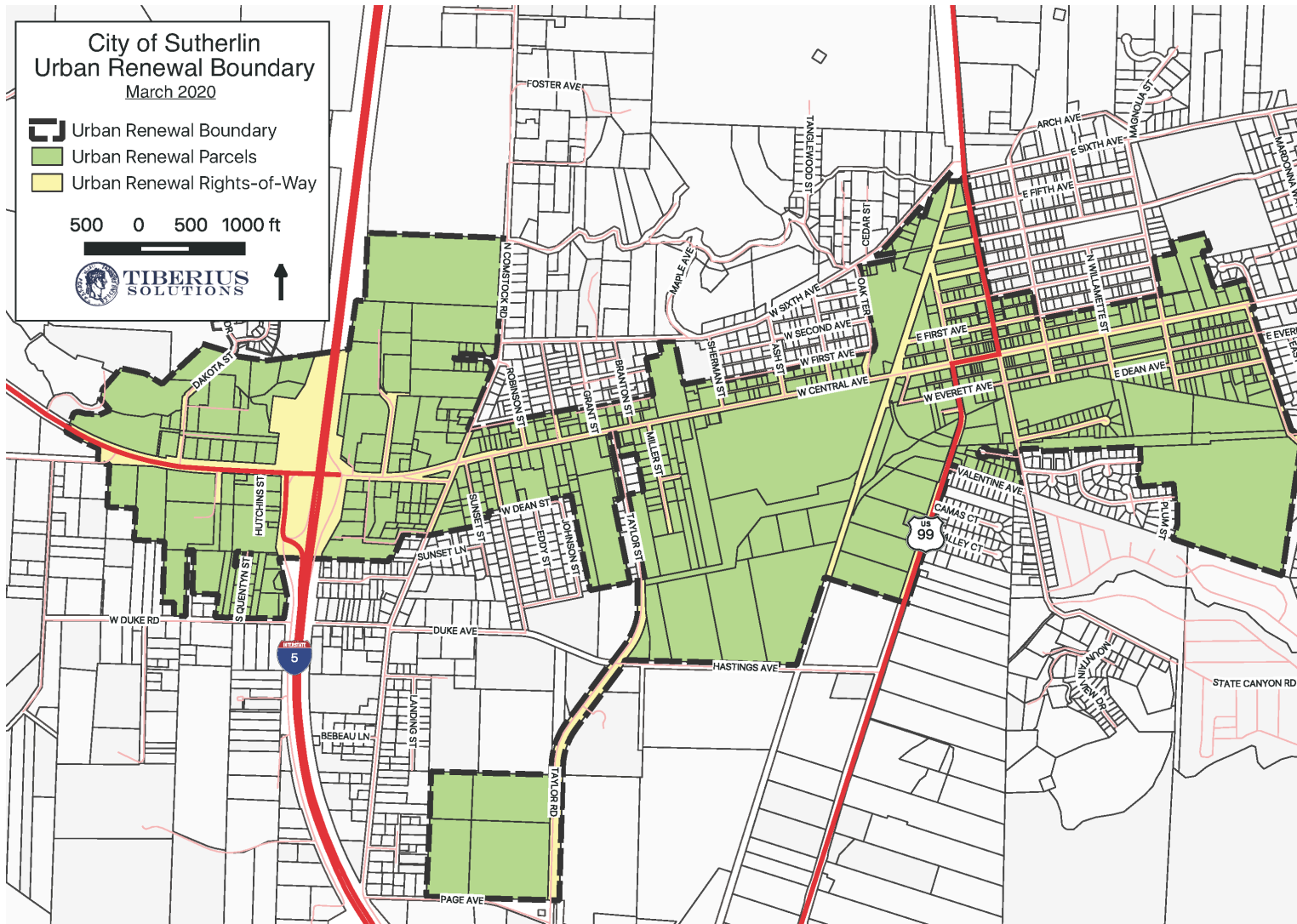
Table 1 - Statutory References

<b>Statutory Requirement</b>	<b>Report Section</b>
ORS 457.085(3)(a)	XI
ORS 457.085(3)(b)	XII
ORS 457.085(3)(c)	III
ORS 457.085(3)(d)	IV
ORS 457.085(3)(e)	VII
ORS 457.085(3)(f)	V, VI
ORS 457.085(3)(g)	V, VI
ORS 457.085(3)(h)	IX
ORS 457.085(3)(i)	XIII

The Report provides guidance on how the Plan might be implemented. The Sutherlin Urban Renewal Agency (Agency) has the authority to make adjustments to the implementation assumptions in this Report, as it reviews revenues and potential projects each year. The Agency may allocate budgets differently, adjust the timing of the projects, decide to incur debt at different timeframes than projected in this Report, and make other adjustments to the financials as determined by the Agency. The Agency may also make changes as allowed in the Amendments section of the Plan. These adjustments must stay within the confines of the overall maximum indebtedness of the Plan and statutory limitations.

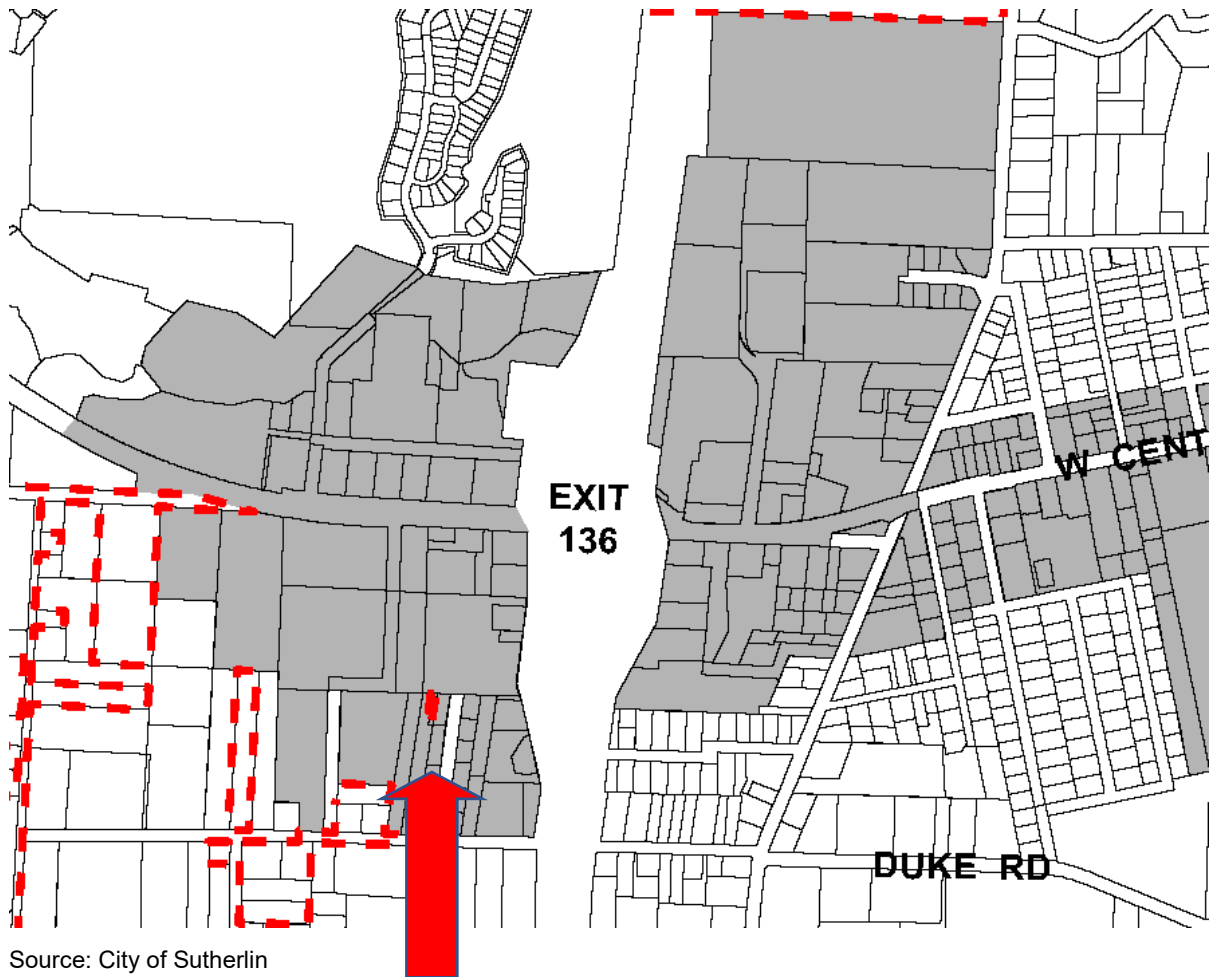
Note on language: This Report, wherever applicable and permissible, uses the term Tax Increment Financing or TIF rather than “urban renewal”. Utilizing the term TIF does not affect the statutory authority of ORS 457, as it relates to this Report.

Figure 1 – TIF Area Plan Boundary



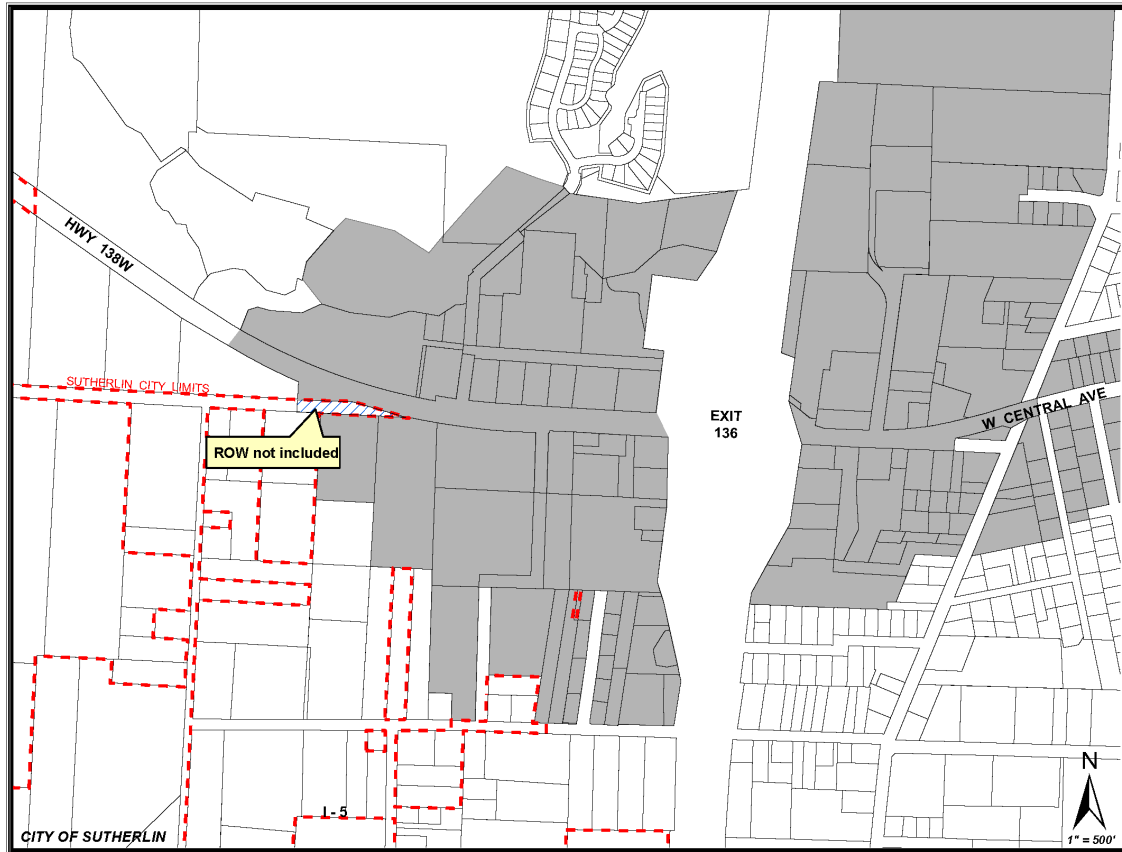
Source: Tiberius Solutions

Figure 2 - Tax lot Excluded from Boundary



Source: City of Sutherlin  
Tax lot shown on interior in red.

Figure 3 - Right of Way Not Included in Boundary



Source: City of Sutherland

### **III. THE PROJECTS IN THE AREA AND THE RELATIONSHIP BETWEEN TIF AREA PROJECTS AND THE EXISTING CONDITIONS IN THE AREA.**

The Projects identified and authorized for the Area are described below, including how they relate to the existing conditions in the Area. The existing conditions were identified by City staff and city documents.

#### ***A. Sports Park Facilities:***

Kick-start the creation of a community sports park complex that will also stimulate greater community fundraising for a full-service community center. This project will construct a roughed-in roadway onto the site, establish a gravel parking lot, provide utility services on site and assign \$500,000.00 as a grant match for ODOT Safe Routes to Schools (Waite Street) and a Transportation Enhancement grant (Red Rock Road).

The project components are:

- Set-aside for Safe Routes to School and Transportation Enhancement
- Initial road access and parking
- Contingency including utility services and other project components

Existing Conditions: This is now an undeveloped property with the intent to make it a Sports Park Facility. It is without a transportation network.

#### ***B. Downtown:***

Provide for ongoing investment in future development and redevelopment in the downtown. This project includes an initial demonstration to infuse improvements that will stimulate immediate economic investment and demonstrate the enormous positive impacts of a TIF Area. The initial project is to purchase land for needed parking, provide building façade improvement grants, recruit targeted businesses into downtown and conduct specific land, building and infrastructure improvements that reveal a need for financial investment as projects are executed. These same tools and other tools that may be identified as the initial project is implemented will be provided for the long-term to assist in the development and redevelopment of downtown.

The project components are:

- One-block Initial Demonstration Project
- Property acquisition
- Building restoration grants
- Location Incentives
- Contingency
- Property Acquisition
- Building restoration grants



- Location Incentives
- New and Redevelopment in downtown
- Contingency

Existing Conditions: The Downtown has many un-developed and underdeveloped properties. Only thirteen percent of the tax lots in the Area have an improvement to land ratio of over 2:1, which is a conservative ratio for improvement value to land value in a town the size of Sutherlin. See the I:L table on page 44.

### ***C. Industrial Park:***

The County and City own 43 acres of industrially zoned land that is currently inundated by wetlands. The project will pay for wetlands consultation, purchase of wetlands credits, on-site mitigation requirements that will come out of the consultant's analysis, business recruitment incentives and infrastructure improvements for adjacent and on-site services. The project includes expending monies for immediate impact development.

Initial project work:

- Wetlands credits
- Wetlands plan
- Location incentives
- Contingency
- Infrastructure (water, sewer, streets)

Existing Conditions: The location of this is on city and county owned property that is currently inundated by wetlands and not served by a full transportation network nor fully served by utilities. The property is undeveloped.

### ***D. Central Avenue Corridor and Properties at Exit 136:***

Construct transportation improvements at the Interstate 5 Exit #136. These funds would kick-start the design, engineering and construction of the Interchange Area Master Plan (IAMP) in partnership with ODOT.

Develop at least one multi-family housing development along Central Avenue. This project would entail the purchase of one significantly blighted area and use monies to encourage a public/private partnership for construction of a multi-family housing complex on this property.

Create an Umpqua Wine Interpretative Center with public and private partners.

The project components are:

- Business Recruitment and Support
- Tourism Partnership/gateway facility
- Property acquisition
- Blight cleanup

- Housing partnership
- Exit 136 area improvements (streetlights/transportation, etc.)
- Gateway Partnership with Umpqua Wine Interpretive Center

Existing Conditions: The single most negative detriment to economic investment is the dramatically antiquated transportation network at Exit #136. It is both now dangerous and significantly insufficient to accommodate existing traffic flow, notwithstanding any new economic investment. The interchange and roadways in the project area have operational, geometric, and structural deficiencies. The existing deficiencies will be exacerbated by traffic increases resulting from development in the area. The Transportation System Plan (TSP) identifies a need to provide an interchange with increased capacity to serve the adopted land use plan for the Area.<sup>1</sup> As shown in the Existing Conditions analysis in Chapter XI of this Report, there are operational and safety deficiencies and structural and geometric deficiencies of the interchange.

There are blighted and underdeveloped properties along the Central Avenue Corridor where potential new housing could add to the health of the downtown. There is presently no Umpqua Wine Interpretive Center, but a burgeoning wine industry and opportunity to bring tourists to the area to support this industry. There is an existing golf course pro shop building that would be converted into a wine center.

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<sup>1</sup> 136 Interchange Area Management Plan, Oregon Department of Transportation

### ***E. Administration***

Provide for the administration of the Plan.

Examples of eligible projects include:

- Auditing, annual reports, insurance, bond counsel, and other required administrative costs
- Preparation of financial plans and/or financial analyses of projects and proposals
- Personnel, materials, and other associated administrative costs
- Professional consulting services to refine urban design concepts
- Environmental analyses
- Assisting in the preparation of the annual financial report required by this Plan and ORS 457
- Auditing, insurance, bond counsel, financing fees and other required administrative costs and
- Any other powers granted by ORS 457 in connection with the implementation of this Plan

Existing Conditions: There is no existing urban renewal area in Sutherlin, therefore no ability to collect tax increment revenues. Once this Plan is adopted, a tax increment revenue stream will be established, providing a revenue source to pay for administration in the Area.

#### IV.THE ESTIMATED TOTAL COST OF EACH PROJECT AND THE SOURCES OF MONEYS TO PAY SUCH COSTS

The cost estimates for Projects are shown are in Table 2 below. These are all estimates acknowledging that the Area portions of these project activities must fit within the maximum indebtedness. These costs are shown in year of expenditure (YOE) dollars, which assumes inflation of 3.0% annually.

The Plan assumes that the Agency will use other funds to assist in the completion of the projects within the Area. These sources include but are not limited to City of Sutherlin General Funds, SDCs, local, state and federal grants, and other sources as identified by the Agency. The Agency may pursue regional, county, state, and federal funding, private developer contributions and any other sources of funding that may assist in the implementation of the projects.

The Agency will be able to review and update fund expenditures and allocations on an annual basis when the annual budget is prepared.

Table 2 - Estimated Cost of Each Project

Project Title	Project Cost (YOE\$)	Percentage of Total Project Cost
Sports Park Facilities	\$1,139,182	4.89%
Downtown	\$6,133,656	26.35%
Industrial Park	\$2,590,858	11.13%
Central Avenue Corridor and Exit 136	\$12,616,186	54.20%
Plan Administration <sup>2</sup>	\$797,581	3.43%
TOTAL:	\$23,277,463	100.00%

Source: City of Sutherlin and Tiberius Solutions

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<sup>2</sup> Plan Administration includes \$178,706 of financing fees

## V. FINANCIAL ANALYSIS OF THE PLAN

The estimated tax increment revenues through FYE 2046 are calculated based on projections of the growth assessed value of existing property and new development within the Area, and the consolidated tax rate that will apply to the Area.

Recent historical trends in the City of Sutherlin were reviewed in the Urban Renewal Feasibility Study to determine a reasonable growth rate to use for the analysis. Table 3 shows historical growth in assessed value in both the City of Sutherlin and Douglas County from 2008 to 2020. This shows annual growth varying from .7% per year to 5.9% per year in the City of Sutherlin with an average annual growth rate from 2008-2020 of 3.47%. The annual growth rate in Douglas County varies from 1.8% to 4.7% in, with an average annual growth rate from 2008-2020 of 2.92%.

Table 3 – Assessed Value Growth in the City of Sutherlin and Douglas County

	<b>Douglas County</b>		<b>City of Sutherlin</b>	
FYE	AV	% Change	AV	% Change
2008	\$6,885,723,214		\$376,025,801	
2009	\$7,212,272,535	4.70%	\$395,055,275	5.10%
2010	\$7,401,780,678	2.60%	\$417,944,043	5.80%
2011	\$7,538,417,900	1.80%	\$435,695,036	4.20%
2012	\$7,734,492,563	2.60%	\$448,056,435	2.80%
2013	\$7,934,556,418	2.60%	\$451,118,182	0.70%
2014	\$8,147,317,561	2.70%	\$463,360,912	2.70%
2015	\$8,394,309,886	3.00%	\$475,528,622	2.60%
2016	\$8,576,128,282	2.20%	\$481,750,152	1.30%
2017	\$8,899,421,933	3.80%	\$495,945,040	2.90%
2018	\$9,136,135,643	2.70%	\$509,812,934	2.80%
2019	\$9,504,941,445	4.00%	\$534,945,184	4.90%
2020	\$9,727,382,109	2.30%	\$566,361,766	5.90%
FYE 2013-FYE 2020		3.00%		3.40%
FYE 2008-FYE 2019		2.92%		3.47%

Source: Douglas County Assessor, City of Sutherlin AV: Assessed Value

The assumptions include anticipating properties with Enterprise Zone exemptions to come on the tax rolls when those exemptions expire. One property in the URA boundary is currently receiving an Enterprise Zone abatement on three separate tax accounts. The abatement, totaling \$25.8 million in assessed value in FYE 2020, will be fully taxable in FYE 2023, showing a large jump in increment in that year.<sup>3</sup>

These projections of growth are the basis for the projections in Table 8, Table 9, and Table 10.

The first year of tax increment collections is anticipated to be FYE 2022. Gross TIF<sup>4</sup> is calculated by multiplying the tax rate times the assessed value used. The tax rate is per thousand dollars of assessed value, so the calculation is “tax rate times assessed value used divided by one thousand.” The consolidated tax rate includes permanent tax rates only, and excludes general obligation bonds and local option levies, which will not be impacted by this Plan.

The tax rates in the Area are shown in Table 4.

Table 4 – Taxing District Rates

<b>Taxing District</b>	<b>Tax Code Area 13001</b>	<b>Tax Code Area 13001</b>
Jurisdiction Name	Rate	Rate
Douglas County	1.1124	1.1124
City of Sutherlin	5.6335	5.6335
WC Sutherlin	0.5079	
SV 4H Extension Service	0.0600	0.0600
Subtotal	7.3138	6.8059
ED Douglas	0.5296	0.5296
SC Sutherlin 130	4.0815	4.0815
Umpqua CC	0.4551	0.4551
Subtotal	5.0662	5.0662
<b>TOTAL:</b>	<b>12.3800</b>	<b>11.8721</b>

Source: Douglas County Assessor

Table 5 shows the incremental assessed value, tax rates and tax increment revenues each year, adjusted for discounts, and delinquencies, truncation loss, and receipt of delinquent taxes from prior years. The projections assume an annual growth rate of 3.0% for assessed value in the Area. Figure 2 shows expected TIF revenues over time and the projected tax revenues after termination of the Area.

<sup>3</sup> Note: Historically, the value of the E-Zone property has declined over the past five years but appears to have essentially stabilized in value over the past couple of years. Between now and when the value comes back on the tax roll (FYE 2023), Tiberius Solutions LLC assumed no change in value. In subsequent years, they assumed 3% annual growth in AV for the E-Zone property, so it would be consistent with what was assumed in the rest of the area

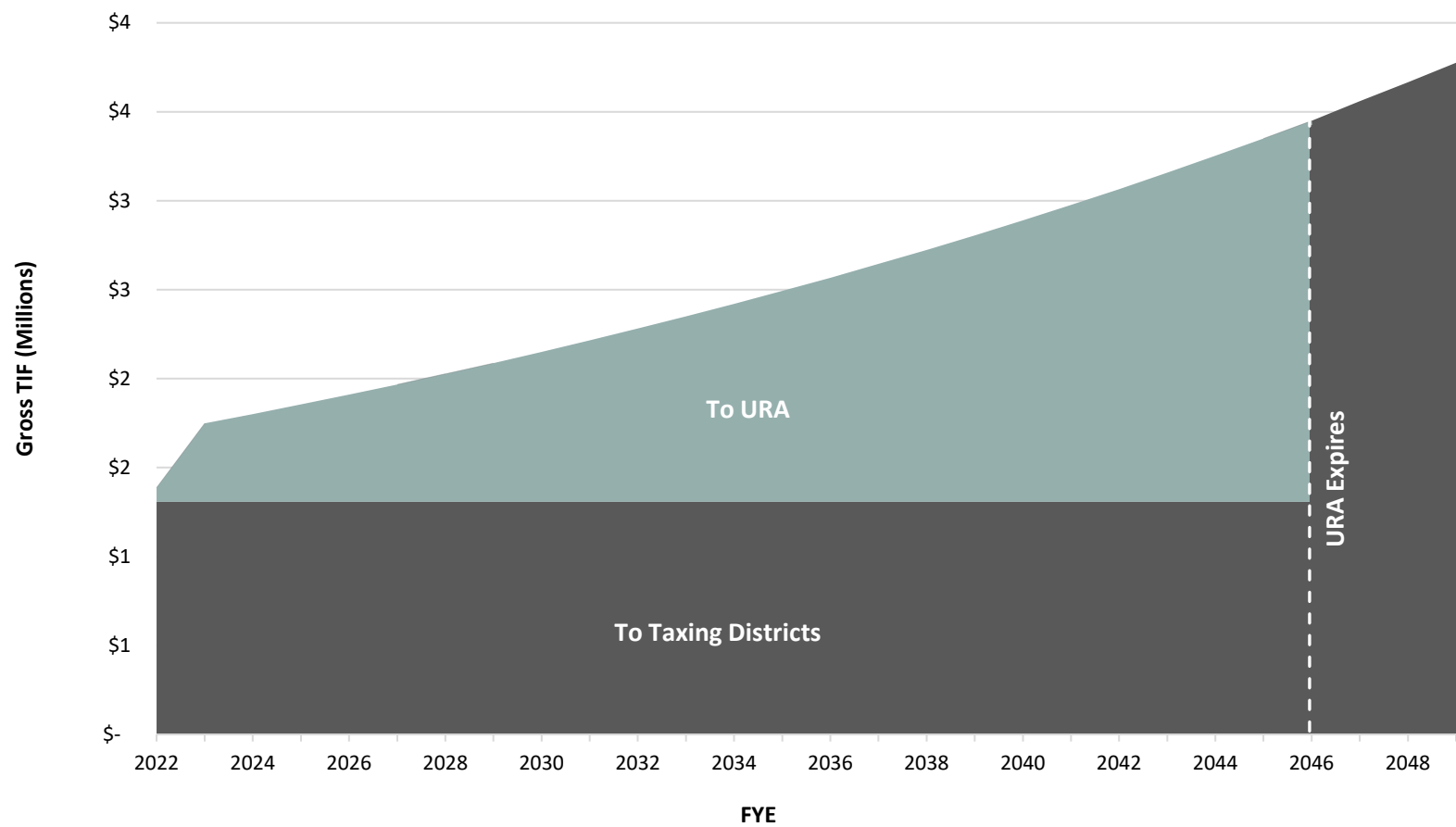
<sup>4</sup> TIF is also used to signify tax increment revenues

Table 5 - Projected Incremental Assessed Value, Tax Rates, and Tax Increment Revenues

FYE	Total AV	Frozen Base AV	Increment Applied	Tax Rate	Gross TIF	Adjustments	Current Year Net	Prior Year Net	Total TIF
2022	113,666,771	107,141,832	6,524,939	12.2013	79,613	(3,981)	75,632	-	75,632
2023	142,906,855	107,141,832	35,765,023	12.3304	440,995	(22,050)	418,946	1,134	420,080
2024	147,194,059	107,141,832	40,052,227	12.32	493,443	(24,672)	468,771	6,284	475,055
2025	151,609,881	107,141,832	44,468,049	12.3114	547,464	(27,373)	520,091	7,032	527,123
2026	156,158,177	107,141,832	49,016,345	12.3042	603,106	(30,155)	572,951	7,801	580,752
2027	160,842,922	107,141,832	53,701,090	12.298	660,417	(33,021)	627,397	8,594	635,991
2028	165,668,209	107,141,832	58,526,377	12.2927	719,448	(35,972)	683,476	9,411	692,887
2029	170,638,255	107,141,832	63,496,423	12.2881	780,249	(39,012)	741,237	10,252	751,489
2030	175,757,401	107,141,832	68,615,569	12.284	842,875	(42,144)	800,731	11,119	811,850
2031	181,030,124	107,141,832	73,888,292	12.2804	907,379	(45,369)	862,010	12,011	874,021
2032	186,461,028	107,141,832	79,319,196	12.2772	973,818	(48,691)	925,128	12,930	938,058
2033	192,054,858	107,141,832	84,913,026	12.2743	1,042,251	(52,113)	990,138	13,877	1,004,015
2034	197,816,504	107,141,832	90,674,672	12.2717	1,112,736	(55,637)	1,057,100	14,852	1,071,952
2035	203,750,999	107,141,832	96,609,167	12.2694	1,185,337	(59,267)	1,126,070	15,856	1,141,926
2036	209,863,529	107,141,832	102,721,697	12.2673	1,260,115	(63,006)	1,197,109	16,891	1,214,000
2037	216,159,434	107,141,832	109,017,602	12.2653	1,337,136	(66,857)	1,270,279	17,957	1,288,236
2038	222,644,218	107,141,832	115,502,386	12.2635	1,416,468	(70,823)	1,345,645	19,054	1,364,699
2039	229,323,544	107,141,832	122,181,712	12.2619	1,498,180	(74,909)	1,423,271	20,185	1,443,456
2040	236,203,251	107,141,832	129,061,419	12.2604	1,582,344	(79,117)	1,503,226	21,349	1,524,575
2041	243,289,350	107,141,832	136,147,518	12.259	1,669,032	(83,452)	1,585,580	22,548	1,608,129
2042	250,588,030	107,141,832	143,446,198	12.2577	1,758,321	(87,916)	1,670,405	23,784	1,694,188
2043	258,105,671	107,141,832	150,963,839	12.2565	1,850,288	(92,514)	1,757,774	25,056	1,782,830
2044	265,848,842	107,141,832	158,707,010	12.2554	1,945,015	(97,251)	1,847,764	26,367	1,874,131
2045	273,824,309	107,141,832	166,682,477	12.2543	2,042,584	(102,129)	1,940,454	27,716	1,968,171
2046	282,039,038	107,141,832	174,897,206	12.2534	2,143,079	(107,154)	2,035,925	29,107	2,065,032
TOTAL::					28,891,694	(1,444,585)	27,447,109	381,168	27,828,277

Source: Tiberius Solutions

Figure 4 - TIF Projections over Time



Source: Tiberius Solutions



## VI.THE ESTIMATED AMOUNT OF TAX INCREMENT REVENUES REQUIRED AND THE ANTICIPATED YEAR IN WHICH INDEBTEDNESS WILL BE RETIRED

Table 6 shows a summary of the financial capacity of the Area, including how the total TIF revenue translates to the ability to fund projects in constant FYE 2020 dollars in five-year increments. Table 8, Table 9, and Table 10 show more detailed tables on the allocation of tax revenues over time.

The Plan is structured to complete all projects and have sufficient tax increment finance revenue to terminate the Area in FYE 2046, a 25-year duration for the Plan. The time frame of the Plan is not absolute; it may vary depending on the actual ability to meet the maximum indebtedness. If the economy is slower, it may take longer; if the economy is more robust than the projections, it may take a shorter time period. These assumptions show one scenario for financing and that this scenario is financially feasible.

The maximum indebtedness is \$23,300,000 (twenty-three million dollars three hundred thousand dollars). The estimated total amount of tax increment revenues required to service the maximum indebtedness of \$23,300,000 is \$27,828,277 which includes expected interest on debt and financing fees and is from the division of taxes from permanent rate levies.

Table 6 - TIF Capacity of the Area

Net TIF (YOE\$)	<b>\$ 27,800,000</b>
Maximum Indebtedness (YOE\$)	<b>\$ 23,300,000</b>
Capacity (2020\$)	<b>\$ 15,400,000</b>
Years 1-5	\$ 3,000,000
Years 6-10	\$ 3,800,000
Years 11-15	\$ 2,900,000
Years 16-20	\$ 2,700,000
Years 21-25	\$ 2,800,000

Source: Tiberius Solutions

The financial analysis projects when borrowings might occur as identified in Table 7. The Agency may decide to complete borrowings at different times or for different amounts, depending on their analysis at the time. The table below summarizes the principal amounts of the projected borrowings for the Area. The total amounts, including interest, are shown in the second column of Table 8. There may be opportunities for the City/Agency to accelerate the timing of financial capacity in the early years. For example, the City/Agency may find lenders willing to offer more attractive terms, such as lower interest rates, lower required minimum debt service coverage ratios, or a longer amortization period. Additionally, the City/Agency could explore short-term, interim financing strategies, such as a line of credit with interest only payments. Any line of credit would need to be repaid in full after an agreed upon term, most likely through a longer-term borrowing like the ones shown in this analysis. The success of these financial strategies will depend upon market conditions, and the specific terms and conditions that lenders are willing to offer to the City/Agency.

Table 7 - Estimated Borrowings and Amounts

	Loan A	Loan B	Loan C	Loan D	Loan E
Principal Amount	\$750,000	\$1,200,000	\$3,200,000	\$2,100,000	\$1,700,000
Interest Rate	5 %	5 %	5 %	5 %	5 %
Loan Term	20	20	20	15	10
Loan Year	2020	2024	2027	2032	2037
Annual Payment	(\$60,182)	(\$96,291)	(\$256,776)	(\$202,319)	(\$220,158)

Source: Tiberius Solutions

Table 8 - Tax Increment Revenues and Allocations to Debt Service, Page 1

	Total	FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	FYE 2027	FYE 2028	FYE 2029
Resources									
Beginning Balance		-	-	-	-	-	-	-	-
TIF: Current Year	27,447,109	75,632	418,946	468,771	520,091	572,951	627,397	683,476	741,237
TIF: Prior Years	381,168	-	1,134	6,284	7,032	7,801	8,594	9,411	10,252
Total Resources	27,828,277	75,632	420,080	475,055	527,123	580,752	635,991	692,887	751,489
Expenditures									
Debt Service									
Scheduled Payments									
Loan A	(1,203,639)	(60,182)	(60,182)	(60,182)	(60,182)	(60,182)	(60,182)	(60,182)	(60,182)
Loan B	(1,925,822)	-	-	(96,291)	(96,291)	(96,291)	(96,291)	(96,291)	(96,291)
Loan C	(5,135,526)	-	-	-	-	-	(256,776)	(256,776)	(256,776)
Loan D	(3,034,782)	-	-	-	-	-	-	-	-
Loan E	(2,201,578)	-	-	-	-	-	-	-	-
Total Debt Service	(13,501,346)	(60,182)	(60,182)	(156,473)	(156,473)	(156,473)	(413,249)	(413,249)	(413,249)
Debt Service Coverage Ratio		1	7	3	3	4	2	2	2
Transfer to URA Projects Fund	(14,326,931)	(15,450)	(359,898)	(318,582)	(370,650)	(424,279)	(222,742)	(279,637)	(338,240)
Total Expenditures	(27,828,277)	(75,632)	(420,080)	(475,055)	(527,123)	(580,752)	(635,991)	(692,887)	(751,489)

Source: Tiberius Solutions

Table 9 - Tax Increment Revenues and Allocations to Debt Service, Page 2

	FYE 2030	FYE 2031	FYE 2032	FYE 2033	FYE 2034	FYE 2035	FYE 2036	FYE 2037	FYE 2038
Resources									
Beginning Balance	-	-	-	-	-	-	-	-	-
TIF: Current Year	800,731	862,010	925,128	990,138	1,057,100	1,126,070	1,197,109	1,270,279	1,345,645
TIF: Prior Years	11,119	12,011	12,930	13,877	14,852	15,856	16,891	17,957	19,054
Total Resources	811,850	874,021	938,058	1,004,015	1,071,952	1,141,926	1,214,000	1,288,236	1,364,699
Expenditures									
Debt Service									
Scheduled Payments									
Loan A	(60,182)	(60,182)	(60,182)	(60,182)	(60,182)	(60,182)	(60,182)	(60,182)	(60,182)
Loan B	(96,291)	(96,291)	(96,291)	(96,291)	(96,291)	(96,291)	(96,291)	(96,291)	(96,291)
Loan C	(256,776)	(256,776)	(256,776)	(256,776)	(256,776)	(256,776)	(256,776)	(256,776)	(256,776)
Loan D	-	-	(202,319)	(202,319)	(202,319)	(202,319)	(202,319)	(202,319)	(202,319)
Loan E	-	-	-	-	-	-	-	(220,158)	(220,158)
Total Debt Service	(413,249)	(413,249)	(615,568)	(615,568)	(615,568)	(615,568)	(615,568)	(835,726)	(835,726)
Debt Service Coverage Ratio	2	2	2	2	2	2	2	2	2
Transfer to URA Projects Fund	(398,600)	(460,772)	(322,490)	(388,447)	(456,384)	(526,358)	(598,432)	(452,510)	(528,973)
Total Expenditures	(811,850)	(874,021)	(938,058)	(1,004,015)	(1,071,952)	(1,141,926)	(1,214,000)	(1,288,236)	(1,364,699)

Source: Tiberius Solutions

Table 10 - Tax Increment Revenues and Allocations to Debt Service, Page 3

	FYE 2039	FYE 2040	FYE 2041	FYE 2042	FYE 2043	FYE 2044	FYE 2045	FYE 2046
Resources								
Beginning Balance	-	-	-	-	-	-	-	-
TIF: Current Year	1,423,271	1,503,226	1,585,580	1,670,405	1,757,774	1,847,764	1,940,454	2,035,925
TIF: Prior Years	20,185	21,349	22,548	23,784	25,056	26,367	27,716	29,107
Total Resources	1,443,456	1,524,575	1,608,129	1,694,188	1,782,830	1,874,131	1,968,171	2,065,032
Expenditures								
Debt Service								
Scheduled Payments								
Loan A	(60,182)	(60,182)	(60,182)	-	-	-	-	-
Loan B	(96,291)	(96,291)	(96,291)	(96,291)	(96,291)	-	-	-
Loan C	(256,776)	(256,776)	(256,776)	(256,776)	(256,776)	(256,776)	(256,776)	(256,776)
Loan D	(202,319)	(202,319)	(202,319)	(202,319)	(202,319)	(202,319)	(202,319)	(202,319)
Loan E	(220,158)	(220,158)	(220,158)	(220,158)	(220,158)	(220,158)	(220,158)	(220,158)
Total Debt Service	(835,726)	(835,726)	(835,726)	(775,544)	(775,544)	(679,253)	(679,253)	(679,253)
Debt Service Coverage Ratio	2	2	2	2	2	3	3	3
Transfer to URA Projects Fund	(607,730)	(688,850)	(772,403)	(918,645)	(1,007,286)	(1,194,878)	(1,288,918)	(1,385,779)
Total Expenditures	(1,443,456)	(1,524,575)	(1,608,129)	(1,694,188)	(1,782,830)	(1,874,131)	(1,968,171)	(2,065,032)

Source: Tiberius Solutions

## **VII. THE ANTICIPATED COMPLETION DATE FOR EACH PROJECT**

The schedule for construction of projects will be based on the availability of funding. The projects will be ongoing and will be completed as directed by the Agency. The Agency may change the completion dates in their annual budgeting process or as project decisions are made in administering the Plan.

The Area is anticipated to complete all projects and have sufficient tax increment finance revenue to terminate the Area in FYE 2046, a 25-year program.

The amount of money available for projects in FYE 2020 constant dollars for the Area is \$15,533,346.

Table 11, Table 12 and Table 13, show the \$15,533,346 of project costs in FYE 2020 dollars inflated over the life of the Area, including administrative expenses. All costs shown in Table 11, Table 12 and Table 13 are in year-of-expenditure dollars, which are adjusted by 3.0% annually to account for inflation. Annual expenditures for program administration are also shown. These are predicated on the fact that the Area activities will start off slowly in the beginning years and increase in the final years.

A 3.0% inflation rate is the rate to use in the future if any amendment to increase maximum indebtedness is pursued in accordance with ORS 457.470.

Table 11 - Programs and Costs in Year of Expenditure Dollars, Page 1

	Total	FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026	FYE 2027	FYE 2028	FYE 2029
Resources									
Beginning Balance		-	97,230	3,051	283	305	203	212	266
Interest Earnings	532	-	486	15	1	2	1	1	1
Transfer from TIF Fund	14,326,931	15,450	359,898	318,582	370,650	424,279	222,742	279,637	338,240
Bond/Loan Proceeds	8,950,000	750,000	-	1,200,000	-	-	3,200,000	-	-
Total Resources	23,277,463	765,450	457,614	1,521,648	370,934	424,586	3,422,946	279,850	338,507
Expenditures (YOE \$)									
Sports Park Facilities	(1,139,182)			(49,972)	(15,419)	(17,673)	(146,235)	(11,275)	(13,831)
Downtown	(6,133,656)	(318,270)		(291,730)	(89,962)	(103,528)	(853,305)	(66,254)	(81,159)
Industrial Park	(2,590,858)		(437,080)	(116,714)	(35,938)	(41,435)	(341,297)	(26,476)	(32,359)
Central Ave. Corr/Ex. 136	(12,616,186)	(318,270)		(1,020,941)	(210,761)	(242,641)	(1,998,219)	(155,310)	(189,979)
Financing Fees	(178,706)	(14,706)		(24,000)			(64,000)		
Administration	(618,875)	(16,974)	(17,483)	(18,008)	(18,549)	(19,106)	(19,678)	(20,269)	(20,877)
Total Expenditures	(23,277,463)	(668,220)	(454,563)	(1,521,365)	(370,629)	(424,383)	(3,422,734)	(279,584)	(338,205)
Ending Balance		97,230	3,051	283	305	203	212	266	302

Source: Tiberius Solutions

Table 12 - Programs and Costs in Year of Expenditure Dollars, Page 2

	FYE 2030	FYE 2031	FYE 2032	FYE 2033	FYE 2034	FYE 2035	FYE 2036	FYE 2037	FYE 2038
Resources									
Beginning Balance	302	169	142	283	312	194	260	300	253
Interest Earnings	2	1	1	1	2	1	1	2	1
Transfer from TIF Fund	398,600	460,772	322,490	388,447	456,384	526,358	598,432	452,510	528,973
Bond/Loan Proceeds	-	-	2,100,000	-	-	-	-	1,700,000	-
Total Resources	398,904	460,942	2,422,632	388,731	456,698	526,553	598,693	2,152,812	529,227
Expenditures (YOE \$)									
Sports Park Facilities	(16,530)	(19,102)	(103,221)	(15,860)	(18,908)	(21,968)	(25,033)	(91,565)	(21,961)
Downtown	(96,358)	(112,120)	(602,501)	(93,250)	(110,420)	(128,068)	(146,349)	(534,681)	(128,191)
Industrial Park	(38,570)	(44,848)	(240,943)	(37,300)	(44,168)	(51,258)	(58,572)	(213,872)	(51,242)
Central Ave. Corr/Ex. 136	(225,775)	(262,583)	(1,410,873)	(218,513)	(258,806)	(300,071)	(342,764)	(1,251,996)	(300,303)
Financing Fees			(42,000)					(34,000)	
Administration	(21,502)	(22,147)	(22,811)	(23,496)	(24,202)	(24,928)	(25,675)	(26,445)	(27,238)
Total Expenditures	(398,735)	(460,800)	(2,422,349)	(388,419)	(456,504)	(526,293)	(598,393)	(2,152,559)	(528,935)
Ending Balance	169	142	283	312	194	260	300	253	292

Source: Tiberius Solutions



Table 13 - Programs and Costs in Year of Expenditure Dollars, Page 3

	<b>FYE 2039</b>	<b>FYE 2040</b>	<b>FYE 2041</b>	<b>FYE 2042</b>	<b>FYE 2043</b>	<b>FYE 2044</b>	<b>FYE 2045</b>	<b>FYE 2046</b>
Resources								
Beginning Balance	292	260	263	455	523	288	490	466
Interest Earnings	1	1	1	2	3	1	2	2
Transfer from TIF Fund	607,730	688,850	772,403	918,645	1,007,286	1,194,878	1,288,918	1,385,779
Bond/Loan Proceeds	-	-	-	-	-	-	-	-
Total Resources	608,023	689,111	772,666	919,102	1,007,812	1,195,167	1,289,410	1,386,247
Expenditures (YOE \$)								
Sports Park Facilities	(25,250)	(28,898)	(32,369)	(38,897)	(42,630)	(50,820)	(54,858)	(276,907)
Downtown	(148,171)	(168,690)	(189,751)	(226,866)	(249,463)	(296,992)	(320,770)	(776,807)
Industrial Park	(59,268)	(67,368)	(75,900)	(90,632)	(99,667)	(118,716)	(128,350)	(138,885)
Central Ave. Corr/Ex. 136	(347,018)	(394,994)	(444,426)	(531,526)	(584,186)	(695,624)	(751,465)	(159,142)
Financing Fees								
Administration	(28,056)	(28,898)	(29,765)	(30,658)	(31,578)	(32,525)	(33,501)	(34,506)
Total Expenditures	(607,763)	(688,848)	(772,211)	(918,579)	(1,007,524)	(1,194,677)	(1,288,944)	(1,386,247)
Ending Balance	260	263	455	523	288	490	466	-

Source: Tiberius Solutions

## VIII. REVENUE SHARING

Revenue sharing is defined in ORS 457.470. The statute identifies certain thresholds where the impacted taxing jurisdictions will receive a share of the incremental growth in the Area. The first threshold is when annual tax increment finance revenues exceed 10% of the original maximum indebtedness of the Plan (10% of \$23,300,000 is \$2,330,000). In the year after reaching the 10% threshold, the Agency will receive the full 10% of the initial maximum indebtedness plus 25% of the increment above the 10% threshold, and the taxing jurisdictions will receive 75% of the increment above the 10% threshold. The threshold is not projected to be met in the Plan. If actual assessed value growth is higher than projected, revenue sharing could be realized.

The second threshold is when annual tax increment finance revenues exceed 12.5% of the maximum indebtedness (\$2,912,500). If this threshold is met, revenue for the Area would be capped at 12.5% of the maximum indebtedness, with all additional tax revenue being shared with affected taxing districts. This threshold is not projected to be met.

## IX. IMPACT OF THE TAX INCREMENT FINANCING

This section describes the impact of tax increment financing of the maximum indebtedness, both until and after the indebtedness is repaid, upon all entities levying taxes upon property in the Area.

The impact of tax increment financing on overlapping taxing districts consists primarily of the property tax revenues foregone on permanent rate levies as applied to the growth in assessed value in the Area. These projections are for impacts estimated through FYE 2046 and are shown in Table 14 and Table 15.

The Sutherlin School District and the Douglas Education Service District are not *directly* affected by the tax increment financing, but the amounts of their taxes divided for the Plan are shown in the following tables. Under current school funding law, property tax revenues are combined with State School Fund revenues to achieve per-student funding targets. Under this system, property taxes foregone, due to the use of tax increment financing, are substantially replaced with State School Fund revenues, as determined by a funding formula at the state level.

Table 14 and Table 15 show the projected impacts to permanent rate levies of taxing districts as a result of this Plan. Table 14 shows the general government levies, and Table 15 shows the education levies.

Table 14 - Projected Impact on Taxing District Permanent Rate Levies - General Government

<b>FYE</b>	<b>Douglas County</b>	<b>City of Sutherlin</b>	<b>WC Sutherlin</b>	<b>4H and Extension</b>	<b>Subtotal</b>
2022	(6,895)	(34,920)	(2,040)	(372)	(44,228)
2023	(37,899)	(191,932)	(15,601)	(2,044)	(247,476)
2024	(42,893)	(217,224)	(17,276)	(2,314)	(279,706)
2025	(47,628)	(241,201)	(18,814)	(2,569)	(310,211)
2026	(52,504)	(265,897)	(20,399)	(2,832)	(341,632)
2027	(57,527)	(291,334)	(22,031)	(3,103)	(373,995)
2028	(62,701)	(317,534)	(23,712)	(3,382)	(407,329)
2029	(68,029)	(344,520)	(25,444)	(3,669)	(441,663)
2030	(73,518)	(372,316)	(27,227)	(3,965)	(477,026)
2031	(79,171)	(400,945)	(29,064)	(4,270)	(513,451)
2032	(84,994)	(430,434)	(30,956)	(4,584)	(550,969)
2033	(90,992)	(460,807)	(32,905)	(4,908)	(589,612)
2034	(97,169)	(492,092)	(34,913)	(5,241)	(629,414)
2035	(103,532)	(524,314)	(36,980)	(5,584)	(670,411)
2036	(110,086)	(557,504)	(39,110)	(5,938)	(712,637)
2037	(116,836)	(591,689)	(41,303)	(6,302)	(756,130)
2038	(123,789)	(626,900)	(43,563)	(6,677)	(800,928)
2039	(130,950)	(663,167)	(45,890)	(7,063)	(847,070)
2040	(138,326)	(700,523)	(48,287)	(7,461)	(894,596)
2041	(145,924)	(738,998)	(50,755)	(7,871)	(943,548)
2042	(153,749)	(778,629)	(53,298)	(8,293)	(993,969)
2043	(161,809)	(819,448)	(55,917)	(8,728)	(1,045,902)
2044	(170,111)	(861,491)	(58,615)	(9,175)	(1,099,393)
2045	(178,662)	(904,796)	(61,394)	(9,637)	(1,154,489)
2046	(187,470)	(949,400)	(64,256)	(10,112)	(1,211,238)
<b>TOTAL:</b>	<b>(2,523,167)</b>	<b>(12,778,015)</b>	<b>(899,748)</b>	<b>(136,093)</b>	<b>(16,337,023)</b>

Source: Tiberius Solutions

Table 15 - Projected Impact on Taxing District Permanent Rate Levies – Education

<b>FYE</b>	<b>ED Douglas</b>	<b>Sutherlin School District</b>	<b>Umpqua Community College</b>	<b>Subtotal Education</b>	<b>Total All</b>
2022	(3,283)	(25,300)	(2,821)	(31,404)	(75,632)
2023	(18,043)	(139,056)	(15,505)	(172,604)	(420,080)
2024	(20,421)	(157,380)	(17,548)	(195,349)	(475,055)
2025	(22,675)	(174,751)	(19,485)	(216,911)	(527,123)
2026	(24,997)	(192,644)	(21,480)	(239,121)	(580,752)
2027	(27,388)	(211,073)	(23,535)	(261,996)	(635,991)
2028	(29,851)	(230,055)	(25,652)	(285,558)	(692,887)
2029	(32,388)	(249,607)	(27,832)	(309,827)	(751,489)
2030	(35,001)	(269,745)	(30,077)	(334,823)	(811,850)
2031	(37,693)	(290,487)	(32,390)	(360,570)	(874,021)
2032	(40,465)	(311,852)	(34,772)	(387,089)	(938,058)
2033	(43,320)	(333,857)	(37,226)	(414,403)	(1,004,015)
2034	(46,261)	(356,523)	(39,753)	(442,537)	(1,071,952)
2035	(49,290)	(379,869)	(42,357)	(471,515)	(1,141,926)
2036	(52,410)	(403,915)	(45,038)	(501,363)	(1,214,000)
2037	(55,624)	(428,682)	(47,799)	(532,106)	(1,288,236)
2038	(58,934)	(454,192)	(50,644)	(563,771)	(1,364,699)
2039	(62,344)	(480,468)	(53,574)	(596,386)	(1,443,456)
2040	(65,855)	(507,532)	(56,591)	(629,979)	(1,524,575)
2041	(69,473)	(535,408)	(59,700)	(664,580)	(1,608,129)
2042	(73,198)	(564,120)	(62,901)	(700,220)	(1,694,188)
2043	(77,035)	(593,694)	(66,199)	(736,928)	(1,782,830)
2044	(80,988)	(624,155)	(69,595)	(774,738)	(1,874,131)
2045	(85,059)	(655,529)	(73,094)	(813,682)	(1,968,171)
2046	(89,252)	(687,845)	(76,697)	(853,794)	(2,065,032)
<b>TOTAL:</b>	<b>(1,201,249)</b>	<b>(9,257,738)</b>	<b>(1,032,267)</b>	<b>(11,491,254)</b>	<b>(27,828,277)</b>

Source: Tiberius Solutions Please refer to the explanation of the schools funding in the preceding section

Table 16 shows the projected increased revenue to the taxing jurisdictions after tax increment proceeds are projected to be terminated. These projections are for FYE 2047.

The Frozen Base is the assessed value of the Area established by the county assessor at the time the Area is established. Excess Value is the increased assessed value in the Area above the Frozen Base. The Frozen Base indicated in the table below is the consultant's estimate. It is expected the number may vary slightly as the assessor determines the Frozen Base after the Area is established.

Table 16 - Additional Revenues Obtained after Termination of Tax Increment Financing, FYE 2047.

<b>Taxing District</b>	<b>Tax Rate</b>	<b>From Frozen Base</b>	<b>From Excess Value</b>	<b>Total</b>
<b>General Government</b>				
Douglas County	1.1124	119,185	203,968	323,153
City of Sutherlin	5.6335	603,584	1,032,950	1,636,534
WC Sutherlin	0.5079	35,268	69,740	105,008
4H Extension Service	0.06	6,428	11,002	17,430
Subtotal	7.3138	764,465	1,317,660	2,082,125
<b>Education</b>				
ED Douglas	0.5296	56,742	97,107	153,849
SC Sutherlin 130	4.0815	437,300	748,377	1,185,677
Umpqua CC	0.4551	48,760	83,446	132,206
Subtotal	5.0662	542,802	928,930	1,471,732
<b>TOTAL:</b>	<b>12.38</b>	<b>\$1,307,267</b>	<b>\$2,246,590</b>	<b>\$3,553,857</b>

Source: Tiberius Solutions

## **X. COMPLIANCE WITH STATUTORY LIMITS ON ASSESSED VALUE AND SIZE OF URBAN RENEWAL AND TIF AREAS**

State law limits the percentage of both a municipality's total assessed value and the total land area that can be contained in a TIF area at the time of its establishment to 25% for municipalities under 50,000 in population. As noted below, the Frozen Base (assumed to be FYE 2020 values), including all real, personal, personal, manufactured, and utility properties in the Area, is projected to be \$104,034,472. The Douglas County Assessor will set the Frozen Base once the Plan is adopted. The total assessed value of the City of Sutherlin in FYE 2020 is \$566,361,766<sup>5</sup>.

The percentage of assessed value of the TIF area in Sutherlin is 18.37%, below the 25% threshold.

The Area contains 614.75 acres, including public rights-of-way. This puts 15.13% of the City's acreage in a TIF area, which is below the 25% statutory threshold. The information on acreage and assessed value percentages is shown below in Table 17.

Table 17 – TIF Area Conformance with Assessed Value and Acreage Limits

	<b>Assessed Value</b>	<b>Frozen Base</b>	<b>Acreage</b>
City of Sutherlin	\$566,361,766		4,064
Sutherlin TIF Area		\$104,034,472	614.75
% in Urban Renewal/TIF Area	18.37%		15.13%

Source: Compiled by Elaine Howard Consulting, LLC with data from City of Sutherlin and Douglas County Department of Assessment and Taxation (FYE 2020)

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<sup>5</sup> Douglas County FYE 2020 Sal 4a

## **XI. EXISTING PHYSICAL, SOCIAL, AND ECONOMIC CONDITIONS AND IMPACTS ON MUNICIPAL SERVICES**

This section of the Report describes existing conditions within the Area and documents the occurrence of “blighted areas,” as defined by ORS 457.010(1).

### ***A. Physical Conditions***

#### ***1. Land Use***

The Area measures 614.75 total acres in size, which is composed of 642 individual parcels encompassing 516.24 acres, and an additional 98.51 acres in public rights-of-way. An analysis of FYE 2019-2020 property classification data from the Douglas County Department of Assessment and Taxation database was used to determine the land use designation of parcels in the Area. By acreage, Exempt uses account for the most prevalent land use within the Area (34.90%). This was followed by Commercial (25.03%). Detailed land use designations in the Area can be seen in Table 18.

Table 18 - Land Use in the Area

<b>Land Use</b>	<b>Parcels</b>	<b>Acreage</b>	<b>Percent of Acreage</b>
Exempt	69	180.15	34.90%
Commercial	242	129.21	25.03%
Industrial	35	98.64	19.11%
Residential	252	67.94	13.16%
Multi-Family	37	31.09	6.02%
Recreation	2	8.92	1.73%
<b>TOTAL:</b>	<b>642</b>	<b>516.24</b>	<b>100.00%</b>

Source: Compiled by Elaine Howard Consulting, LLC with data from the City of Sutherlin using the Douglas County Department of Assessment and Taxation database (FYE 2020)

## 2. ***Comprehensive Plan Designations***

The most prevalent comprehensive plan designation by acreage in the Area is Medium Density Residential (23.94%). The second most prevalent comprehensive plan designation in the Area is Low Density Residential (20.47%). Detailed comprehensive plan designations in the Area can be seen in Table 19.

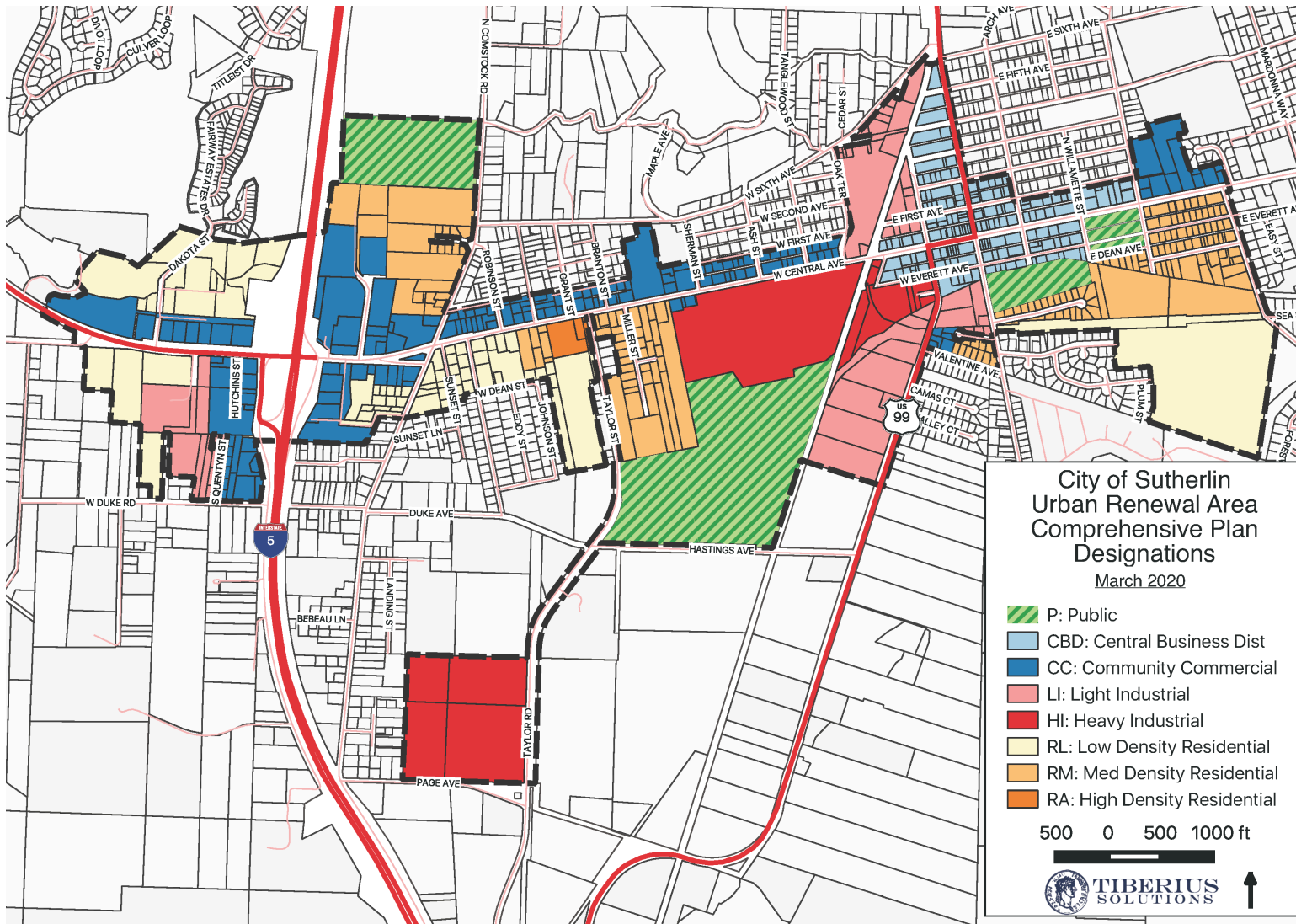
Table 19 – Comprehensive Plan Designations in the Area

<b>Comprehensive Plan Designation</b>	<b>Parcels</b>	<b>Acreage</b>	<b>Percent of Acreage</b>
Medium Density Residential	173	123.58	23.94%
Low Density Residential	81	105.66	20.47%
Commercial Community	153	82.58	16.00%
Public	13	76.3	14.78%
Light Industrial	48	56.04	10.86%
Heavy Industrial	12	39.54	7.66%
Commercial Business District	158	29.62	5.74%
High Density Residential	4	2.92	0.57%
TOTAL:	642	516.24	100.00%

Source: Compiled by Elaine Howard Consulting, LLC with data from the City of Sutherlin



Figure 5 – TIF Area Comprehensive Plan Designations



Source: Tiberius Solutions

### 3. ***Zoning Designations***

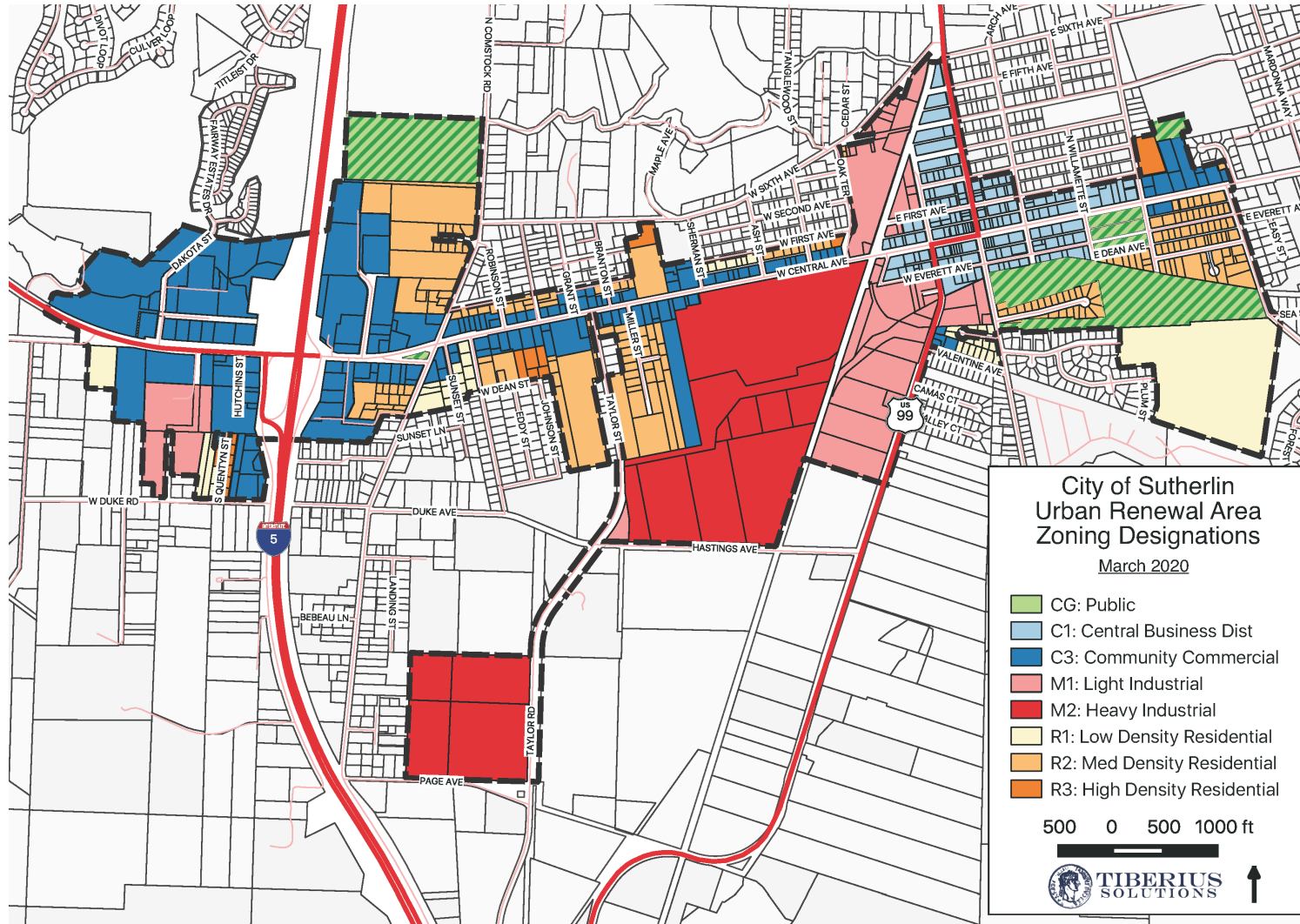
The most prevalent zoning designation by acreage in the Area is Community Commercial (23.04%). The second most prevalent zoning designation in the Area is General Industrial (22.62%). Detailed zoning designations in the Area can be seen in Table 20.

Table 20 - Zoning Designations in the Area

<b>Zoning Designation</b>	<b>Parcels</b>	<b>Acreage</b>	<b>Percent of Acreage</b>
Community Commercial	162	118.92	23.04%
General Industrial	14	116.77	22.62%
Medium Density Residential	192	81.95	15.87% 0.00%
Light Industrial	46	64.05	12.41%
Public	10	51.14	9.91%
Low Density Residential	44	47.69	9.24%
Downtown Commercial	161	30.08	5.83%
Multi-family Residential	13	5.64	1.09%
TOTAL:	642	516.24	100.00%

Source: Compiled by Elaine Howard Consulting, LLC with data from the City of Sutherlin

Figure 6 – TIF Area Zoning Designations



Source: Tiberius Solutions;

## **B. Infrastructure**

This section identifies the existing conditions in the Area to assist in **establishing blight in the ordinance adopting the Plan.** There are projects listed in several City of Sutherlin infrastructure master plans that relate to these existing conditions.

There are also deficiencies in the transportation system that have been identified by City staff for inclusion. **This does not mean that all of these projects are included in the Plan.** The specific projects that are included in the Plan are listed in Section III of this Report.

### **1. Transportation**

The Sutherlin Transportation Systems Plan (TSP) identified the following projects in the Capital Improvement List. The project costs were using 2005 construction cost indexes and do not reflect unique costs such as significant environmental mitigation.

The interchange and roadways in the project area have operational, geometric, and structural deficiencies. The existing deficiencies will be exacerbated by traffic increases resulting from development in the area. The Transportation System Plan (TSP) identifies a need to provide an interchange with increased capacity to serve the adopted land use plan for the area.<sup>6</sup>

#### **Interstate 5 Exit 136 Operational and Safety Deficiencies**

The configuration of the interchange, particularly as related to the southbound ramps, combined with traffic volume increases that have occurred with development in the west part of Sutherlin, results in operational and safety deficiencies. Some of these were previously identified in the City of Sutherlin Transportation System Plan (TSP). The operational and safety deficiencies are:

- Access points are located closer to ramp terminals than prescribed by ODOT standards and contribute to traffic conflicts, loss of interchange efficiency and potential safety problems.
- There is insufficient capacity at key locations along Oregon Highway 138 (OR 138) to accommodate traffic from planned development.
- With only modest development consistent with adopted plans in the vicinity of the interchange or more distant areas of the west part of Sutherlin, the intersection of OR 138 with Park Hill Lane (which serves as an extension of the southbound ramp terminal) will fail to meet ODOT mobility standards without signalization.

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<sup>6</sup> 136 Interchange Area Management Plan, Oregon Department of Transportation

### **Interstate 5 Exit 136 Structural and Geometric Deficiencies**

The original interchange, constructed decades ago, used different design standards and practices than those used today. When compared to current standards, the interchange exhibits numerous deficiencies. Substantial improvements were made in 2005 and 2006 when the mainline bridge was replaced and modifications were made to the northbound ramps. The principal geometric and structural deficiencies are:

- The southbound ramps use a “gull-wing” configuration that is no longer a standard design.
- Some ramps do not meet design current standards or achieve minimum standards rather than the higher “desirable” standard.

Table 21 - Transportation Projects in the Area

Block #	Project	Estimated Cost
	Waite Street Improvements	\$1,081,698\$2,188,850
	Oregon Highway 138 – 5 lane upgrade from Ft. McKay to Comstock	\$3,406,698 (State)
	I-5 Interchange- west side of IC at Oregon 138 Connection from New Parkway to Central	\$2,192,667 (State) \$1,506,566 (City)
	Ash Street – Central to 1 <sup>st</sup> overlay	\$5,952
300	Dean Avenue E. overlay	\$17,340
100	Everett Avenue W. grind and inlay	\$17,262
200	Everett Ave W. overlay	\$10,760
8-900	First Avenue W. slurry seal	\$2,248
100	First Avenue E. cracking	\$200
200	First Avenue E. slurry seal minor cracking	\$2,164
300	First Avenue E. slurry seal pitted surfaces	\$9,665
4-500	First Avenue W. slurry seal	\$3,408
1200	First Avenue W. overlay	\$7,650
700	First Avenue W. slurry seal	\$2,088
	Front Street overlay	\$12,600
	Hawthorne Street overlay	\$34,400
	Oak Street grind and overlay	\$49,755
1300	Sunset Avenue overlay	\$12,580
	Sunset Street overlay	\$22,450
	Taylor Street slurry seal	\$18,344
	Umatilla Street S. grind and inlay	\$35,860
	Waite Street S. rebuild	\$600,000
	Willamette Street S. overlay	\$18,480

Source: City of Sutherlin

## 2. **Storm Drain**

The Storm Drain Master Plan was completed by The Dyer Partnership Engineers & Planners, Inc. in 2014. The following projects within the Area were identified in the Storm Drain Master Plan.

Table 22 – Storm Drain Projects in the Area

Project	Estimated Cost
N. State Street, bound by E. Central and Third Ave	\$230,845
N. Calapooia St, north of E. Central Ave	\$108,795
Between Grant Street and Branton Street, bound by W. Second Avenue and W. Central Avenue	\$166,396

Source: City of Sutherlin

## 3. **Water**

The Water Master Plan was completed by The Dyer Partnership Engineers & Planners, Inc in 2017. The following projects within the Area were identified in the Water Master Plan.

Table 23 – Water Projects in the Area

Project – Improvement Capital	Estimated Cost
Alley S. of 1 <sup>st</sup> . Umpqua/Will (8")	\$60,000
Myrtle Street Water Line Improvement	\$89,000
E. 1 <sup>st</sup> Street Water Line Improvement – N State Street to N. Umpqua Street	\$273,000

Source: City of Sutherlin

## 4. **Utility Providers**

The following utility providers have services within the City of Sutherlin:  
Pacific Power and Light

Avista Utilities  
CenturyLink  
Charter Communications  
Douglas Electric Co-Op  
Sutherlin Water Control District  
City of Sutherlin Water  
City of Sutherlin Sewer

## 5. **Parks and Open Space**

The *Sutherlin Parks and Open Space Plan* established the need for additional open space and parks facilities in the Area. The specific recitation is shown below. The table is from the *Sutherlin Open Space Plan* document.

## Section 6.2 Existing and Future Parks

*Based on an assumption of shared facility use, the Needs Analysis identified a need for 6 to 12 neighborhood parks and 4 to 10 community parks (Section 5.2, Needs Assessment). Not all neighborhood and community parks need to be the same, containing the same or similar array of elements. Indeed, quality park and open space planning recognizes unique qualities of a particular site and develops a specific park plan around a balance of a site's unique features with the overall community need for park resources. Thus the array of identified neighborhood and community parks in Sutherlin can have variety. In particular, the 5 identified community parks (3 community parks and 2 sports parks) each has a unique, identifiable focus. Table 6.3 of the Sutherlin Parks and Open Space Plan outlines this approach.*

*Table 6.3 – Park Functions<sup>7</sup>*

<b>Community Park</b>	<b>Park Function</b>
<i>Central Park / Festival Grounds (C-1)</i>	<i>Functions as a host location for community events and festivals</i>
<i>Cooper Creek Reservoir (C-2) facility</i>	<i>Functions as a boating and picnicking</i>
<i>Ford's Pond (C-3)</i>	<i>Could function as an open expanse of informal open space</i>
<i>Westside Sports Park (S-1)</i>	<i>A host location for tournament-level regulation sports such as softball and soccer</i>
<i>Eastside Sports Park (S-2)</i>	<i>A shared location with the Sutherlin School District for baseball and football</i>

## 6. Wetlands

The Area has significant wetlands as shown in the WD # 2012-0352R Reissuance of Wetland Delineation Report for the Sutherlin Industrial Park.<sup>8</sup>

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<sup>7</sup> *Sutherlin Parks and Open Space Plan*, SATRE Associates, Table 6.3, p. 44.

<sup>8</sup> The *Wetlands Delineation Determination Report* was transmitted to the Department of State Lands with a determination letter on December 20, 2018 concurring with the wetland and waterway boundaries.



### C. Social Conditions

Within the Area, there are 289 tax lots shown as residential use in the land use table. Table 18. According to the US Census Bureau, American Community Survey 2013-2017 Five Year Estimates, the block groups that most closely represent the Area have 2,734 residents, 93% of whom are white. These block groups represent more residents than exist in the Area but are the closest block groups to represent the Area.

Table 24 - Race in the Area

Race	Number	Percent
White alone	2,544	93.1%
Black or African American alone	-	0.0%
American Indian and Alaska Native alone	59	2.2%
Asian alone	45	1.6%
Native Hawaiian and Other Pacific Islander alone	-	0.0%
Some other race alone	33	1.2%
Two or more races	53	1.9%
TOTAL:	2,734	100%

Source: American Community Survey 2013-2017 Five Year Estimates

The largest percentage of residents are between 55 to 64 years of age (16%).

Table 25 - Age in the Area

Age	Number	Percent
Under 5 years	271	10%
5 to 9 years	135	5%
10 to 14 years	227	8%
15 to 17 years	54	2%
18 to 24 years	319	12%
25 to 34 years	372	14%
35 to 44 years	224	8%
45 to 54 years	200	7%
55 to 64 years	446	16%
65 to 74 years	241	9%
75 to 84 years	199	7%
85 years and over	46	2%
TOTAL:	2,734	100%

Source: American Community Survey 2013-2017 Five Year Estimates

In the block groups, 14% of adult residents have earned a bachelor's degree or higher. Another 30% have some college education without a degree, and 42% have graduated from high school with no college experience.

Table 26 - Educational Attainment in the Area

<b>Educational Attainment</b>	<b>Number</b>	<b>Percent</b>
Less than high school	135	8%
High school graduate (includes equivalency)	730	42%
Some college	526	30%
Associate's degree	102	6%
Bachelor's degree	182	11%
Master's degree	53	3%
Professional school degree	-	0%
Doctorate degree	-	0%
<b>TOTAL:</b>	<b>1,728</b>	<b>100%</b>

Source: American Community Survey 2013-2017 Five Year Estimates

The most common travel time to work class was 10 to 19 minutes, with 40% of journeys being in this class. This was followed by less than 10 minutes travel time class, which represented 29% of journeys.

Table 27 - Travel Time to Work in the Area

<b>Travel Time</b>	<b>Number</b>	<b>Percent</b>
Less than 10 minutes	297	29%
10 to 19 minutes	407	40%
20 to 29 minutes	246	24%
30 to 39 minutes	34	3%
40 to 59 minutes	17	2%
60 to 89 minutes	-	0%
90 or more minutes	7	1%
<b>TOTAL:</b>	<b>1,008</b>	<b>99%</b>

Source: American Community Survey 2013-2017 Five Year Estimates

Of the means of transportation used to travel to work, the majority, 86% drove alone with another 9% carpooling

Table 28 - Means of Transportation to Work in the Area

<b>Means of Transportation</b>	<b>Number</b>	<b>Percent</b>
Drove alone	913	86%
Carpooled	91	9%
Bicycle	-	0%
Walked	4	0%
Other means	-	0%
Worked at home	49	5%
<b>TOTAL:</b>	<b>49</b>	<b>100%</b>

Source: American Community Survey 2013-2017 Five Year Estimates

## ***D. Economic Conditions***

### ***1. Taxable Value of Property within the Area***

The estimated total assessed value of the Area calculated with data from the Douglas County Department of Assessment and Taxation for FYE 2020, including all real, personal, manufactured, and utility properties, is estimated to be \$104,122,628.

### ***2. Building to Land Value Ratio***

An analysis of property values can be used to evaluate the economic condition of real estate investments in a given area. The relationship of a property's improvement value (the value of buildings and other improvements to the property) to its land value is generally an accurate indicator of the condition of real estate investments. This relationship is referred to as the "Improvement to Land Value Ratio," or "I:L." The values used are real market values. In TIF Areas, the I:L is often used to measure the intensity of development or the extent to which an area has achieved its short- and long-term development objectives.

Table 29 shows the improvement to land ratios (I:L) for properties within the Area. There are 70 parcels totaling 34.90% of the total acreage that are "exempt" from taxation as they are owned by governmental agencies or non-profits. There are 105 parcels totaling 23.17% of the acreage that have no improvement value. Excluding the Exempt parcels, there are 283 parcels representing 39.48% of the acreage that have I:L ratios less than 1.0. In other words, the improvements on these properties are worth less than the land they sit on. A reasonable I:L ratio for properties in the Area is 2.0, or an improvement worth twice as much as the land it is on. One hundred and nine of the parcels in the Area, totaling 13.32% of the acreage, have I:L ratios of 2.0 or more in FYE 2020. In summary, approximately 52.77% of the Area is underdeveloped and not contributing significantly to the tax base in the City.

Table 29 - Improvement to Land Ratios in the Area

<b>Improvement to Land Ratio</b>	<b>Parcels</b>	<b>Acreage</b>	<b>Percent of Acreage</b>
Exempt	69	180.16	34.90%
No Improvement Value	105	119.62	23.17%
0.01-0.50	63	40.15	7.78%
0.51-1.00	115	44.03	8.53%
1.01-1.50	123	39.37	7.63%
1.51-2.00	58	24.1	4.67%
2.01-2.50	37	24.6	4.77%
2.51-3.00	18	9.47	1.83%
3.01-4.00	23	11.57	2.24%
> 4.00	31	23.17	4.49%
<b>TOTAL:</b>	<b>642</b>	<b>516.24</b>	<b>100.00%</b>

Source: Compiled by Elaine Howard Consulting, LLC with data from the Douglas County Department of Assessment and Taxation (FYE 2020)

### ***E. Impact on Municipal Services***

The fiscal impact of tax increment financing on taxing districts that levy taxes within the Area is described in Section IX of this Report. This subsection discusses the fiscal impacts resulting from potential increases in demand for municipal services.

The projects being considered for future use of tax increment funding are for sports park development, assistance for development and re-development of the Downtown, transportation and utility infrastructure including infrastructure improvements and wetlands mitigation to jumpstart development in the industrial area creating jobs for Sutherlin residents, Central Avenue Corridor transportation improvements, business support and development support including property acquisition, blight cleanup and a Gateway Partnership with the Umpqua Wine Interpretative Center. Tax increment financing is a method for funding projects that would otherwise be funded by the City general fund or SDCs, or delayed until resources are available.

It is anticipated that these improvements will catalyze development on the undeveloped and underdeveloped parcels in the Area. This development will require City services. However, since the property is within the City limits, and the level of redevelopment has been planned for based on the Comprehensive Plan and zoning designations, the City has anticipated the need to provide services to the Area. As the development will be new construction or rehabilitation, it will be constructed to current building codes, which will aid in the needs for fire protection and lessen the burden on fire response.

The financial impacts from tax increment collections will be countered by future economic development, and, in the future, adding increases in assessed value to the tax base for all taxing jurisdictions, including the City.

## **XII. REASONS FOR SELECTION OF EACH TIF AREA IN THE PLAN**

The reason for selecting the Area is to provide the ability to fund projects and programs necessary to cure blight within the Area.

## **XIII. RELOCATION REPORT**

When the Agency acquires occupied property under the Plan, residential or commercial occupants of such property shall be offered relocation assistance as required under applicable state law. Prior to such acquisition, the Agency shall adopt rules and regulations, as necessary, for the administration of relocation assistance. The Agency will comply with all applicable state laws in providing these potential benefits.

There are plans to acquire land for infrastructure in the Area which may trigger relocation benefits in the future. However, no specific acquisitions that would result in relocation benefits have been identified in the Plan. All acquisitions will be reviewed for the potential of applicable relocation benefits.

**CITY OF SUTHERLIN  
PLANNING COMMISSION MEETING  
CIVIC AUDITORIUM – 7:00 PM  
TUESDAY, MAY 19, 2020**

**COMMISSION MEMBERS PRESENT:** William Lee, Richard Price, Collin Frazier and Norm Davidson

**COMMISSION MEMBERS EXCUSED:** Sam Robinson

**COMMISSION MEMBERS ABSENT:** Adam Sarnoski and Elainna Swanson

**CITY STAFF:** Kristi Gilbert, Community Development Supervisor, Jamie Chartier, City Planner and Brian Elliott, Community Development Director

**AUDIENCE (via Zoom):** Elaine Howard (Elaine Howard Consulting, LLC)

Meeting called to order at 7:00 pm by Chair Lee.

**APPROVAL OF MINUTES**

A motion made by Commissioner Price to approve the minutes of the April 21, 2020 Planning Commission meeting; second made by Commissioner Frazier.

In favor: Commissioners Frazier, Price, Davidson and Chair Lee

Opposed: None

Excused: None

Motion carried unanimously

**APPROVAL OF FINDINGS OF FACT(S)**

- 1. COOPER CREEK ESTATES LLC**, request for a Comprehensive Plan Map from Low Density Hillside to Medium Density, Zone Map Change from (RH) Residential Hillside to (R-2) Medium Density Residential, along with a Land Partition on a 1.31 acre property. **PLANNING DEPARTMENT FILE NO. 20-S002**

A motion was made by Commissioner Price to approve the Findings of Fact for COOPER CREEK ESTATES, LLC, request for a Comprehensive Plan Map from Low Density Hillside to Medium Density, Zone Map Change from (RH) Residential Hillside to (R-2) Medium Density Residential, along with a Land Partition on a 1.31 acre property (File No. 20-S002) presented at the April 21, 2020 Planning Commission meeting; motion seconded by Commissioner Davidson.

In favor: Commissioners Price, Frazier, Davidson and Chair Lee

Opposed: None

Motion carried unanimously

## COMMISSION BUSINESS

### 1. **SUTHERLIN TAX INCREMENT FINANCE PLAN** including its relationship to the Sutherlin Comprehensive Plan

Elaine Howard, with Elaine Howard Consulting, LLC via ZOOM, gave the Planning Commission background information about Urban Renewal Districts (URD) and Tax Increment Financing. Mrs. Howard then presented the Commission with an informative slide show presentation on the Sutherlin Tax Increment Finance Plan and how an Urban Renewal District is formed and functions. This information is needed to be able to allow the Planning Commission to satisfy their role in verifying its conformance to the Sutherlin Comprehensive Plan and making a recommendation to City Council.

A motion was made by Commissioner Davidson to recommend to City Council per staff recommendation that the Sutherlin Planning Commission finds, based upon the information provided in the staff report and the provided attachments, that the Sutherlin Tax Increment Financial Plan conforms with the Sutherlin Comprehensive Plan and further recommend that the Sutherlin City Council adopt the proposed Sutherlin Tax Increment Finance Plan; Commissioner Price seconds the motion.

In favor: Commissioners Price, Frazier, Davidson and Chair Lee

Opposed: None

Motion carried unanimously

**COMMISSION COMMENTS** – None.

**ADJOURNMENT** - With no further business the meeting was adjourned at 7:30 pm.

Respectfully submitted,

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Jamie Chartier, City Planner

**APPROVED BY COMMISSION ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2020.**

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William Lee, Commission Chair

## EXHIBIT D

### City of Sutherlin Urban Renewal Area Description

Tracts of land and road rights-of-way, located in the Southwest One-Quarter of Section 16, the Southeast and Southwest One-Quarters of Section 17, the Southeast and Southwest One-Quarters of Section 18, the Northeast, Southeast, and Northwest One-Quarters of Section 19, the Northeast and Northwest One-Quarters of Section 20, the Northwest One-Quarter of Section 21, Township 25 South, Range 5 West, and the Northeast One-Quarter of Section 24, Township 25 South, Range 6 West, Willamette Meridian, City of Sutherlin, Douglas County, Oregon, and being more particularly described as follows:

Beginning at the most northerly corner of Lot 20, Block 6 of the plat "Amended Plat of Plat-O Blocks 6 to 18", recorded as Volume 4, Page 14, Douglas County Plat Records, also being the intersection of the southeasterly right-of-way of W Sixth Avenue and the westerly right-of-way of Central Oregon & Pacific Railroad (Assessor's Map 25 5 17DB);

1. Thence along said westerly right-of-way line, Southerly 99 feet, more or less, to the westerly extension of the northerly line of Block 1 of the plat "Amended Plat of the Townsite of Sutherlin", recorded as Volume 3, Page 20, Douglas County Plat Records (Assessor's Map 25 5 17DB);
2. Thence along said westerly extension and the northerly line of said Block 1, Easterly 114 feet, more or less, to the northeasterly corner of said Block 1, also being on the westerly right-of-way line of N State Street (Assessor's Map 25 5 17DB);
3. Thence leaving said westerly right of way line, Northeasterly 96 feet, more or less, to the southwesterly corner of Parcel 2 of Partition Plat No. 2000-0029, Douglas County Plat Records, also being the intersection of the northerly right-of-way line of E Sixth Avenue and the easterly right-of-way line of N State Street (Assessor's Map 25 5 17AC);
4. Thence along said easterly right-of-way line, Southerly 1,233 feet, more or less, to the southerly right-of-way line of E Second Avenue (Assessor's Map 25 5 17DC);
5. Thence along said southerly right-of-way line, Easterly 399 feet, more or less, to the westerly right-of-way line of N Umpqua Street (Assessor's Map 25 5 17DC);
6. Thence along said westerly right-of-way line, Southerly 275 feet, more or less, to the southerly right-of-way line of E First Avenue (Assessor's Map 25 5 17DC);
7. Thence along said southerly right-of-way line and the easterly extension thereof, Easterly 1,204 feet, more or less, to the easterly right-of-way line of N Umatilla Street (Assessor's Map 25 5 17DD);
8. Thence along said easterly right-of-way line, Northerly 362 feet, more or less, to a line which is parallel with and 25.00 feet northerly of, when measured at right angles to, the north line of Lot 22 of the plat "Olson Resubdivision of Sub Lot 'A' Amended Plat of Sutherlin Oregon", recorded as Volume 6, Page 49, Douglas County Plat Records (Assessor's Map 25 5 17DA);



9. Thence along said parallel line, Easterly 209 feet, more or less, the easterly line of said plat (Assessor's Map 25 5 17DA);
10. Thence along said easterly line, Northerly 107 feet, more or less, to a line which is parallel with and 211.91 feet, more or less, northerly of, when measured at right angles to, the north line of the plat "Eagle Subdivision", recorded as Volume 19, Page 8, Douglas County Plat Records (Assessor's Map 25 5 16);
11. Thence along said parallel line, North 78°15'30" East 330.16 feet, more or less, to a line which is parallel with and 327.56 feet, more or less, easterly of, when measured at right angles to, said easterly line (Assessor's Map 25 5 16);
12. Thence South 17°57'37" East 213.16 feet, more or less, to the northeasterly corner of Lot 7 of said plat "Eagle Subdivision" (Assessor's Map 25 5 16CB);
13. Thence along the northerly line of said Lot 7, Westerly 75 feet, more or less, to the northwesterly corner of said plat (Assessor's Map 25 5 16CB);
14. Thence along the westerly line of said plat, Southerly 293 feet, more or less, to the southwest corner of Lot 5 of said plat (Assessor's Map 25 5 16CB);
15. Thence along the south line of said Lot 5, Easterly 94 feet, more or less, to the southeasterly corner of said Lot 5 (Assessor's Map 25 5 16CB);
16. Thence Easterly 136 feet, more or less, to the northwesterly corner of Lot 1 of said plat (Assessor's Map 25 5 16CB);
17. Thence along the northerly line of said Lot 1, Easterly 79 feet, more or less, to the westerly right-of-way line of Eagle Court (Assessor's Map 25 5 16CB);
18. Thence along said westerly right-of-way line and the southerly extension thereof, Southerly 299 feet, more or less, to the southerly right-of-way line of E Central Avenue (Assessor's Map 25 5 16CC);
19. Thence along said southerly right-of-way line, Westerly 31 feet, more or less, to the easterly right-of-way line of Waite Street (Assessor's Map 25 5 16CC);
20. Thence along said easterly right-of-way line, Southerly 1,350 feet, more or less, to the northerly extension of the westerly line of the plat "Forest Heights Subdivision", recorded as Volume 23, Page 9A, Douglas County Plat Records (Assessor's Map 25 5 21BA);
21. Thence along said northerly extension and the westerly line of said plat, Southerly 1,317 feet, more or less, to the southwest corner of Tract B of said plat, also being the southeasterly corner of Deed Book 1532, Page 794, Douglas County Book of Records (Assessor's Map 25 5 21);
22. Thence along the southerly line of said Deed, Northwest 1,105 feet, more or less, to the southeasterly corner of the plat "Raintree Estates", recorded as Volume 15, Page 64, Douglas County Plat Records (Assessor's Map 25 5 20AA);
23. Thence along the easterly line of said plat, Northerly 1,299 feet, more or less, to the northeasterly corner of Lot 11, Block 1 of said plat (Assessor's Map 25 5 20AA);
24. Thence along the northerly line of said plat and the westerly extension thereof, Westerly 1,225 feet, more or less, to the westerly right-of-way line of S State Street (Assessor's Map 25 5 20AB);
25. Thence along said westerly right-of-way line, Southerly 381 feet, more or less, to the northeasterly right-of-way line of Valentine Avenue (Assessor's Map 25 5 20AB);

26. Thence along said northeasterly right-of-way line, Northwesterly 723 feet, more or less, to the southeasterly right-of-way line of S Calapooia Street (Assessor's Map 25 5 20AB);
27. Thence along said southeasterly right-of-way line, Southwesterly 1,370 feet, more or less, to the southerly line of Lot 7, Block 2 of the plat "Plat-C", recorded as Volume 3, Page 11, Douglas County Plat Records, also being on the southeasterly extension of the southwesterly line of Lot 6, Block 1 of said plat (Assessor's Map 25 5 20AC);
28. Thence along said southeasterly extension and said southwesterly line and the northwesterly extension thereof, Northwesterly 826 feet, more or less, to the northwesterly right-of-way line of Central Oregon & Pacific Railroad (Assessor's Map 25 5 20B);
29. Thence along said northwesterly right-of-way line, Southwesterly 889 feet, more or less, to the northerly right-of-way line of Duke Avenue (Assessor's Map 25 5 20B);
30. Thence along said northerly right-of-way line, Westerly 1,641 feet, more or less, to the southeasterly right-of-way line of Taylor Street (Assessor's Map 25 5 19AD);
31. Thence along said southeasterly right-of-way line, Southwesterly 2,481 feet, more or less, to the northerly right-of-way line of Page Avenue (Assessor's Map 25 5 19D);
32. Thence leaving said northerly right-of-way line, Southwesterly 44 feet, more or less, to the northeasterly corner of Deed Book 382, Page 743, Douglas County Book of Records, also being on the southerly right-of-way line of Page Avenue (Assessor's Map 25 5 30);
33. Thence along said southerly right-of-way line, Westerly 27 feet, more or less, to the northwesterly corner of said Deed, also being on the easterly right-of-way line of Taylor Road (Assessor's Map 25 5 30);
34. Thence along said easterly right-of-way line, Southerly 213 feet, more or less, to the easterly extension of the southerly right-of-way line of Page Avenue (Assessor's Map 25 5 30);
35. Thence leaving said easterly right-of-way line, Westerly 60 feet, more or less, to the northeasterly corner of Parcel 2 of Partition Plat 1998-0110, Douglas County Partition Plat Records, also being on the southerly right-of-way line of Page Avenue (Assessor's Map 25 5 30);
36. Thence along said southerly right-of-way line, Northwesterly 1,211 feet, more or less, to the southerly extension of the westerly line of Lot 12, Block 1 of the plat "Plat-E", recorded as Volume 3, Page 17, Douglas County Plat Records (Assessor's Map 25 5 19DC);
37. Thence along said southerly extension and the westerly line of said Lot 12, Northerly 787 feet, more or less, to the northwesterly corner of said Lot 12 (Assessor's Map 25 5 19DC);
38. Thence along the northerly line of said Lot 12, and the northerly lines of Lot 11 and Lot 10 of said Block 1, Easterly 1,151 feet, more or less, to the westerly right-of-way line of Taylor Street (Assessor's Map 25 5 19D);
39. Thence along said westerly right-of-way line, Northeasterly 2,103 feet, more or less, to the northeasterly corner of Parcel 1 of Partition Plat 2013-0028, Douglas County Partition Plat Records, also being on the southerly line of Lot 1 of the plat "Calapooia Crossing", recorded as Volume 20, Page 63, Douglas County Plat Records (Assessor's Map 25 5 19AD);

40. Thence along said southerly line and the easterly extension thereof, Easterly 74 feet, more or less, to the easterly right-of-way line of Taylor Street (Assessor's Map 25 5 20B);
41. Thence along said easterly right-of-way line, Northerly 827 feet, more or less, to the southwesterly corner of Lot 4 of the plat "Taylor Street Apartments Subdivision", recorded as Volume 20, Page 65, Douglas County Plat Records (Assessor's Map 25 5 19AA);
42. Thence along the southerly line of said Lot 4, Easterly 153 feet, more or less, to the southeasterly corner of said Lot 4 (Assessor's Map 25 5 19AA);
43. Thence along the easterly line of said plat, Northerly 368 feet, more or less, to the northeasterly corner of Lot 1 of said plat (Assessor's Map 25 5 19AA);
44. Thence along the northerly line of said Lot 1 and the westerly extension thereof, Westerly 211 feet, more or less, to the westerly right-of-way line of Taylor Street (Assessor's Map 25 5 19AA);
45. Thence along said westerly right-of-way line, Southerly 383 feet, more or less, to the northeasterly corner of Lot 7 of said plat of "Calapooia Crossing" (Assessor's Map 25 5 19AA);
46. Thence along the northerly line of said Lot 7, Southwesterly 94 feet, more or less, to the northwesterly corner of said Lot 7 (Assessor's Map 25 5 19AA);
47. Thence along the westerly line of said plat, Southerly 785 feet, more or less, to the northerly line of Parcel 1 of said Partition Plat 2013-0028 (Assessor's Map 25 5 19AD);
48. Thence along said northerly line and the westerly extension thereof, Westerly 386 feet, more or less, to the southeasterly corner of Lot 9, Block II of the plat "Rasmussen Subdivision", recorded as Volume 14, Page 20, Douglas County Plat Records (Assessor's Map 25 5 19AD);
49. Thence along the easterly line of said plat, Northerly 927 feet, more or less, to the southeasterly corner of Lot 3, Block I, of said plat, also being on the easterly extension of the northerly right-of-way line of W Dean Avenue (Assessor's Map 25 5 19AA);
50. Thence along said easterly extension and the northerly right-of-way line of W Dean Avenue, Westerly 812 feet, more or less, to the northeasterly corner of Lot 31 of the plat "Hi-Way Homesites", recorded as Volume 7, Page 26, Douglas County Plat Records (Assessor's Map 25 5 19AB);
51. Thence along the easterly line of said Lot 31, Southerly 50 feet, more or less, to a line which is parallel with and 50 feet southerly of, when measured at right angles to, the north line of said Lot 31 (Assessor's Map 25 5 19AB);
52. Thence along said parallel line and the westerly extension thereof, Westerly 138 feet, more or less, to the westerly right-of-way line of Sunset Street (Assessor's Map 25 5 19AB);
53. Thence along said westerly right-of-way line, Southerly 61 feet, more or less, to the southeasterly corner of Lot 10 of said plat "Hi-Way Homesites" (Assessor's Map 25 5 19AB);
54. Thence along the southerly line of said Lot 10 and the southerly line of Lot 9 of said plat, Westerly 442 feet, more or less, to the southwesterly corner of said Lot 9, also being on the easterly right-of-way line of S Comstock County Road (Assessor's Map 25 5 19AB);

55. Thence leaving said easterly right-of-way line, Westerly 70 feet, more or less, to the easterly southeasterly corner of Lot 5 of the plat "Ponderosa Redevelopment Subdivision", recorded as Volume 19, Page 22, Douglas County Plat Records, also being on the westerly right-of-way line of S Comstock County Road (Assessor's Map 25 5 19AC);
56. Thence along the southerly line of said Lot 5, Westerly 198 feet, more or less, to the northwesterly corner of Deed Book 1428, Page 260, Douglas County Book of Records (Assessor's Map 25 5 19AC);
57. Thence continuing along said southerly line, Southerly 240 feet, more or less, to the northerly line of Deed Instrument Number 2008-018512, Douglas County Book of Records (Assessor's Map 25 5 19AC);
58. Thence continuing along said southerly line, Westerly 45 feet, more or less, to the northwesterly corner of said Deed (Assessor's Map 25 5 19AC);
59. Thence continuing along said southerly line, Southerly 38 feet, more or less, to the southwesterly corner of said Deed (Assessor's Map 25 5 19AC);
60. Thence continuing along said southerly line and the westerly extension thereof, Westerly 1,059 feet, more or less, to the westerly right-of-way line of Interstate Highway No. 5 (I-5) (Assessor's Map 25 5 19BD);
61. Thence along said westerly right-of-way line, Southerly 603 feet, more or less, to the northerly right-of-way line of W Duke Avenue (Assessor's Map 25 5 19BD);
62. Thence along said northerly right-of-way line, Westerly 413 feet, more or less, to the easterly right-of-way line of S Quintyn Street (Assessor's Map 25 5 19BD);
63. Thence along said easterly right-of-way line, Northerly 623 feet, more or less, to the northerly right-of-way line of S Quintyn Street (Assessor's Map 25 5 19BD);
64. Thence along said northerly right-of-way line, Westerly 60 feet, more or less, to the westerly right-of-way line of S Quintyn Street, also being Reference Point 'A' (Assessor's Map 25 5 19BD);
65. Thence along said westerly right-of-way line, Southerly 639 feet, more or less, to the northerly right-of-way line of W Duke Avenue (Assessor's Map 25 5 19BD);
66. Thence along said northerly right-of-way line, Westerly 200 feet, more or less, to the southeasterly corner of Lot 15 of the plat "Plat of Crestview Tracts", recorded as Volume 10, Page 27, Douglas County Plat Records (Assessor's Map 25 5 19BC);
67. Thence along the easterly line of said Lot 15 and the northerly extension thereof, Northerly 219 feet, more or less, to the northeasterly corner of Lot 13 of said plat (Assessor's Map 25 5 19BC);
68. Thence along the north line of said Lot 13, Westerly 248 feet, more or less, to the easterly right-of-way line of Crestview Street (Assessor's Map 25 5 19BC);
69. Thence along said easterly right-of-way line, Northerly 416 feet, more or less, to the northerly right-of-way line of Crestview Street (Assessor's Map 25 5 19BC);
70. Thence along said northerly right-of-way line, Westerly 60 feet, more or less, to the westerly right-of-way line of Crestview Street (Assessor's Map 25 5 19BC);
71. Thence along said westerly right-of-way line, Southerly 644 feet, more or less, to the northerly right-of-way line of W Duke Avenue (Assessor's Map 25 5 19BC);
72. Thence along said northerly right-of-way line, Westerly 110 feet, more or less, to the southeasterly corner of Lot 1 of said plat "Plat of Crestview Tracts", (Assessor's Map 25 5 19BC);

73. Thence along the easterly line of said Lot 1, Northerly 141 feet, more or less, to the northeasterly corner of said Lot 1 (Assessor's Map 25 5 19BC);
74. Thence along the northerly line of said Lot 1, Westerly 110 feet, more or less, to the northwesterly corner of said Lot 1, also being on the easterly line of the Joseph Knott Donation Land Claim No. 59 (Assessor's Map 25 5 19BC);
75. Thence along said easterly line, Northerly 584 feet, more or less, to the southeasterly corner of Lot 1, Block 1, of the plat "Plat-M Blocks 1 to 8 Inc.", Volume 4, Page 67, Douglas County Plat Records (Assessor's Map 25 5 19B);
76. Thence along the southerly line of said Lot 1, Westerly 293 feet, more or less, to the southeasterly corner of Parcel 3 of Partition Plat No. 2007-0075, Douglas County Plat Records (Assessor's Map 25 5 19B);
77. Thence along the easterly line of said Parcel 3, Northerly 300 feet, more or less, to the northeasterly corner of said Parcel 3 (Assessor's Map 25 5 19B);
78. Thence along the northerly line of said Parcel 3, Westerly 275 feet, more or less, to the easterly line of Lot 2 of said Block 1 (Assessor's Map 25 5 19B);
79. Thence along said easterly line, Northerly 420 feet, more or less, to the southerly right-of-way line of Fort McKay Road (Assessor's Map 25 5 19B);
80. Thence along said southerly right-of-way line, Easterly 275 feet, more or less, to the northeasterly corner of Deed Instrument Number 2010-008018, Douglas County Book of Records (Assessor's Map 25 5 19B);
81. Thence leaving said southerly right-of-way line, Northwesterly 133 feet, more or less, to the intersection of the southerly right-of-way line of State Highway No. 138 W and the northerly right-of-way line of Fort McKay Road (Assessor's Map 25 5 19B);
82. Thence along said northerly right-of-way line, Westerly 269 feet, more or less, to a line which is parallel with and 82 feet, more or less, westerly of, when measured at right angles to, the easterly line of Lot 3, Block 7 of said plat "Plat-M Blocks 1 to 8 Inc.", per Map of Survey M163-15, Douglas County Survey Records (Assessor's Map 25 5 19B);
83. Thence along said parallel line, Northerly 159 feet, more or less, to the southerly right-of-way line of State Highway No. 138 W (Assessor's Map 25 5 19B);
84. Thence along said southerly right-of-way line, Northwesterly 348 feet, more or less (Assessor's Map 25 5 19B);
85. Thence leaving said southerly right-of-way line, Northerly 101 feet, more or less, to the most southerly corner of Deed Instrument Number 2016-007414, Douglas County Book of Records (Assessor's Map 25 5 19B);
86. Thence along the southerly line of said Deed, Easterly 461 feet, more or less (Assessor's Map 25 5 19B);
87. Thence leaving said southerly line, North 39°24'00" West 145.83 feet, more or less, to the northerly line of Parcel 3 of Partition Plat 2009-0037, Douglas County Plat Records, also being the southeasterly corner of Deed Instrument Number 2017-020052, Douglas County Book of Records (Assessor's Map 25 5 19B);
88. Thence along the easterly line of said Deed, Northerly 91 feet, more or less (Assessor's Map 25 5 19B);
89. Thence continuing along said easterly line and the northeasterly extension thereof, North 40°51'45" East 278.66 feet, more or less (Assessor's Map 25 5 19B);
90. Thence South 62°14'02" East 210.31 feet, more or less (Assessor's Map 25 5 19B);
91. Thence South 48°24'44" East 222.10 feet, more or less (Assessor's Map 25 5 19B);

92. Thence North 41°21'34" East 639.95 feet, more or less (Assessor's Map 25 5 19B);
93. Thence South 70°46'53" East 269.81 feet, more or less, to the most southerly corner of Tract E of the plat "Fairway Estates at Umpqua Golf Resort PUD Phase 1", recorded as Volume 23, Page 6, Douglas County Plat Records, also being on the southerly line of Tract F of said plat (Assessor's Map 25 5 18CD);
94. Thence along said southerly line, Southeasterly 47 feet, more or less, to the most northerly corner of Pad E of the plat "Oak Hills Plaza Planned Unit Development", recorded as Volume 20, Page 59, Douglas County Plat (Assessor's Map 25 5 19B);
95. Thence along the northerly line of said plat and the easterly extension thereof, Easterly 1,123 feet, more or less, to the easterly right-of-way line of Interstate Highway No. 5 (I-5) (Assessor's Map 25 5 18DC);
96. Thence along said easterly right-of-way line, Northerly 478 feet, more or less, to the northwesterly corner of Parcel 2 of Partition Plat No. 1994-0108, Douglas County Partition Plat Records (Assessor's Map 25 5 18DC);
97. Thence continuing along said easterly right-of-way line, Easterly 83 feet, more or less, to the southwesterly corner of Deed Volume 233, Page 524, Douglas County Book of Records (Assessor's Map 25 5 18DC);
98. Thence continuing along said easterly right-of-way line, Northerly 653 feet, more or less, to the northwesterly corner of said Deed (Assessor's Map 25 5 18DC);
99. Thence along the northerly line of said Deed, Easterly 1,300 feet, more or less, to the westerly right-of-way line of NW Comstock County Road (Assessor's Map 25 5 18DC);
100. Thence along said westerly right-of-way line, Southerly 1,894 feet, more or less, to the westerly extension of the southerly right-of-way line of W First Avenue (Assessor's Map 25 5 19AB);
101. Thence along said westerly extension and the southerly right-of-way line of W First Avenue, Easterly 487 feet, more or less, to the northeasterly corner of Lot 6, Block 2 of the plat "Robinson's Subdivision", recorded as Volume 7, Page 66, Douglas County Plat Records (Assessor's Map 25 5 19AB);
102. Thence leaving said southerly right-of-way line, Easterly 60 feet, more or less, to the northwesterly corner of Lot 5, Block 1 of said plat (Assessor's Map 25 5 19AA);
103. Thence along the north line of said Lot 5 and the easterly extension thereof, Easterly 525 feet, more or less, to the westerly right-of-way line of W First Avenue (Assessor's Map 25 5 19AA);
104. Thence along said westerly right-of-way line, Southerly 33 feet, more or less, to the southerly right-of-way line of W First Avenue (Assessor's Map 25 5 19AA);
105. Thence along said southerly right-of-way line, Easterly 755 feet, more or less, to the easterly line of the plat "E. H. Branton Subdivision", recorded as Volume 6, Page 53, Douglas County Plat Records (Assessor's Map 25 5 17CC);
106. Thence along said easterly line, Northerly 364 feet, more or less, to the southerly line of Deed Instrument Number 2005-030860, Douglas County Book of Records (Assessor's Map 25 5 17CC);
107. Thence along said southerly line, Easterly 76 feet, more or less to the northerly line of Deed Instrument Number 2005-023432, Douglas County Book of Records (Assessor's Map 25 5 17CC);

108. Thence along said northerly line, Easterly 76 feet, more or less, to the easterly line of Deed Instrument Number 78-02605, Douglas County Book of Records (Assessor's Map 25 5 17CC);
109. Thence along said easterly line, Northerly 128 feet, more or less, to the southerly right-of-way line of W Sixth Avenue (Assessor's Map 25 5 17CC);
110. Thence along said southerly right-of-way line, Easterly 151 feet, more or less, to the northwesterly corner of Unit A of Partition Plat No. 2000-0050, Douglas County Partition Plat Records (Assessor's Map 25 5 17CC);
111. Thence along the westerly line of said Unit A, Southerly 425 feet, more or less, to the northwesterly corner of Parcel 1 of said Partition Plat (Assessor's Map 25 5 17CC);
112. Thence along the northerly line of said Parcel 1 and the easterly extension thereof, Easterly 305 feet, more or less, to the westerly right-of-way line of Sherman Street (Assessor's Map 25 5 17CC);
113. Thence along said westerly right-of-way line, Southerly 45 feet, more or less, to the westerly extension of the southerly right-of-way line of W First Avenue (Assessor's Map 25 5 17CC);
114. Thence along said westerly extension and the southerly right-of-way line of W First Avenue and the easterly extension thereof, Easterly 1,537 feet, more or less, to the easterly right-of-way line of Oak Street (Assessor's Map 25 5 17CD);
115. Thence along said easterly right-of-way line, Northerly 835 feet, more or less, to the southerly right-of-way line of W Fourth Avenue (Assessor's Map 25 5 17CD);
116. Thence along said southerly right-of-way line, Easterly 344 feet, more or less, to the westerly line of Vacation Ordinance No. 193, Volume 288, Page 988, Douglas County Book of Records (Assessor's Map 25 5 17CD);
117. Thence along said westerly line, Northerly 60 feet, more or less, to the northerly right-of-way line of W Fourth Avenue (Assessor's Map 25 5 17CA);
118. Thence along said northerly right-of-way line, Westerly 186 feet, more or less, to the southeasterly right-of-way line of W Sixth Avenue (Assessor's Map 25 5 17CA);
119. Thence along said southeasterly right-of-way line, Northeasterly 660 feet, more or less, to the westerly right-of-way of Cedar Street (Assessor's Map 25 5 17CA);
120. Thence along said westerly right-of-way line, Southerly 91 feet, more or less, to the westerly extension of the southerly line of Lot 10, Block 6 of said plat "Amended Plat of Plat-O Blocks 6 to 18" (Assessor's Map 25 5 17CA);
121. Thence along said westerly extension, Easterly 60 feet, more or less, to the easterly right-of-way line of Cedar Street (Assessor's Map 25 5 17DB);
122. Thence along said easterly right-of-way line, Northerly 227 feet, more or less, to the southeasterly right-of-way line of W Sixth Avenue (Assessor's Map 25 5 17DB);
123. Thence along said southeasterly right-of-way line, Northeasterly 289 feet, more or less, to the Point of Beginning.

Excepting therefrom;

Commencing at the aforementioned Reference Point 'A', also being on the southerly line of Parcel 1 of Partition Plat No. 2013-0027, Douglas County Plat Records (Assessor's Map 25 5 19BD);

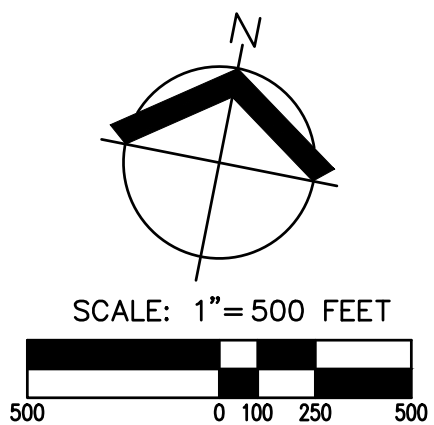
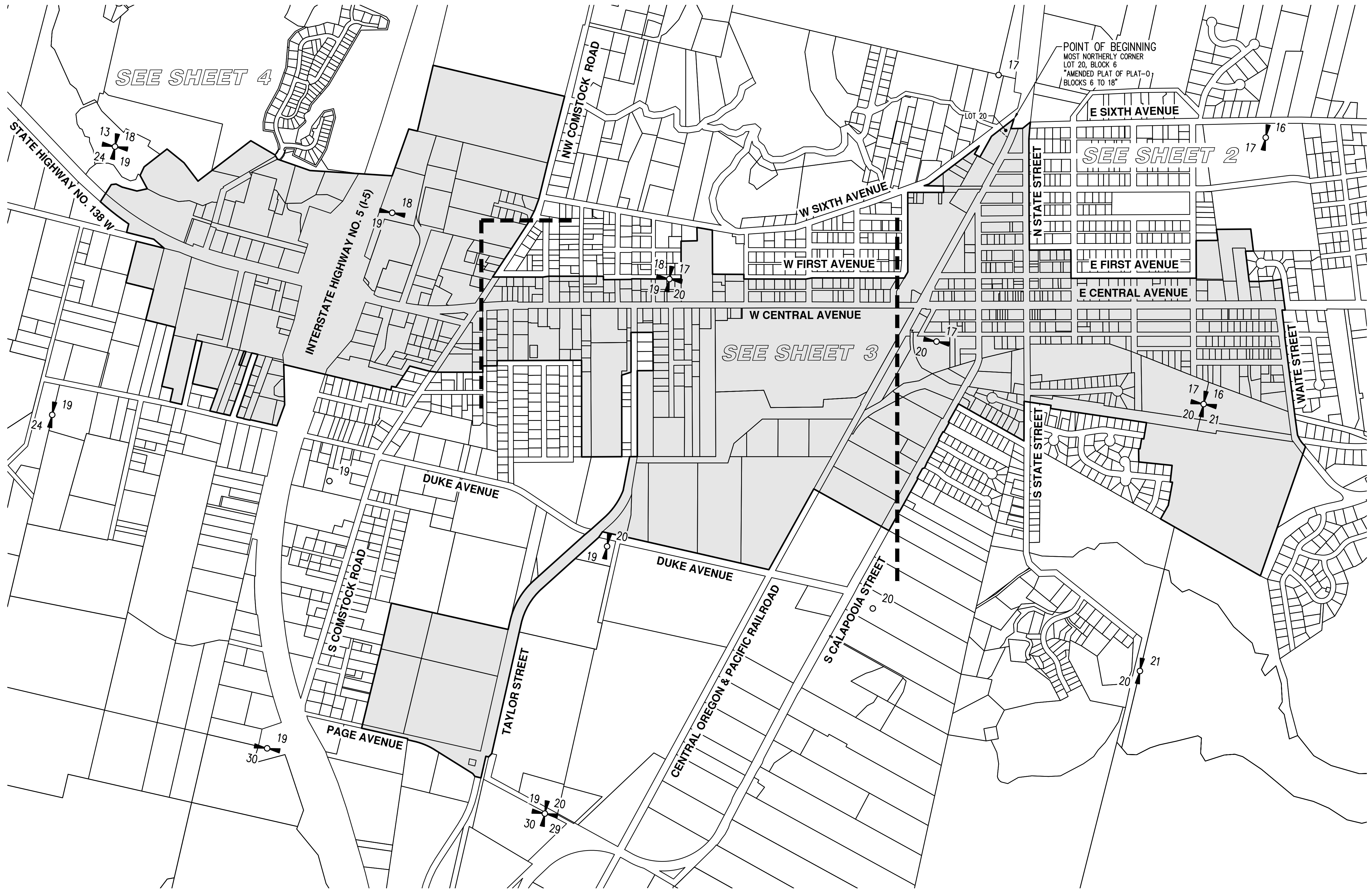
124. Thence along said southerly line, Westerly 60 feet, more or less, to the northeasterly corner of Lot 6 of the plat "Wade Addition", recorded as Volume 7, Page 12, Douglas County Plat Records, and the Point of Beginning (Assessor's Map 25 5 19BD);
125. Thence along the easterly line of said Lot 6, Southerly 141 feet, more or less, to the southeasterly corner of Parcel 1 of Deed Instrument Number 2006-017531, Douglas County Book of Records (Assessor's Map 25 5 19BD);
126. Thence along the southerly line of said Parcel 1, Westerly 20 feet, more or less, to the southwesterly corner of said Parcel 1 (Assessor's Map 25 5 19BD);
127. Thence along the westerly line of said Parcel 1, Northerly 141 feet, more or less, to the northwesterly corner of said Parcel 1, also being on the southerly line of said Partition Plat 2013-0027 (Assessor's Map 25 5 19BD);
128. Thence along said southerly line, Easterly 20 feet, more or less, to the Point of Beginning.

The above described tract of land contains 615 acres, more or less.

For those segments with bearings and distances, the bearings for this description are based on State Plane Grid bearing, Oregon State Plane, South Zone 3602, NAD83(2011) Epoch: 2010.0000. Distances shown are ground values.







AKS

AKS ENGINEERING & FORESTRY, LLC  
12065 SW HERMAN RD., STE 100  
TUALATIN, OR 97062  
503.563.6151  
WWW.AKS-ENG.COM

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FORESTRY · PLANNING · LANDSCAPE ARCHITECTURE

CITY OF SUTHERLIN  
URBAN RENEWAL AREA  
SUTHERLIN OREGON  
DOUGLAS COUNTY

MAP OF URBAN  
RENEWAL AREA  
COVER SHEET

DESIGNED BY:  
DRAWN BY: WCB  
MANAGED BY: MSK  
CHECKED BY: MSK  
DATE: 5/20/2020

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR  
  
OREGON  
JANUARY 12, 2016  
MICHAEL S. KALINA  
89558PLS  
RENEWS: 6/30/21

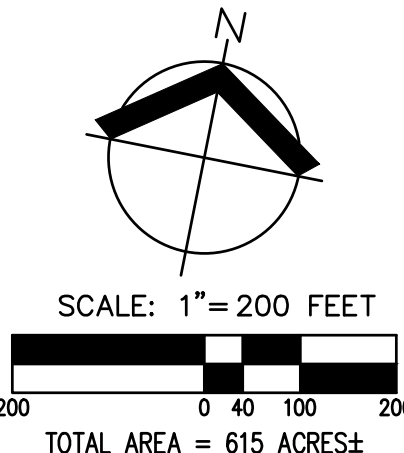
REVISIONS

JOB NUMBER  
8032  
SHEET  
1

253



FOR THOSE SEGMENTS WITH BEARINGS AND DISTANCES,  
THE BASIS OF BEARINGS IS THE STATE PLANE GRID BEARING,  
OREGON STATE PLANE, SOUTH ZONE 3602, NAD83(2011)  
EPOCH: 2010.0000. DISTANCES SHOWN ARE GROUND VALUES.



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WWW.AKS-ENG.COM

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**CITY OF SUTHERLIN**  
**URBAN RENEWAL AREA**  
**SUTHERLIN**  
DOUGLAS COUNTY

**OREGON**

**MAP OF URBAN**  
**RENEWAL AREA**

**8032**

**2**

DESIGNED BY:  
DRAWN BY: WCB  
MANAGED BY: MSK  
CHECKED BY: MSK  
DATE: 5/20/2020

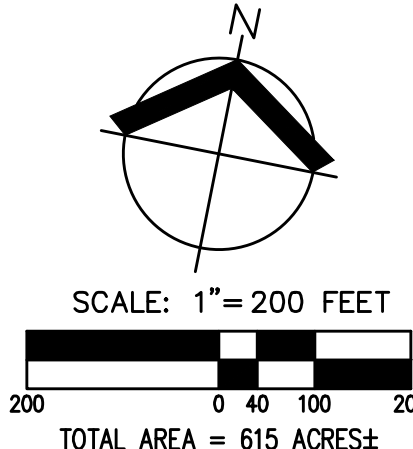
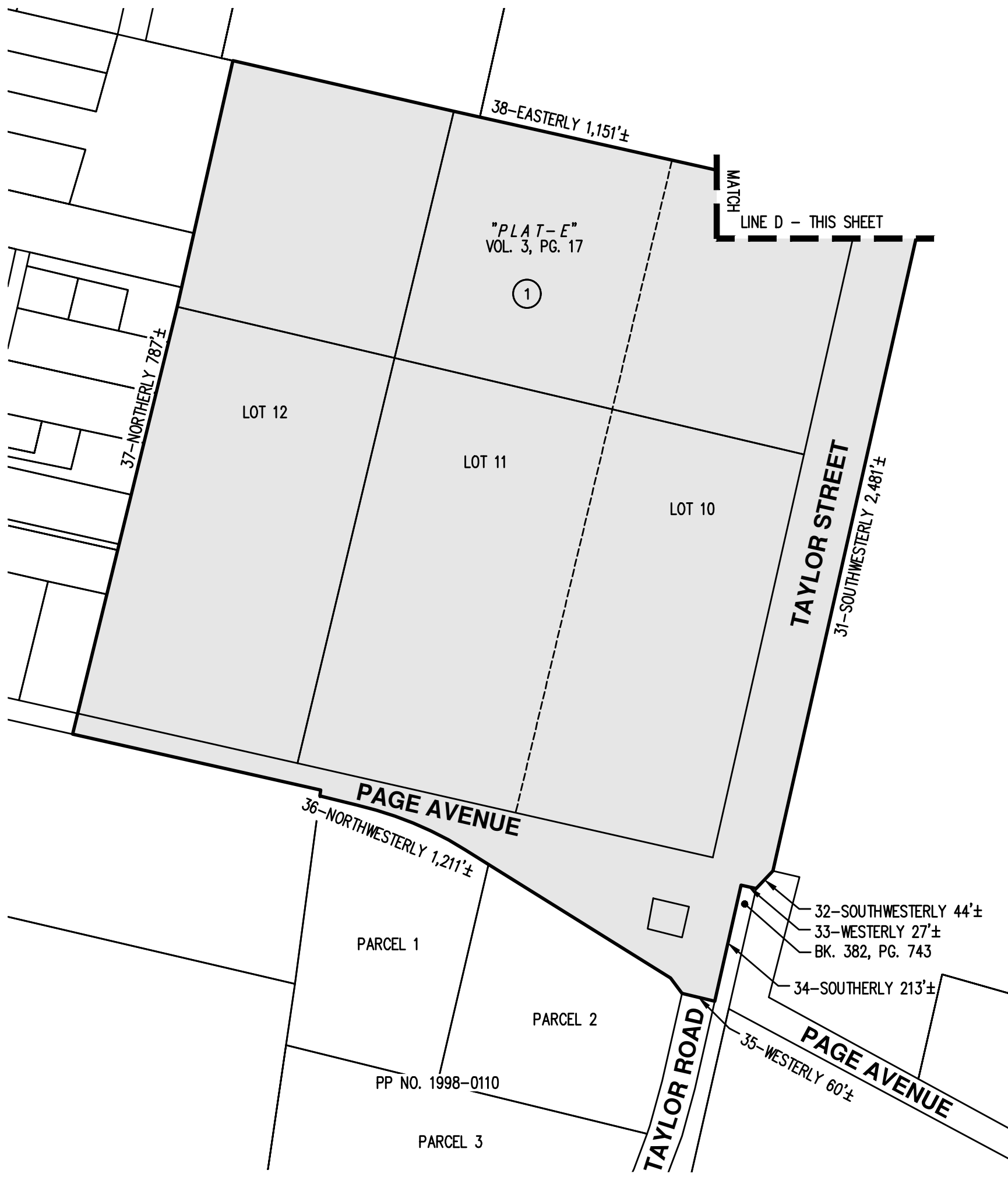
REGISTERED  
PROFESSIONAL  
LAND SURVEYOR  
  
OREGON  
JANUARY 12, 2016  
MICHAEL S. KALINA  
89558PLS  
RENEWALS: 6/30/21

REVISIONS

JOB NUMBER  
8032

SHEET  
2





FOR THOSE SEGMENTS WITH BEARINGS AND DISTANCES,  
THE BASIS OF BEARINGS IS THE STATE PLANE GRID BEARING,  
OREGON STATE PLANE, SOUTH ZONE 3602, NAD83(2011)  
EPOCH: 2010.0000. DISTANCES SHOWN ARE GROUND VALUES.

**CITY OF SUTHERLIN**  
**URBAN RENEWAL AREA**  
**SUTHERLIN**  
DOUGLAS COUNTY

**MAP OF URBAN**  
**RENEWAL AREA**

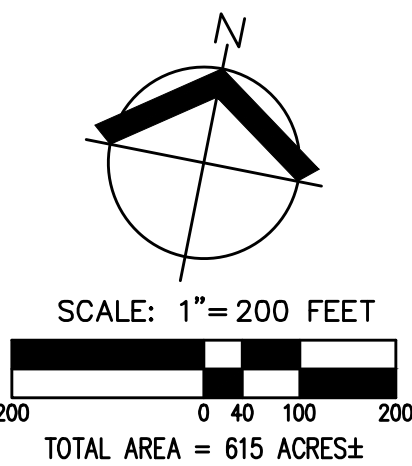
DESIGNED BY: \_\_\_\_\_  
DRAWN BY: WCB  
MANAGED BY: MSK  
CHECKED BY: MSK  
DATE: 5/20/2020  
REGISTERED  
PROFESSIONAL  
LAND SURVEYOR  
*Michael S. Kalina*  
OREGON  
JANUARY 12, 2016  
MICHAEL S. KALINA  
89558PLS  
RENEWS: 6/30/21

JOB NUMBER  
**8032**  
SHEET  
**3**

**AKS**  
AKS ENGINEERING & FORESTRY, LLC  
12065 SW SHERMAN RD., STE 100  
TUALATIN, OR 97062  
503.563.6151  
WWW.AKS-ENG.COM  
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FOR THOSE SEGMENTS WITH BEARINGS AND DISTANCES,  
THE BASIS OF BEARINGS IS THE STATE PLANE GRID BEARING,  
OREGON STATE PLANE, SOUTH ZONE 3602, NAD83(2011)  
EPOCH: 2010.0000. DISTANCES SHOWN ARE GROUND VALUES.



CITY OF SUTHERLIN  
URBAN RENEWAL AREA  
SUTHERLIN OREGON  
DOUGLAS COUNTY

MAP OF URBAN  
RENEWAL AREA

DESIGNED BY:	
DRAWN BY:	WCB
MANAGED BY:	MSK
CHECKED BY:	MSK
DATE:	5/20/2020
REGISTERED PROFESSIONAL LAND SURVEYOR	
OREGON	
JANUARY 12, 2016	
MICHAEL S. KALINA	
89558PLS	
RENEWS: 6/30/21	

JOB NUMBER	8032
SHEET	4

# **I. TIF AREA PROJECTS SUMMARY**

TIF Area Projects authorized by the Plan are described below. No project currently includes a public building. If any project proposes a public building, the public building criteria in ORS 457.010 and ORS 457.035 to 457.320 will need to be addressed at the time the project is considered.

## ***A. Sports Park Facilities:***

Kick-start the creation of a community sports park complex that will also stimulate greater community fundraising for a full-service community center. This project will construct a service roadway onto the site, establish a gravel parking lot, provide utility services on site and assign \$500,000 as a grant match for ODOT Safe Routes to Schools (Waite Street) and a Transportation Enhancement grant (Red Rock Road).

The project components are:

- Set-aside for Safe Routes to School and Transportation Enhancement grants
- Initial road access and parking
- Contingency including utility services and other project components

## ***A. Downtown:***

Provide for ongoing investment in future development and redevelopment in the downtown. This project includes an initial demonstration to infuse improvements that will stimulate immediate economic investment and demonstrate the enormous positive impacts of a TIF Area. The initial project is to purchase land for needed parking, provide building façade improvement grants, recruit targeted businesses into downtown and conduct specific land, building and infrastructure improvements that reveal a need for financial investment as projects are executed. These same tools and other tools that may be identified as the initial project is implemented will be provided for the long-term to assist in the development and redevelopment of downtown.

The project components are:

- One-block Initial Demonstration Project
- Property acquisition
- Building restoration grants
- Location Incentives
- Contingency
- New and Redevelopment in downtown

### ***B. Industrial Park:***

The County and City own 43 acres of industrially zoned land that is currently inundated by wetlands. The project will pay for wetlands consultation, purchase of wetlands credits, on-site mitigation requirements that will come out of the consultant's analysis, business recruitment incentives and infrastructure improvements for adjacent and on-site services. The project includes expending monies for immediate impact development.

Initial project work:

- Wetlands credits
- Wetlands plan
- Location incentives
- Contingency
- Infrastructure (water, sewer, streets)

### ***C. Central Avenue Corridor:***

Construct transportation improvements at Interstate 5 Exit #136. These funds would kick-start the design, engineering and construction of the Interchange Area Master Plan (IAMP) in partnership with the Oregon Department of Transportation (ODOT).

Develop at least one multi-family housing development along Central Avenue. This project would entail the purchase of one significantly blighted area and use monies to incite a public/private partnership for construction of a multi-family housing complex on this property.

Create an Umpqua Wine Interpretative Center with public and private partners.

The project components are:

- Property acquisition
- Blight cleanup
- Housing partnership
- Exit 136 area improvements (streetlights/transportation, etc.)
- Gateway Partnership with Umpqua Wine Interpretive Center (property acquisition/golf course building or others in the area of gold course)

### **D. Administration Oversight**

Set-aside a portion of TIF to cover the costs of administration and project management.

## **City of Sutherlin**

### **Urban Renewal Courses of Action**

1. Urban Renewal District Created by Council
2. Establish an “Immediate Action” Project
  - Select Old Bank block as the first example of the potential positive impacts. Going East from liquor store to Old Bank, work with property owners in establishing a re-design concept, ideal tenant “critical mass” model concept and recruit and incite the “ideal tenants” wanted to stimulate the downtown economy.
  - Initiate a minimal TIF loan and seek grant funding for storefront improvements, internal remodeling for targeted and willing tenants, and specifically designed incentive ideas.
3. Bring school district and community stakeholders together in determining the most wanted and feasible projects that would establish a recreational-sports field campus on school grounds at Waite Street and Red Rock Road.
4. Move into a project development process for improving our downtown core over the period of the URD life.
5. Consider linear “blight improvement” series of projects from downtown moving West to I-5.
6. Work with wine industry and tourism oriented stakeholders in creating a wine tasting/interpretative center that would introduce Sutherlin to wine enthusiasts, recreationalists, and conference interests that would subsequently bring thousands of visitors into Sutherlin to stay the night, recreate, and spend money here where they otherwise would go elsewhere.
7. Create a Planned Industrial Park on the Airport Industrial Lands.



126 E. Central Avenue  
Sutherlin, OR 97479  
541-459-2856  
Fax: 541-459-9363  
[www.cityofsutherlin.com](http://www.cityofsutherlin.com)

## City of Sutherlin

STAFF REPORT					
<b>Re: Ordinance --</b> Plan Amendment, Zone Change and Land Partition (Cooper Creek Estates, LLC), Planning File No. 20-S002				Meeting Date:	06/08/2020
<b>Purpose:</b>	Action Item <input checked="" type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
<b>Submitted By:</b> Jamie Chartier, City Planner and Brian Elliott, Community Development Director				City Manager Review	<input type="checkbox"/>
<b>Attachments:</b> Ordinance with Exhibits A & B and Findings of Fact					

### WHAT IS BEING ASKED OF COUNCIL?

Consider approval of first reading of Ordinance for Cooper Creek Estates, LLC Plan Amendment, Zone Change and Land Partition (Planning File No. 20-S002).

### EXPLANATION

This Ordinance formally approves the plan map (from Low Density Hillside to Medium Density), zoning map (from Residential Hillside to Medium Density Residential) amendment and Land Partition requested by the property owner. The subject 1.31 acre portion of land is located on South Side Road and is described as T25S, R5W, S21BA, Tax Lot(s) 3400 and 3500; Property ID No(s). R131991 and R131992, and is addressed as 750 and 780 South Side Road.

The application received recommendation for approval from the Planning Commission after a public hearing held April 21, 2020. A second public hearing was held before City Council prior to the reading of this ordinance.

### OPTIONS

1. Approve the first reading of Ordinance (Cooper Creek Estates) as presented;
2. Approve the first reading of Ordinance (Cooper Creek Estates) with amendments; or
3. Not approve the first reading of said Ordinance.

### SUGGESTED MOTION(S)

#### Motion to

1. Approve the first reading of Ordinance (Cooper Creek Estates) as presented;
2. Approve the first reading of Ordinance (Cooper Creek Estates) with amendments; or
3. Not approve the first reading of said Ordinance.





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

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

## *City of Sutherlin*

# NOTICE OF ORDINANCE ENACTMENT

## ORDINANCE NO.

AN ORDINANCE AMENDING THE CITY OF SUTHERLIN COMPREHENSIVE PLAN MAP AND ZONING MAP TO AMEND THE COMPREHENSIVE PLAN MAP FROM LOW DENSITY HILLSIDE TO MEDIUM DENSITY, CONCURRENT WITH A ZONING MAP CHANGE FROM RESIDENTIAL HILLSIDE (RH) TO MEDIUM DENSITY RESIDENTIAL (R-2) FOR PROPERTY DESCRIBED AS TAX LOT(S) 3400 and 3500 IN SECTION 21BA OF T25S, R05W. THE SUBJECT 1.31 ACRE PROPERTY IS LOCATED AT 750 and 780 SOUTH SIDE ROAD AND DESCRIBED HEREIN.

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

**FIRST READING: MONDAY, JUNE 8, 2020 @ 7PM**  
**SECOND READING (if first reading approved): JULY 13, 2020**  
**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](http://www.cityofsutherlin.com)).

Posted this day, June 1, 2020  
By Diane Harris  
City Recorder

## ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE AMENDING THE CITY OF SUTHERLIN COMPREHENSIVE PLAN MAP AND ZONING MAP TO AMEND THE COMPREHENSIVE PLAN MAP FROM LOW DENSITY HILLSIDE TO MEDIUM DENSITY, CONCURRENT WITH A ZONING MAP CHANGE FROM RESIDENTIAL HILLSIDE (RH) TO MEDIUM DENSITY RESIDENTIAL (R-2) FOR PROPERTY DESCRIBED AS TAX LOT(S) 3400 and 3500 IN SECTION 21BA OF T25S, R05W. THE SUBJECT 1.31 ACRE PROPERTY IS LOCATED AT 750 and 780 SOUTH SIDE ROAD AND DESCRIBED HEREIN.**

### **The City Council of the City of Sutherlin finds that:**

**A.** Cooper Creek Estates LLC submitted application(s) for a Comprehensive Plan Map and Zoning Map amendments to amend the existing Comprehensive Plan and Zoning designations for property identified within Douglas County Assessor Records as Tax Lot(s) 3400 and 3500 in Section 21BA of Township 25 South, Range 5 West. The subject property is further described in Exhibit A attached hereto and incorporated herein.

**B.** The Sutherlin Planning Commission held a properly noticed public hearing on April 21, 2020 to consider the applicant's request. Following the public hearing, the Planning Commission passed a motion to recommend that the City Council approve the proposed Comprehensive Plan Map and Zoning Map amendments.

**C.** Pursuant to Section 4.2.150 of the Sutherlin Development Code, notice of a public hearing before the City Council was given, and the public hearing on the requested Comprehensive Plan Map and Zoning Map amendments was conducted on June 8, 2020.

**D.** The proposed amendments to the Sutherlin Comprehensive Plan Map and the Sutherlin Zoning Map to implement the requested zone changes are found to be consistent with the Statewide Planning Goals and in conformance with the Sutherlin Comprehensive Plan. The City Council also finds that the site is suitable to the proposed zone with respect to the public health, safety, and welfare of the surrounding area. The findings supporting these decisions are attached as Exhibit B hereto.

### **THE CITY OF SUTHERLIN ORDAINS AS FOLLOWS:**

**Section 1.** The Sutherlin Comprehensive Plan Map is hereby amended to change the Comprehensive Plan designation of the real property identified as all or a portion of Tax Lot(s) 3400 and 3500 in Section 21BA of Township 25 South, Range 5 West, and more particularly described and depicted in Exhibit A.

**Section 2.** The Sutherlin Zoning Map is hereby amended to reconfigure the zoning designations of the real property identified as all or a portion of Tax Lot(s) 3400 and 3500

in Section 21BA of Township 25 South, Range 5 West, more particularly described and depicted in Exhibit A.

**Section 3.** The City Council adopts the Findings of Fact and Decision Document (Exhibit B) as their own and the Sutherlin Comprehensive Plan Map and the Sutherlin Zoning Map shall be revised to depict the adopted amendments.

**PASSED BY THE COUNCIL ON THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2020.**

**APPROVED BY THE MAYOR ON THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2020.**

\_\_\_\_\_  
Todd McKnight, Mayor

**ATTEST:**

\_\_\_\_\_  
Diane Harris, CMC, City Recorder

## **ATTACHMENT "A"**

### **ADJUSTED UNIT 1-PLA M168-58**

Lot 7, Cooper Creek Estates, as recorded in Volume 22, Page 52, Douglas County plat records, lying in the Northwest Quarter of Section 21, Township 25 South, Range 5 West, Willamette Meridian, Douglas County, Oregon.

#### **TOGETHER WITH:**

The following described portion of Lot 8 of said Cooper Creek Estates:

All of said Lot 8, Cooper Creek Estates lying Southerly and Westerly of the following described boundary:

Beginning at a 5/8" iron rod on the Southeasterly right-of-way boundary of South Side Ave. (County Road No. 120), from which the Northwest corner of said Lot 8, Cooper Creek Estates bears South 54°04'57" West, 94.84 feet; Thence along the Southerly boundary of an existing 20-foot wide utility easement the following courses: North 81°17'10" East, 93.14 feet to a 5/8" iron rod; Thence North 74°17'03" East, 164.80 feet to a 5/8" iron rod; Thence South 15°42'57" East, 9.02 feet to a 5/8" iron rod on the Southeasterly boundary of said Lot 8, Cooper Creek Estates and there terminating.

Above described UNIT 1 contains 0.89 acres, more or less.

### **ADJUSTED UNIT 2-PLA M168-58**

Lot 8, Cooper Creek Estates, as recorded in Volume 22, Page 52, Douglas County plat records, lying in the Northwest Quarter of Section 21, Township 25 South, Range 5 West, Willamette Meridian, Douglas County, Oregon.

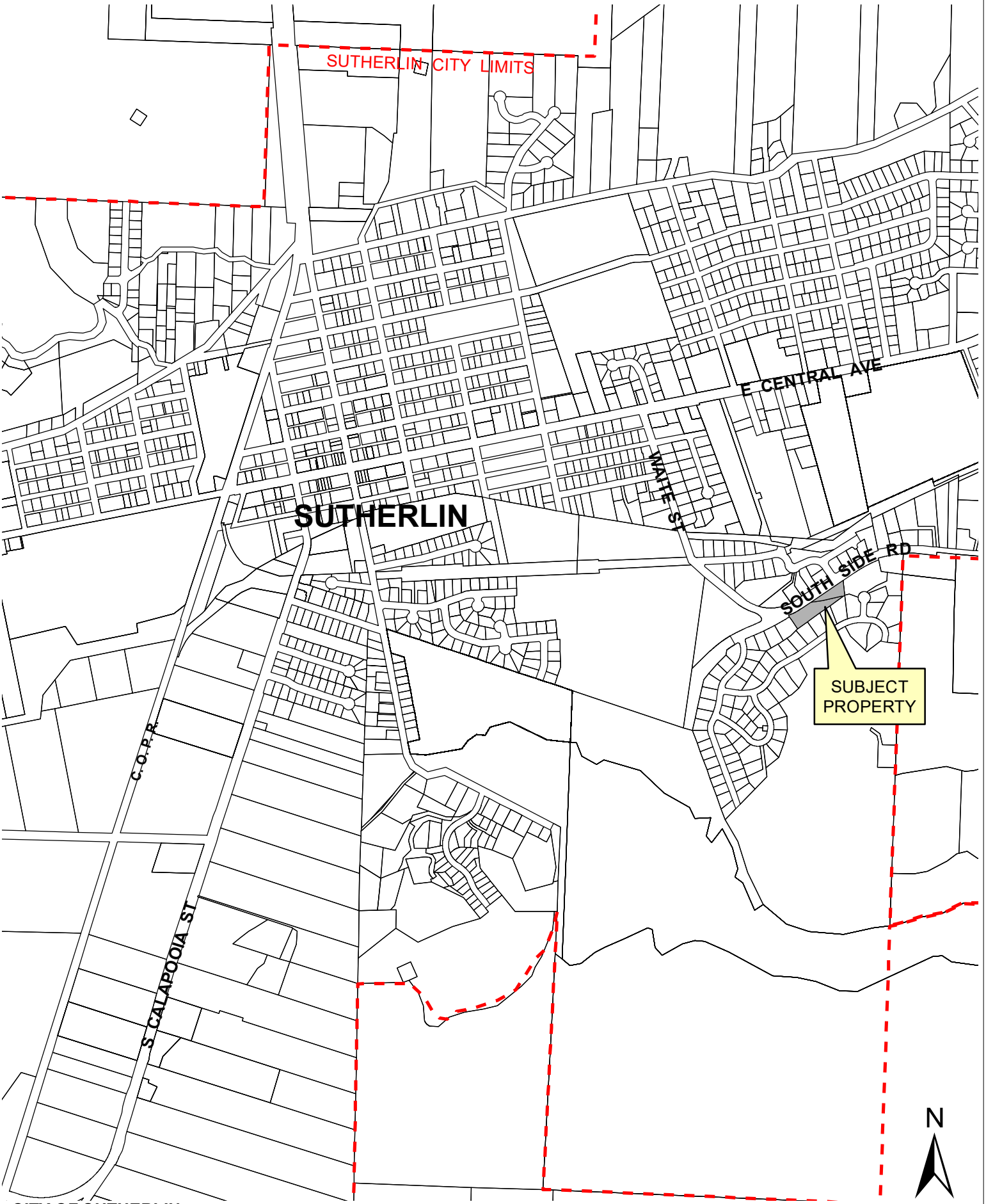
#### **EXCEPTING THEREFROM:**

The following described portion of said Lot 8, Cooper Creek Estates:

All of said Lot 8, Cooper Creek Estates lying Southerly and Westerly of the following described boundary:

Beginning at a 5/8" iron rod on the Southeasterly right-of-way boundary of South Side Ave. (County Road No. 120), from which the Northwest corner of said Lot 8, Cooper Creek Estates bears South 54°04'57" West, 94.84 feet; Thence along the Southerly boundary of an existing 20-foot wide utility easement the following courses: North 81°17'10" East, 93.14 feet to a 5/8" iron rod; Thence North 74°17'03" East, 164.80 feet to a 5/8" iron rod; Thence South 15°42'57" East, 9.02 feet to a 5/8" iron rod on the Southeasterly boundary of said Lot 8, Cooper Creek Estates and there terminating.

Above described UNIT 2 contains 0.42 acres, more or less.



**SEA ST**

**SOUTH SIDE RD**

**VALLEY VISTA ST**

AREA OF PROPOSED  
PLAN AMENDMENT (RLH to RM)  
& ZONE CHANGE (RH TO R-2)

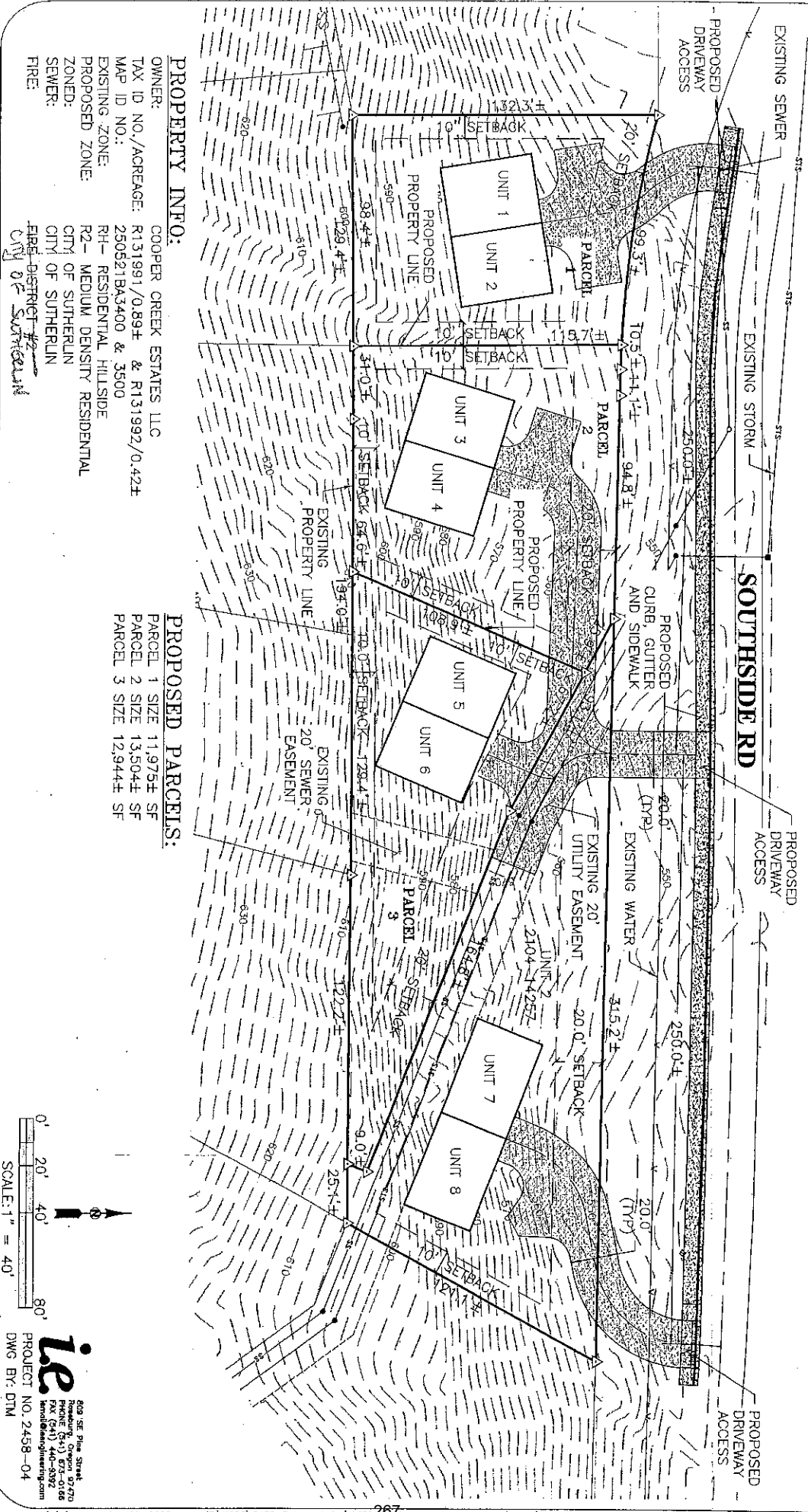




APPLICANT'S EXHIBIT

FIGURE 1  
ZONE CHANGE & LAND PARTITION APPLICATION EXHIBIT  
FOR LOTS 7 & 8 OF COOPER CREEK ESTATES

20-S002



## BEFORE THE PLANNING COMMISSION OF THE CITY OF SUTHERLIN

IN THE MATTER of a request for a Plan Map  
Amendment, Zone Map Change and Land  
Partition for property located on South Side  
Road and identified by the Douglas County  
Assessor as T25S, R5W, S21BA, Tax Lot(s)  
3400 and 3500, Property ID No(s). R131991  
and R131992  
Property owner: Cooper Creek Estates LLC

### FINDINGS OF FACT AND DECISION

Applicant: Cooper Creek Estates LLC  
Subject: Plan Amendment, Zone Change  
and Land Partition  
File No.: 20-S002

### PROCEDURAL FINDINGS OF FACT

1. The Comprehensive Plan Map Amendment, Zone Map Change and Land Partition applications were filed with the City on January 10, 2020, and were deemed complete on January 27, 2020.
2. DLCD Notice of Proposed Amendment was submitted electronically to the Department of Land Conservation and Development on March 5, 2020, which was at least 35 days prior to the first evidentiary public hearing on April 21, 2020. DLCD did not provide comments on the application.
3. Pursuant to Sections 4.2.150.D.4 and 4.2.140.C of the Sutherlin Development Code, notice of the public hearing was given by publication in the *News Review* on April 7, 2020, which was at least fourteen (14) days prior to the date of the public hearing.
4. Notice of a Public Hearing on an application for the Comprehensive Plan Map Amendment, Zone Map Change and Land Partition before the Planning Commission was given in accordance with Sections 4.2.150.D.4 and 4.2.140.C. Notice was sent to affected property owners of record within 100 feet of the subject property, service providers, and governmental agencies on March 25, 2020 and an updated notice mailed on April 14, 2020. One (1) written comment was received after the mailing of the Staff Report.
  - a. Fair Housing Council of Oregon, responded that the findings did not demonstrate sufficient evidence to support Goal 10.
5. The Planning Commission held a public hearing on this matter on April 21, 2020.
6. At the public hearing on April 21, 2020, there were no declarations of ex parte contact or other conflicts of interest made by the Planning Commission. No objections were raised and the Commission was qualified to hear the matter.
7. The Planning Commission declared the following as parties to the hearing:
  - a. Mark Garrett, Land Use Planning Services, Representative for the Applicant/Titleholder
  - b. City of Sutherlin Community Development Director, Brian Elliott
  - c. Oregon Department of Transportation (ODOT), Micah Horowitz
  - d. Douglas and Amanda Burt, adjacent property owners
  - e. Dr. Sheila Strauch and Matthew Strauch, adjacent property owners



8. Reference was made to the April 14, 2020 Staff Report, and findings of fact addressing conformance to the applicable criteria of the Statewide Planning Goals, the applicable goals and policies of the Sutherlin Comprehensive Plan, and the applicable criteria of the Sutherlin Development Code.
9. Planning Staff presented the Staff Report dated April 14, 2020 and entered Staff Exhibits 1-11 into the record. Along with additional Staff Exhibit 12, letter from the Fair Housing Council of Oregon that was submitted after the Staff Report was sent out.
10. Planning Staff additionally addressed the letter received from the Fair Housing Council of Oregon. The letter stated that the findings of the staff report did not support or cannot findings for Statewide Planning Goal 10 (Housing). Staff explained Goal 10 was addressed within the staff report, in addition noted that the proposed applications are to go to a higher density zone (not lesser). By doing so the property can be developed at a greater density to help support Goal 10 and allowing for more affordable housing within the city.
11. The Planning Commission received clarifying testimony about the proposed development from applicant's representative, Mark Garrett. He reiterated that the proposal his client is applying for is to go to a higher density plan and zone, this will help with affordable housing within the city (property is already planned and zoned for residential). He further stated that his client concurred with the staff report and the proposed conditions of approval.
12. The Planning Commission received clarifying testimony about the proposed development from the applicant's engineer, Erik Ranger and planner, Emily Brandt with i.e. Engineering. Both stated that a Geotech Report was conducted on the site, with the maximum dwelling sizes by the Galli Group. The final design and all site preparation and development would require its own report as well.
13. The Planning Commission provided opportunity to receive clarifying questions and oral testimony from person in favor to the application. No persons were present.
14. The Planning Commission provided opportunity to receive clarifying questions and oral testimony from person in opposition to the application. Matthew Strauch spoke on behalf of himself.
15. The Planning Commission provided opportunity to receive clarifying questions and oral testimony in rebuttal to the application. Jamie Chartier, City Planner responded with answers pertaining to the Sutherlin Development Code requirements. Noting that all development will have to meet the requirements of the Sutherlin Development Code, or they could not be approved.
16. The Planning Commission provided opportunity to receive clarifying questions and oral testimony from the applicant's representative, Mark Garrett, in addition he added that the traffic impact would be minimal for a collector road and that a lot of the neighbors' concerns are not a criterion of approval (or denial).
17. The Planning Commission closed the public portion of the hearing and commenced discussion on the application.

#### **FINDINGS OF FACT RELATED TO DECISION**

Commissioner Davidson expressed concerns with required setbacks from the footings of the proposed structures. Commissioner Sarnoski noted his concerns with parking. City Staff responded to their concerns that the Sutherlin Development Code has requirements for both setbacks and parking that must be met or development would not be approved. No further objections or concerns were expressed with the proposed Comprehensive Plan Map, Zoning Map Change and Land Partition.

## **FINDINGS OF FACT**

Finding No. 1. The Planning Commission finds the subject property is designated Low Density Hillside in the Sutherlin Comprehensive Plan and zoned Residential Hillside (RH) in the Sutherlin Development Code.

Finding No. 2. The Planning Commission adopts by reference the findings of the Staff Report dated April 14, 2020.

Finding No. 3. The Planning Commission finds, based upon the staff report, application materials and the oral testimony provided, that the requested Comprehensive Plan Map amendment from Low Density Hillside to Medium Density and Zoning Map Amendment from Residential Hillside (RH) to Medium Density Residential (R-2) is consistent with the applicable Statewide Planning Goals, and that no exceptions to the goals were proposed.

Finding No. 4. The Planning Commission finds, based upon the staff report, application materials and the oral testimony provided, that the requested plan map and zoning map amendment is consistent with the applicable general goals and policies of the Sutherlin Comprehensive Plan and its implementing ordinances, including those related to Natural Features, Population, Air Water and Land Resource Quality, Natural Hazards, Recreational Needs, Economy, Housing, Public Facilities and Services, Transportation System, including Pedestrian and Bicycle Transportation, Energy Conservation and Land Use and Urbanization.

Finding No. 5. The Planning Commission finds, based upon the staff report, application materials and the oral testimony provided, that the proposed amendment is consistent with the applicable criteria of Section 4.11 [Amendments] and Section 4.8 [Zoning Amendments] and Section 4.4 [Land Divisions] of the Sutherlin Development Code. The applicant has demonstrated consistency with the Comprehensive Plan, including inventory documents and facility plans. The subject 1.31 acre property is surrounded on all sides by development with residential use(s). Public facilities and services are available to the subject property.

Finding No. 6. The Planning Commission further finds that the applicant has demonstrated that the most intense uses and density that would be allowed outright in the proposed R-2 zone, considering the existing residential development in the area, can be or are already served by the orderly extension of urban services, and that the proposed amendment is consistent with OAR 660-012-0060.

Finding No. 7. The Planning Commission finds that the proposed amendment from Low Density Hillside to Medium Density is not the result of a mistake or inconsistency, but will be consistent with the existing residential uses surrounding the subject property.

Finding No. 8. The Planning Commission finds that the requested Land Partition was processed along with a Comprehensive Plan Map Amendment and Zone Map Change as a Type IV procedure,

subject to applicable provisions of the Sutherlin Comprehensive Plan, Chapter 2, Section 2.2, Chapter 3 (Design Standards) and Chapter 4, Section 4.4 (Land Divisions) of the Sutherlin Development Code.

Finding No. 9. The Planning Commission finds, based upon the staff report, application materials and the oral testimony provided that the proposed development will substantially meet the approval criteria outline in Chapter 4, Section 4.4 (Land Divisions) for the Land Partition proposal and that appropriate criteria and conditions of approval have been imposed to ensure continued compliance.

Finding No. 10. The Planning Commission finds, based upon the staff report, application materials and the oral testimony provided, that the proposed Land Partition development will substantially meet the design standards outlined in Chapter 3, Sections 3.2.100 (Vehicle Access and Circulation) and 3.5.100 (Infrastructure Standards) and the appropriate conditions of approval have been imposed to ensure continued compliance.

Finding No. 11. The Planning Commission finds, based upon the staff report, application materials and oral testimony provided that the applicant/property owner is trying to make reasonable use of the 1.31 acre property and improve the subject property to meet City Standards and Sutherlin Development Code.

### **CONCLUSION**

1. A motion was made by Commissioner Price to recommend and seconded by Commissioner Price to approve the requested Comprehensive Plan Map Amendment from Low Density Hillside to Medium Density, Zoning Map Amendment from Residential Hillside (RH) to Medium Density Residential (R-2), along with a Land Partition on the 1.31 acre property and forward the recommendation to City Council. The motion passed unanimously.
2. The Commission adopts the findings of the staff report in support of their decision.

NOW, THEREFORE, based upon the foregoing findings of fact and the oral testimony provided, the Sutherlin Planning Commission recommends to City Council the **ADOPTION** of the requested Comprehensive Plan Map Amendment from Low Density Hillside to Medium Density, Zoning Map Amendment from Residential Hillside (RH) to Medium Density Residential (R-2) and Land Partition on the 1.31 acre property located on South Side Road, subject to the following conditions:

#### **PLAN AMENDMENT and ZONE CHANGE:**

1. Geologic Impact Statement from a qualified geotechnical engineer or geological consultant meeting Section(s) 2.6.210 (RH Zone and slopes greater than 12% - Development Standards) and 2.6.220 (Site Development, Excavation, Grading – In all zones) of the Sutherlin Development Code must be submitted and attached to each Planning Clearance Worksheet.

#### **LAND PARTITION:**

1. The property owner/developer shall submit a final Land Partition Plat which substantially conforms to the approved preliminary Plan in all aspects except as specifically conditioned by the Community Development Director, as well as the general standards and survey plat requirements prescribed by the Sutherlin Development Code (SDC). Any alterations shall be reviewed by the Community Development Department.

2. The property owner(s) shall enter in a Waiver of Remonstrance Agreement with the City for the subject property agreeing to participate in a local improvement district to upgrade South Side Road to full street standards, if said district is formed in the future. The Waiver shall be recorded with Douglas County Clerk with the final partition plat. The necessary form can be obtained from the City. If said Waiver of Remonstrance Agreement has been previously recorded, a copy of the recorded document must be provided to the City.
3. The property owner/developer shall obtain an access permit(s) from the City of Sutherlin for the existing and/or proposed access locations onto South Side Road.
4. The property owner/developer shall provide written verification from the City of Sutherlin that domestic water and sanitary sewer are/or will be available to serve Parcel 1, Parcel 2 and Parcel 3.
5. The property owner/developer shall clearly identify all public and private access, utility or storm water easements on the final plat, which must be in conformance with the minimum requirements of the City.
  - a. If necessary, the Director of Public Works will identify any necessary utility easements needed on the final plat.
6. All utilities shall be designed per standards to be located underground, pursuant to Section 3.5.150 of the SDC.
7. Driveway(s) exceeding 150 feet in length require adequate fire equipment access and/or turn around area shall be provided per SDC Section 3.2.110.N Fire Access and Parking Area Turn-Arounds.
8. The property owner/developer shall provide a letter from the Director of Public Works certifying that all required improvements have been constructed to standards or an Improvement Agreement and Security as defined by the Sutherlin Development Code have been met.
9. Developer shall submit a stamped certification by a licensed engineer stating that the rate of storm water drainage during and after development will not increase as a result of the proposed development. The certification shall further state that the developer will adhere to all applicable storm drainage, grading, erosion, and sediment control requirements. The City may impose conditions of approval and/or require submittal of engineered plans that demonstrate there will be no impact to neighboring properties.
10. Land Partition is subject to City Council's approval of the submitted Plan Amendment and Zone Change applications.
11. The property owner/developer shall meet all requirements of final plat submission and approval criteria in Section 4.4.160 of the SDC. The final plat shall be filed within two (2) years of this approval, unless an extension is granted pursuant to Section 4.4.120 of the SDC.
12. An electronic copy (pdf) of the recorded final partition plat shall be submitted to the Sutherlin Community Development Department within 10 days after recording.

## ADVISORY STATEMENTS

13. The property owner/developer shall comply with applicable local, county, state and federal regulations as applicable to the partition.
14. At the time of a building permit proposal on any of the new parcels, the permit shall indicate compliance with Development Code Section 2.2 R-2 building setbacks and lot coverage requirements; and the driveway separation, surface improvement and storm water runoff requirements of Development Code Section 3.2 Access and Circulation.
  - a. Where a street or driveway is to be paved, the building permit application shall include provisions for on-site storm water collection or infiltration in accordance with city specifications.
  - b. Sidewalks to be constructed to city standards.
  - c. Driveways must maintain a minimum of 250' separation per the Sutherlin TSP.

DATED THE 19<sup>th</sup> DAY OF May, 2020.

  
WILLIAM LEE, CHAIR

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## City of Sutherlin

STAFF REPORT					
<b>Re: Budget Appropriation Adjustments for Fiscal Year 2019-20</b>				Meeting Date:	06/08/20
<b>Purpose:</b>	Action Item <input checked="" type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
<b>Submitted By: Dan Wilson, Finance Director</b>				City Manager Review	<input checked="" type="checkbox"/>
<b>Attachments:</b> Staff report and Resolution					

### WHAT IS BEING ASKED OF COUNCIL?

Consider approving resolution to adjust appropriations for fiscal year 2019-20.

### EXPLANATION

Please see attached resolution. There is one adjustment that needs to be made. This is a “unique-to-the-circumstance” situation, and is in need of adjustment as stated within the resolution:

#### General Fund

When the budget was prepared in April of 2019 an employee in the City Recorder/Human Resources department was assigned a different health insurance category (employee only versus family) than actually selected. The budgeted difference in cost equates to approximately \$14,000. Therefore an adjustment is needed; \$6,000.

### OPTIONS

Adopt resolution – Keeps the City in compliance with Oregon Budget Law

Do not adopt resolution – This would render the City out of compliance with Oregon Budget Law

### SUGGESTED MOTION(S)

Move that Resolution 2020.10 be adopted as presented.

**RESOLUTION NO. 2020.10**

**A RESOLUTION TRANSFERRING APPROPRIATION AUTHORITY, AMENDING  
THE 2019-2020 BUDGET AND AMENDING RESOLUTION 2019.10.**

**The City Council of Sutherlin finds that:**

- A. That OAR 294.463 permits local jurisdictions to increase total expenditures of a fund or an object classification by transferring appropriation authority from one object classification to another.
- B. That OAR 294.463(3) requires the adoption of a resolution or ordinance to authorize an appropriation transfer. The resolution or ordinance must state the need for the transfer, the purpose of the expenditure, and the amount to be transferred.
- C. Due to unforeseen events at the time of adoption of the fiscal year 2019-20 budget including but not limited to the following:
  - a. General Fund
    - i. Additional expenditures in the City Recorder/HR department for unanticipated increase in personnel costs due to an employee's health care coverage differing from the one budgeted - \$6,000.
- D. That these transfers of appropriation authority are in compliance with Oregon Budget Law.

**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 2019 - 2020, which was adopted by the City Council on May 28, 2019 and is now on file in the office of the City Recorder of the City of Sutherlin, be hereby amended as follows:

<u>General Fund</u>	<u>Adjustment</u>	<u>As Amended</u>
Appropriations		
City Recorder/HR Department	\$6,000	\$248,062
Contingency	<u>(\$6,000)</u>	\$194,000
	<u>\$0</u>	

**PASSED BY THE CITY COUNCIL, ON THIS 8<sup>th</sup> DAY OF JUNE, 2020**

**APPROVED BY THE MAYOR ON THIS 8<sup>TH</sup> DAY OF JUNE, 2020**

\_\_\_\_\_  
Todd McKnight, Mayor

**ATTEST:**

\_\_\_\_\_  
Diane Harris, City Recorder, CMC





126 E. Central Avenue  
Sutherlin, OR 97479  
541-459-2856  
Fax: 541-459-9363  
[www.cityofsutherlin.com](http://www.cityofsutherlin.com)

## City of Sutherlin

STAFF REPORT					
<b>Re: Supplemental Budget Adjustment for Fiscal Year 2019-20</b>				Meeting Date:	06/08/20
<b>Purpose:</b>	Action Item <input checked="" type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
<b>Submitted By: Dan Wilson, Finance Director</b>				City Manager Review	<input checked="" type="checkbox"/>
<b>Attachments:</b> Staff Report and Resolution					

### WHAT IS BEING ASKED OF COUNCIL?

Consider approving Resolution 2020.11 to adopt the Supplemental Budget for fiscal year 2019-20 as described herein.

### EXPLANATION

Three Capital Outlay projects/purchases have come up since the time the budget was adopted in May 2019. The details are described below.

#### Police Reserve Fund

1. A police vehicle was purchased at the end of fiscal year 2018-19. The vehicle was not able to be outfitted (lights, siren, etc.) until October 2019. This expense was not anticipated when the budget was prepared, therefore an adjustment is needed - \$11,000.

#### Wastewater Operations Fund

1. The wastewater treatment plant upgrade was originally scheduled to be completed in the fall of 2019. Due to unforeseen delays the upgrade will not be completed until June 2020. This delay required the use of sludge disposal for an extended period of time which was not anticipated when the budget was prepared. Therefore and adjustment is needed - \$160,000.

### OPTIONS

Approve Resolution 2020.11

Not approve Resolution 2020.11

### SUGGESTED MOTION(S)

Move that Resolution 2020.11 be adopted as presented.

## **RESOLUTION NO. 2020.11**

### **A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET, AMENDING THE 2019-2020 BUDGET AND AMENDING RESOLUTION 2019.10.**

#### **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 2019-20 budget including but not limited to the following:
  - a.** Police Reserve Fund
    - i.** A police vehicle was purchased at the end of fiscal year 2018-19. The vehicle was not able to be outfitted (lights, siren, etc.) until October 2019. This expense was not anticipated when the budget was prepared, therefore an adjustment is needed - \$11,000.
  - b.** Wastewater Operations Fund
    - i.** The wastewater treatment plant upgrade was originally scheduled to be completed in the fall of 2019. Due to unforeseen delays the upgrade will not be completed until June 2020. This delay required the use of sludge disposal for an extended period of time which was not anticipated when the budget was prepared. Therefore and adjustment is needed - \$160,000.

**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 2019 - 2020, which was adopted by the City Council on May 28, 2019 and is now on file in the office of the City Recorder of the City of Sutherlin, be hereby amended as follows:

<u>Police Reserve Fund</u>	<u>Adjustment</u>	<u>As Amended</u>
Appropriations		
Capital Outlay	\$11,000	\$76,500
Contingency	<u>(\$11,000)</u>	\$84,700
	<u>\$0</u>	

<u>Wastewater Operations Fund</u>	<u>Adjustment</u>	<u>As Amended</u>
Appropriations		
Materials & Services	\$160,000	\$736,100
Contingency	<u>(\$160,000)</u>	\$89,000
	<u>\$0</u>	

**PASSED BY THE CITY COUNCIL, ON THIS 8<sup>TH</sup> DAY OF JUNE, 2020**

**APPROVED BY THE MAYOR ON THIS 8<sup>TH</sup> DAY OF JUNE, 2020**

---

Todd McKnight, Mayor

**ATTEST:**

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Diane Harris, City Recorder, CMC

DRAFT



## City of Sutherlin

STAFF REPORT					
<b>Re: SDC Methodology Review &amp; Fee Change</b>				Meeting Date:	06/08/20
<b>Purpose:</b>	Action Item <input checked="" type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
<b>Submitted By: Dan Wilson, Finance Director</b>				City Manager Review	<input checked="" type="checkbox"/>
<b>Attachments:</b> Staff Report, Final Consultant's Report, and Resolution					

### WHAT IS BEING ASKED OF COUNCIL?

Consider adopting Resolution 2020.12 setting new SDC rates.

### EXPLANATION

Part of the City's strategic plan is to perform a SDC methodology review which could include an update to our current SDC fees. In March 2019 City staff and members of Council selected Donovan Enterprises Inc. to perform this task. On May 11, 2020 the findings of this analysis were presented to Council. Attached is the detailed final report from Donovan which includes the maximum amount that could be charged for SDCs by the City. After conducting a survey with interested parties (contractors, engineers, etc.) City staff has come up with a proposal for increased rates which is summarized below. All rates shown are for a single family residence. Details for other types of structures are included in the final report as well as the resolution.

	<u>Current</u>	<u>Maximum</u>	<u>Proposed</u>
Water	\$ 1,622	\$ 2,937	\$ 2,025
Wastewater	129	2,393	1,675
Stormwater	-	698	349
Transportation	1,164	3,608	1,804
Parks	500	5,495	1,745
Total	<u>\$ 3,415</u>	<u>\$ 15,131</u>	<u>\$ 7,598</u>

### OPTIONS

- Adopt Resolution 2020.12 as presented
- Adopt Resolution 2020.12 with changes
- Do not adopt Resolution 2020.12

### SUGGESTED MOTION(S)

Move that Resolution 2020.12 be adopted as presented.

## **RESOLUTION NO. 2020.12**

### **A RESOLUTION AMENDING THE CITY OF SUTHERLIN'S SYSTEM DEVELOPMENT CHARGES (SDCs) FOR WATER, WASTEWATER, STORMWATER, STREETS, AND PARKS**

**WHEREAS**, the City of Sutherlin Municipal Code (SMC) Chapter 13.16, provides for the establishing of SDCs upon completion of an analysis of capital improvements already constructed and projected capital improvements to be constructed and adoption of a methodology explaining how the SDCs are calculated; and,

**WHEREAS**, SMC Chapter 13.16.040 specifies that such charges shall be revised by separate Resolution of the Sutherlin City Council following a public hearing; and,

**WHEREAS**, Oregon Revised Statutes (ORS) 223.297 – 223.314 provide the framework for establishing an SDC, and for notification and public hearing of the City of Sutherlin's intent to impose SDCs; and,

**WHEREAS**, the Sutherlin City Council has adopted a Capital Improvement Plan (CIP) for water, wastewater, stormwater, streets, and parks, which includes a list of proposed capital improvements which affect SDCs; and,

**WHEREAS**, the Sutherlin City Council concludes it is appropriate to update the City's schedule of SDCs for water, wastewater, stormwater, streets, and parks, consistent with the methodology requirements established in SMC Chapter 13.16.050; and,

**WHEREAS**, the City has prepared the methodology and schedule of SDCs (System Development Charge Update, May 2020, Donovan Enterprises, Inc.); and,

**WHEREAS**, the City provided 90 days' written notice to interested persons of the proposed change to the methodology and made the methodology available at least 60 days prior to the public hearing, as required by ORS 223.304(7); and,

**WHEREAS**, the Sutherlin City Council has determined the methodology and rates hereinafter specified and established are just, reasonable, and necessary.

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SUTHERLIN  
HEREBY RESOLVES AS FOLLOWS:**

**Section 1: Amendment and updating of SDCs.** In accordance with SMC Chapter 13.16, this Resolution establishes the methodology and provides the basis for water, wastewater, stormwater, streets, and parks SDCs that consists of a reimbursement, improvement, and administration fee.

**Section 2: Scope of amendment and update of SDCs.** The SDCs established by this Resolution are separate from, and in addition to, any other applicable taxes, fees, assessments, or charges, including but not limited to SDCs, which are required by the City of Sutherlin or represent a condition of a land use or development approval.

**Section 3: Methodology.** The methodology for the SDCs described in the May 2020 System Development Update report are hereby made a part of this Resolution. The City amends and updates its SDCs as described in the attached Exhibit “A,” hereby made a part of this Resolution.

**Section 4: Effective Date.** This Resolution shall become effective upon its adoption by the Sutherlin City Council.

**Section 5: Review.** This Resolution may be reviewed at the pleasure of the City Council, and the rates may be amended as appropriate.

**Section 6: Repeal.** All City of Sutherlin Resolutions or parts of Resolutions in conflict herewith are hereby repealed.

**PASSED BY COUNCIL, ON THE \_\_\_\_ DAY OF \_\_\_\_, 2020**

**APPROVE BY THE MAYOR, ON THE \_\_\_\_ DAY OF \_\_\_\_, 2020**

\_\_\_\_\_  
Todd McKnight, Mayor

ATTEST:

\_\_\_\_\_  
Diane Harris, CMC, City Recorder

## EXHIBIT “A”

### Adopted Schedule of System Development Charges for Water, Wastewater, Stormwater, Streets, and Parks

June 8, 2020

DRAFT



### ***Schedule of Water SDCs:***

Meter Size	AWWA Rated Flow (GPM)*	Flow Factor Equivalence	Proposed Schedule of Water SDCs			
			Reimbursement	Improvement	Administration	Total
0.75"x 0.75" - Displacement Multi-jet	30	1.00	\$ 795	\$ 1,134	\$ 96	\$ 2,025
1.00 inch - Displacement Multi-jet	50	1.67	1,325	1,889	161	3,375
1.50 inch - Displacement Class I Turbine	100	3.33	2,650	3,778	321	6,750
2.00 inch - Displacement or Class I & II Turbine	160	5.33	4,240	6,045	514	10,799
3.00 inch - Displacement	300	10.00	7,950	11,335	964	20,249
4.00 inch - Displacement or Compound	500	16.67	13,249	18,892	1,607	33,748
6.00 inch - Displacement or Compound	1000	33.33	26,499	37,783	3,214	67,497
8.00 inch - Compound	1600	53.33	42,398	60,454	5,143	107,994

\* - AWWA Manual of Practice M3; Safety Practices for Water Utilities; Table 2-2 Total Quantities Registered per Month by Meters Operating at Varying Percentages of Maximum Capacity

### ***Schedule of Wastewater SDCs:***

Meter Size	AWWA Rated Flow (GPM)*	Flow Factor Equivalence	Proposed Schedule of Wastewater SDCs			
			Reimbursement	Improvement	Administration	Total
0.75"x 0.75" - Displacement Multi-jet	15	1.00	1,595	-	80	1,675
1.00 inch - Displacement Multi-jet	25	1.67	2,659	-	133	2,792
1.50 inch - Displacement Class I Turbine	50	3.33	5,317	-	267	5,584
2.00 inch - Displacement or Class I & II Turbine	80	5.33	8,508	-	427	8,934
3.00 inch - Displacement	160	10.67	17,016	-	853	17,869
4.00 inch - Displacement or Compound	250	16.67	26,587	-	1,333	27,920
6.00 inch - Displacement or Compound	500	33.33	53,173	-	2,667	55,840
8.00 inch - Compound	800	53.33	85,078	-	4,267	89,344

\* - AWWA Manual of Practice M3; Safety Practices for Water Utilities; Table 2-2 Total Quantities Registered per Month by Meters Operating at Varying Percentages of Maximum Capacity

### *Schedule of Stormwater SDCs:*

Line Item Description	Per EDU	Per Sq. Foot of Impervious Surface
Proposed SDC components:		
Reimbursement fee	\$ -	\$ -
Improvement fee	333	0.1330
Administration fee at 5%	17	0.0067
Total proposed stormwater SDC	\$ 349	\$ 0.1397

ESU – Equivalent Service Unit equals 2,500 square feet of impervious surface

## Schedule of Streets SDCs:

ITE Code	Land Use	Unadjusted Weekday ADTs	Trip Length Factor <sup>1</sup>	Linked Trip Factor <sup>1</sup>	ELNDTs	Improve.	Reimb.	Compliance	Total SDC	Basis for Calculating a Customer's SDC
<b>Port and Terminal (Land Uses 000-099)</b>										
010	Waterport/Marine Terminal	171.52	1.00	1.00	171.52	22,812	8,147	1,548	32,507	Berth
021	Commercial Airport	104.73	1.00	1.00	104.73	13,929	4,975	945	19,849	Average flights per day
022	General Aviation Airport	14.24	1.00	1.00	14.24	1,894	676	129	2,699	Employee
030	Intermodal Truck Terminal	6.99	1.00	1.00	6.99	930	332	63	1,325	Acre
090	Park-an-Ride Lot with Bus Service	4.50	1.00	1.00	4.50	599	214	41	854	Parking space
093	Light Rail Transit Station with Parking	2.51	1.00	1.00	2.51	334	119	23	476	Parking space
<b>Industrial (Land Uses 100-199)</b>										
110	General light industrial	6.97	1.00	1.00	6.97	927	331	63	1,321	1,000 square feet of gross floor area
120	General heavy industrial	1.50	1.00	1.00	1.50	200	71	14	285	1,000 square feet of gross floor area
130	Industrial park	6.83	1.00	1.00	6.83	908	324	62	1,294	1,000 square feet of gross floor area
140	Manufacturing	3.82	1.00	1.00	3.82	508	181	34	723	1,000 square feet of gross floor area
150	Warehousing	3.56	1.00	1.00	3.56	473	169	32	674	1,000 square feet of gross floor area
151	Mini-warehouse	2.50	0.47	1.00	1.18	156	56	11	223	1,000 square feet of gross floor area
152	High-Cube Warehouse/Distribution Center	1.68	1.00	1.00	1.68	223	80	15	318	1,000 square feet of gross floor area
160	Data center	0.99	1.00	1.00	0.99	132	47	9	188	1,000 square feet of gross floor area
170	Utilities	N/A	1.00	1.00	N/A	-	-	-	-	1,000 square feet of gross floor area
<b>Residential (Land Uses 200-299)</b>										
210	Single family detached housing	9.52	1.00	1.00	9.52	1,266	452	86	1,804	Dwelling unit
220	Apartment	6.65	0.97	1.00	6.46	859	307	58	1,224	Dwelling unit
221	Low-Rise Apartment	6.59	0.97	1.00	6.40	851	304	58	1,213	Occupied dwelling unit
222	High-Rise Apartment	4.20	0.97	1.00	4.07	542	194	37	773	Dwelling unit
223	Mid-Rise Apartment	N/A	0.97	1.00	N/A	-	-	-	-	Dwelling unit
224	Rental Townhouse	N/A	0.97	1.00	N/A	-	-	-	-	Dwelling unit
230	Residential condominium/townhouse	5.81	0.97	1.00	5.64	750	268	51	1,069	Dwelling unit
231	Low-Rise Residential Condominium/Townhouse	N/A	TBD	TBD	N/A	-	-	-	-	Dwelling unit
232	High-Rise Residential Condominium/Townhouse	N/A	TBD	TBD	N/A	-	-	-	-	Dwelling unit
233	Luxury Condominium/Townhouse	N/A	TBD	TBD	N/A	-	-	-	-	Occupied dwelling unit
240	Mobile home park	4.99	0.97	1.00	4.84	644	230	44	918	Occupied dwelling unit
251	Senior Adult Housing - Detached	3.68	0.95	1.00	3.50	465	166	32	663	Dwelling unit
252	Senior Adult Housing - Attached	3.44	0.95	1.00	3.27	435	155	30	620	Dwelling unit
253	Congregate Care Facility	2.02	0.95	1.00	1.92	255	91	17	363	Dwelling unit
254	Assisted living	2.74	0.95	1.00	2.60	346	124	24	494	Bed
255	Continuing Care Retirement Community	2.40	0.95	1.00	2.28	303	108	21	432	Unit
260	Recreational Homes	3.16	1.00	1.00	3.16	420	150	29	599	Dwelling unit
265	Timeshare	10.56	1.00	1.00	10.56	1,404	502	95	2,001	Dwelling unit
270	Residential Planned Unit Development	7.50	0.97	1.00	7.28	968	346	66	1,380	Dwelling unit

ITE Code	Land Use	Unadjusted	Trip Length	Linked	ELNDTs	Improve.	Reimb.	Compliance	Basis for Calculating a Customer's	
		Weekday	Factor <sup>1</sup>	Trip					Total SDC	SDC
		ADTs		Factor <sup>1</sup>						
<b>Lodging (Land Uses 300-399)</b>										
310	Hotel	8.92	0.69	0.75	4.62	614	219	42	875	Room
311	All Suites Hotel	6.24	0.69	0.75	3.23	429	153	29	611	Room
312	Business Hotel	N/A	0.69	0.75	N/A	-	-	-	-	Occupied Room
320	Motel	9.11	0.69	0.75	4.71	627	224	43	894	Room
330	Resort Hotel	N/A	0.69	0.75	N/A	-	-	-	-	Room
<b>Recreational (Land Uses 400-499)</b>										
411	City Park	1.89	0.90	1.00	1.70	226	81	15	322	Acre
412	County Park	2.28	0.90	1.00	2.05	273	97	19	389	Acre
413	State Park	0.65	0.90	1.00	0.59	78	28	5	111	Acre
414	Water Slide Park	N/A	TBD	TBD	N/A	-	-	-	-	1,000 square feet of gross floor area
415	Beach Park	29.81	0.90	1.00	26.83	3,568	1,274	242	5,084	Acre
416	Campground/Recreational Vehicle Park	N/A	0.90	1.00	N/A	-	-	-	-	Occupied camp site
417	Regional park	4.57	0.90	1.00	4.11	547	195	37	779	Acre
418	National Monument	5.37	0.90	1.00	4.83	643	230	44	917	Acre
420	Marina	2.96	0.91	1.00	2.69	358	128	24	510	Berth
430	Golf course	5.04	0.91	1.00	4.59	610	218	41	869	Acre
431	Miniature Golf Course	N/A	0.91	1.00	N/A	-	-	-	-	Hole
432	Golf Driving Range	13.65	0.91	1.00	12.42	1,652	590	112	2,354	Tees/Driving Position
433	Batting Cages	N/A	0.91	1.00	N/A	-	-	-	-	Cage
435	Multipurpose Recreational Facility	1.99	0.91	1.00	1.81	241	86	16	343	1,000 square feet of gross floor area
437	Bowling Alley	33.33	1.00	1.00	33.33	4,433	1,583	301	6,317	1,000 square feet of gross floor area
440	Adult Cabaret	N/A	1.00	1.00	N/A	-	-	-	-	1,000 square feet of gross floor area
441	Live Theater	N/A	1.00	1.00	N/A	-	-	-	-	Seat
443	Movie Theater without Matinee	220.00	0.46	1.00	101.20	13,460	4,807	913	19,180	Movie Screen
444	Movie Theater with Matinee - Friday pm peak hour	220.00	0.46	1.00	101.20	13,460	4,807	913	19,180	Movie screen
445	Multiplex Movie Theater - Friday pm peak hour	348.33	0.46	1.00	160.23	21,311	7,611	1,446	30,368	Movie screen
452	Horse Racetrack	0.61	0.91	1.00	0.56	74	26	5	105	Seat
453	Automobile Racetrack - Saturday peak hour	0.28	1.00	1.00	0.28	37	13	3	53	Attendee
454	Dog Racetrack	N/A	0.90	1.00	N/A	-	-	-	-	Attendee
460	Arena	33.33	1.00	1.00	33.33	4,433	1,583	301	6,317	Acre
465	Ice Skating Rink	N/A	0.90	1.00	N/A	-	-	-	-	1,000 square feet of gross floor area
466	Snow Ski Area	N/A	1.00	1.00	N/A	-	-	-	-	Lift
473	Casino/Video Lottery Establishment	N/A	0.91	1.00	N/A	-	-	-	-	1,000 square feet of gross floor area
480	Amusement Park	75.76	0.90	1.00	68.18	9,068	3,239	615	12,922	Acre
481	Zoo	114.88	0.90	1.00	103.39	13,751	4,911	933	19,595	Acre
488	Soccer Complex	71.33	0.51	1.00	36.38	4,838	1,728	328	6,894	Field
490	Tennis Courts (Saturday)	27.83	0.51	1.00	14.19	1,888	674	128	2,690	Court
491	Racquet/Tennis Club	38.70	0.51	1.00	19.74	2,625	938	178	3,741	Court
492	Health/Fitness Club	32.93	0.51	1.00	16.79	2,234	798	152	3,184	1,000 square feet of gross floor area
493	Athletic Club	43.00	0.51	1.00	21.93	2,917	1,042	198	4,157	1,000 square feet of gross floor area
495	Recreational Community Center	33.82	0.51	1.00	17.25	2,294	819	156	3,269	1,000 square feet of gross floor area

Resolution No. 2020.12

ITE Code	Land Use	Unadjusted Weekday ADTs	Trip Length Factor <sup>1</sup>	Linked Trip Factor <sup>1</sup>	ELNDTs	Improve.	Reimb.	Compliance	Total SDC	Basis for Calculating a Customer's SDC
<b>Institutional (Land Uses 500-599)</b>										
501	Military Base	1.78	1.00	1.00	1.78	237	85	16	338	Employee
520	Elementary School	15.43	1.00	1.00	15.43	2,052	733	139	2,924	1,000 square feet of gross floor area
522	Middle School/Junior High School	13.78	1.00	1.00	13.78	1,833	655	124	2,612	1,000 square feet of gross floor area
530	High School	12.89	1.00	1.00	12.89	1,714	612	116	2,442	1,000 square feet of gross floor area
534	Private School (K-8) - pm peak hour generator	6.53	1.00	1.00	6.53	868	310	59	1,237	1,000 square feet of gross floor area
536	Private School (K-12) - pm peak hour generator	5.50	1.00	1.00	5.50	732	261	50	1,043	1,000 square feet of gross floor area
540	Junior/Community College	27.49	1.00	1.00	27.49	3,656	1,306	248	5,210	1,000 square feet of gross floor area
550	University/College	8.96	1.00	1.00	8.96	1,192	426	81	1,699	Employee
560	Church	9.11	1.00	1.00	9.11	1,212	433	82	1,727	1,000 square feet of gross floor area
561	Synagogue	10.64	1.00	1.00	10.64	1,415	505	96	2,016	1,000 square feet of gross floor area
562	Mosque - pm peak hour generator	11.02	1.00	1.00	11.02	1,466	523	99	2,088	1,000 square feet of gross floor area
565	Day Care Center	74.06	0.23	1.00	17.03	2,265	809	154	3,228	1,000 square feet of gross floor area
566	Cemetery	4.73	1.00	1.00	4.73	629	225	43	897	Acre
571	Prison - pm peak hour generator	11.39	1.00	1.00	11.39	1,515	541	103	2,159	1,000 square feet of gross floor area
580	Museum - pm peak hour generator	2.11	1.00	1.00	2.11	281	100	19	400	1,000 square feet of gross floor area
590	Library	56.24	0.49	1.00	27.56	3,665	1,309	249	5,223	1,000 square feet of gross floor area
591	Lodge/Fraternal Organization	0.29	1.00	1.00	0.29	39	14	3	56	Member
<b>Medical (Land Uses 600-699)</b>										
610	Hospital	6.95	0.95	1.00	6.60	878	314	60	1,252	1,000 square feet of gross floor area
620	Nursing Home	7.60	0.95	1.00	7.22	960	343	65	1,368	1,000 square feet of gross floor area
630	Clinic	31.45	0.53	1.00	16.67	2,217	792	150	3,159	1,000 square feet of gross floor area
640	Animal Hospital/Veterinary Clinic	N/A	0.53	1.00	N/A	-	-	-	-	1,000 square feet of gross floor area
<b>Office (Land Uses 700-799)</b>										
710	General office building	11.03	0.65	1.00	7.17	954	341	65	1,360	1,000 square feet of gross floor area
714	Corporate Headquarters Building	7.98	0.65	1.00	5.19	690	246	47	983	1,000 square feet of gross floor area
715	Single Tenant Office Building	11.65	0.65	1.00	7.57	1,007	360	68	1,435	1,000 square feet of gross floor area
720	Medical-dental office building	36.13	0.53	1.00	19.15	2,547	910	173	3,630	1,000 square feet of gross floor area
730	Government Office Building	68.93	0.96	1.00	66.17	8,801	3,143	597	12,541	1,000 square feet of gross floor area
731	State Motor Vehicles Department	166.02	0.96	1.00	159.38	21,197	7,571	1,438	30,206	1,000 square feet of gross floor area
732	United States Post Office	108.19	0.96	1.00	103.86	13,814	4,933	937	19,684	1,000 square feet of gross floor area
733	Government Office Complex	27.92	0.96	1.00	26.80	3,565	1,273	242	5,080	1,000 square feet of gross floor area
750	Office park	11.42	0.67	1.00	7.65	1,018	363	69	1,450	1,000 square feet of gross floor area
760	Research and development center	8.11	0.67	1.00	5.43	723	258	49	1,030	1,000 square feet of gross floor area
770	Business park	12.44	0.67	1.00	8.33	1,109	396	75	1,580	1,000 square feet of gross floor area

ITE Code	Land Use	Unadjusted Weekday ADTs	Trip Length Factor <sup>1</sup>	Linked Trip Factor <sup>1</sup>	ELNDTs	Improve.	Reimb.	Compliance	Total SDC	Basis for Calculating a Customer's SDC
<b>Retail (Land Uses 800-899)</b>										
810	Tractor Supply Store	N/A	0.53	1.00	N/A	-	-	-	-	1,000 square feet of gross floor area
811	Construction Equipment Rental Store	N/A	0.60	0.75	N/A	-	-	-	-	1,000 square feet of gross floor area
812	Building Materials and Lumber Store	45.16	0.49	0.75	16.60	2,207	788	150	3,145	1,000 square feet of gross floor area
813	Free Standing Discount Super Store	50.75	0.49	0.75	18.65	2,481	886	168	3,535	1,000 square feet of gross floor area
814	Variety Store	64.03	0.49	0.75	23.53	3,130	1,118	212	4,460	1,000 square feet of gross floor area
815	Free Standing Discount Store	57.24	0.49	0.75	21.04	2,798	999	190	3,987	1,000 square feet of gross floor area
816	Hardware/Paint Store	51.29	0.49	0.75	18.85	2,507	895	170	3,572	1,000 square feet of gross floor area
817	Nursery (Garden Center)	68.10	0.49	0.75	25.03	3,329	1,189	226	4,744	1,000 square feet of gross floor area
818	Nursery (Wholesale)	39.00	0.65	0.75	19.01	2,529	903	172	3,604	1,000 square feet of gross floor area
820	Shopping Center	42.70	0.49	0.67	14.02	1,864	666	127	2,657	1,000 square feet of gross leasable area
823	Factory Outlet Center	26.59	0.49	0.75	9.77	1,300	464	88	1,852	1,000 square feet of gross floor area
826	Specialty Retail Center	44.32	0.49	0.75	16.29	2,166	774	147	3,087	1,000 square feet of gross leasable area
841	Automobile Sales	32.30	0.60	0.75	14.54	1,933	690	131	2,754	1,000 square feet of gross floor area
842	Recreational Vehicle Sales	N/A	0.60	0.75	N/A	-	-	-	-	1,000 square feet of gross floor area
843	Automobile Parts Sales	61.91	0.60	0.75	27.86	3,705	1,323	251	5,279	1,000 square feet of gross floor area
848	Tire Store	24.87	0.60	0.75	11.19	1,488	532	101	2,121	1,000 square feet of gross floor area
849	Tire Superstore	20.36	0.60	0.75	9.16	1,219	435	83	1,737	1,000 square feet of gross floor area
850	Supermarket	102.24	0.14	0.46	6.58	876	313	59	1,248	1,000 square feet of gross floor area
851	Convenience Market (Open 24 Hours)	737.99	0.08	0.35	20.66	2,748	982	187	3,917	1,000 square feet of gross floor area
852	Convenience Market (Open 15-16 Hours) - pm peak hour gen.	36.22	0.14	0.46	2.33	310	111	21	442	1,000 square feet of gross floor area
853	Convenience Market with Gasoline Pumps	845.60	0.32	0.22	59.53	7,918	2,828	537	11,283	1,000 square feet of gross floor area
854	Discount Supermarket	90.86	0.14	0.46	5.85	778	278	53	1,109	1,000 square feet of gross floor area
857	Discount Club	41.80	0.60	0.75	18.81	2,502	893	170	3,565	1,000 square feet of gross floor area
860	Wholesale Market	128.25	1.00	1.00	128.25	17,057	6,092	1,157	24,306	1,000 square feet of gross floor area
861	Sporting Goods Superstore - pm peak hour generator	3.84	0.49	0.75	1.41	188	67	13	268	1,000 square feet of gross floor area
862	Home Improvement Superstore	30.74	0.49	0.75	11.30	1,502	537	102	2,141	1,000 square feet of gross floor area
863	Electronics Superstore	45.04	0.49	0.75	16.55	2,201	786	149	3,136	1,000 square feet of gross floor area
864	Toy/Children's Superstore - Saturday	5.53	0.49	0.75	2.03	270	97	18	385	1,000 square feet of gross floor area
865	Baby Superstore - Saturday	3.73	0.49	0.75	1.37	182	65	12	259	1,000 square feet of gross floor area
866	Pet Supply Superstore - Saturday	6.98	0.49	0.75	2.57	341	122	23	486	1,000 square feet of gross floor area
867	Office Supply Superstore	N/A	0.60	0.75	N/A	-	-	-	-	1,000 square feet of gross floor area
868	Book Superstore - Saturday	21.30	0.49	0.75	7.83	1,041	372	71	1,484	1,000 square feet of gross floor area
869	Discount Home Furnishing Superstore	20.00	0.49	0.75	7.35	978	349	66	1,393	1,000 square feet of gross floor area
872	Bed and Linen Superstore - Saturday	6.97	0.49	0.75	2.56	341	122	23	486	1,000 square feet of gross floor area
875	Department Store	22.88	0.49	0.75	8.41	1,118	399	76	1,593	1,000 square feet of gross floor area
876	Apparel Store	66.40	0.49	0.75	24.40	3,245	1,159	220	4,624	1,000 square feet of gross floor area
879	Arts and Crafts Store	56.55	0.49	0.75	20.78	2,764	987	188	3,939	1,000 square feet of gross floor area
880	Pharmacy/Drugstore without Drive-Through	90.06	0.49	0.75	33.10	4,402	1,572	299	6,273	1,000 square feet of gross floor area
881	Pharmacy/Drugstore with Drive-Through	96.91	0.49	0.75	35.61	4,737	1,692	321	6,750	1,000 square feet of gross floor area
890	Furniture Store	5.06	0.49	0.75	1.86	247	88	17	352	1,000 square feet of gross floor area
896	DVD/Video Store - Saturday	26.92	0.49	0.75	9.89	1,316	470	89	1,875	1,000 square feet of gross floor area
897	Medical Equipment Store	6.00	0.49	0.75	2.21	293	105	20	418	1,000 square feet of gross floor area

ITE Code	Land Use	Unadjusted Weekday ADTs	Trip Length Factor <sup>1</sup>	Linked Trip Factor <sup>1</sup>	ELNDTs	Improve.	Reimb.	Compliance	Total SDC	Basis for Calculating a Customer's SDC
<b>Services (Land Uses 900-999)</b>										
911	Walk-in Bank	N/A	0.17	0.55	N/A	-	-	-	-	1,000 square feet of gross floor area
912	Drive-in Bank	148.15	0.17	0.55	13.85	1,842	658	125	2,625	1,000 square feet of gross floor area
918	Hair Salon - Saturday	2.08	0.53	1.00	1.10	147	52	10	209	1,000 square feet of gross floor area
920	Copy, Print and Express Ship Store - pm peak hour generator	12.27	0.49	0.75	4.51	600	214	41	855	1,000 square feet of gross floor area
925	Drinking Place	15.49	0.65	1.00	10.07	1,339	478	91	1,908	1,000 square feet of gross floor area
931	Quality Restaurant	89.95	0.65	0.75	43.85	5,832	2,083	396	8,311	1,000 square feet of gross floor area
932	High-Turnover (Sit Down) Restaurant	127.15	0.19	0.75	18.12	2,410	861	164	3,435	1,000 square feet of gross floor area
933	Fast-food restaurant without drive-through	716.00	0.09	0.75	48.33	6,428	2,296	436	9,160	1,000 square feet of gross floor area
934	Fast-food restaurant with drive-through	496.12	0.09	0.51	22.77	3,029	1,082	206	4,317	1,000 square feet of gross floor area
935	Fast-food restaurant with drive-through and no indoor seating	N/A	0.09	0.51	N/A	-	-	-	-	1,000 square feet of gross floor area
936	Coffee/donut shop without drive-through - Sat. pm peak hour gen.	65.96	0.09	0.75	4.45	592	211	40	843	1,000 square feet of gross floor area
937	Coffee/donut shop with drive-through	818.58	0.09	0.51	37.57	4,997	1,785	339	7,121	1,000 square feet of gross floor area
938	Coffee/donut kiosk	1,800.00	0.09	0.51	82.62	10,988	3,924	746	15,658	1,000 square feet of gross floor area
939	Bread/Donut/Bagel Shop without Drive-Through Window	48.87	0.09	0.75	3.30	439	157	30	626	1,000 square feet of gross floor area
940	Bread/Donut/Bagel Shop with Drive-Through Window	N/A	0.09	0.51	N/A	-	-	-	-	1,000 square feet of gross floor area
941	Quick Lubrication Vehicle Shop	40.00	0.65	0.75	19.50	2,594	926	176	3,696	Servicing Position
942	Automobile Care Center - Saturday	23.72	0.60	0.75	10.67	1,420	507	96	2,023	1,000 sq. ft. of occupied gross leasable
943	Automobile Parts and Service Center	N/A	0.60	0.75	N/A	-	-	-	-	1,000 square feet of gross floor area
944	Gasoline/service station	168.56	0.07	0.77	9.09	1,208	432	82	1,722	Vehicle fueling position
945	Gasoline/service station with convenience market	162.78	0.07	0.77	8.77	1,167	417	79	1,663	Vehicle fueling position
946	Gasoline/service station with convenience market and car wash	152.84	0.07	0.77	8.24	1,096	391	74	1,561	Vehicle fueling position
947	Self-Service Car Wash	108.00	0.60	0.75	48.60	6,464	2,309	439	9,212	Wash stall
948	Automated Car Wash - Saturday	14.12	0.60	0.75	6.35	845	302	57	1,204	1,000 square feet of gross floor area
950	Truck Stop	N/A	1.00	1.00	N/A	-	-	-	-	1,000 square feet of gross floor area

Source: ITE, Trip Generation Manual, 9th edition

<sup>1</sup> City of Salem, Oregon; 2019 System Development Charge Methodologies; Table A-4; DKS Engineers

## *Schedule of Parks SDCs:*

Customer Classification	Number of Dwelling Units	Proposed Schedule of Parks SDCs			
		Reimbursement	Improvement	Administration	Total
Detached single family	1	\$ -	\$ 1,662	\$ 83	\$ 1,745
Mobil/manufactured home	1	-	1,662	83	1,745
Multifamily - \$/dwelling unit	1	-	894	45	938
Duplex	2	-	1,787	89	1,877
Tri-plex	3	-	2,681	134	2,815
Four-plex	4	-	3,574	179	3,753
Apartment complex	*	*	*		*
Condominium complex	*	*	*		*
Retirement/Assisted Living cc	*	*	*		*
Business - \$/FTE Employee		\$ -	\$ -	\$ -	\$ -

\* - multiply the number of dwelling units by the corresponding detached multi-family per dwelling unit fee component



Presented by:



May

# 2020

Water, Wastewater, Stormwater,  
Transportation, and Parks System  
Development Charge Update

Final  
Report

Prepared for:



Donovan Enterprises, Inc.  
9600 SW Oak Street, Suite 335  
Tigard, Oregon 97223-6596  
☎ 503.517.0671  
[www.donovan-enterprises.com](http://www.donovan-enterprises.com)



City of Sutherlin  
2020 Water, Wastewater, Stormwater, Transportation, and Parks  
SDC Methodology Update

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## Introduction/History of the Project

The City of Sutherlin conducts periodic updates to its Comprehensive Plan and its various Public Facility Plans to provide orderly and sustainable growth of municipal infrastructure. A key component to funding these public facilities is the system development charge (SDC) program. It has been quite some time since the City reviewed and updated its SDC methodologies. Itemized below are the last review dates for each municipal utility service considered under this study:

- Water 2008 via Resolution No. 2008-13
- Wastewater 1992 via Resolution No. 484
- Stormwater never reviewed or formulated
- Transportation 2007 via Resolution No. 2007-05
- Parks 2006 via Resolution No. 2006-10

SDCs are one-time charges for new development—designed to recover the costs of infrastructure capacity needed to serve new development. This section describes the policy context and project scope upon which the body of this report is based. It concludes with a numeric overview of the calculations presented in subsequent sections of this report for water, wastewater, stormwater, transportation, and parks SDCs.

In September of 2019, the City hired Donovan Enterprises, Inc. to review and update the water, wastewater, stormwater, parks, and transportation SDC methodologies. With this review and update, the City has stated a number of objectives:

- Review the basis for charges to ensure a consistent methodology;
- Address specific policy, administrative, and technical issues which had arisen from application of the existing SDCs;
- Determine the most appropriate and defensible fees, ensuring that development is paying its way;
- Consider possible revisions to the structure or basis of the charges which might improve equity or proportionality to demand;
- Provide clear, orderly documentation of the assumptions, methodology, and results, so that City staff could, by reference, respond to questions or concerns from the public.

This report provides the documentation of that effort, and was done in close coordination with City staff and available facilities planning documents. The SDC updates comply with Sutherlin Municipal Code (SMC) chapter 13.16.

Table 1 gives a component breakdown for the current and proposed residential equivalent SDCs for water, wastewater, stormwater, transportation, and parks.

Table 1 - Component Breakdown of the Proposed Residential Equivalent SDCs

Line Item Description	Service Unit	Proposed	Current	Difference
<i>Water:</i>	per 3/4" water meter			
Reimbursement fee		\$1,153	\$ -	\$1,153
Improvement fee		1,644	1,622	23
Administration fee @5%		140	-	140
Total		\$2,937	\$1,622	\$1,315
<i>Wastewater:</i>	per 3/4" water meter			
Reimbursement fee		\$2,279	\$ -	\$2,279
Improvement fee		-	129	(129)
Administration fee @ 5%		114	-	114
Total		\$2,393	\$129	\$2,264
<i>Stormwater:</i>	per Equivalent Residential Unit			
Reimbursement fee		\$ -	\$ -	\$ -
Improvement fee		665	-	665
Administration fee @ 5%		33	-	33
Total		\$698	\$ -	\$698
<i>Transportation:</i>	per detached SF residence			
Reimbursement fee		\$904	\$ -	\$904
Improvement fee		2,532	1,164	1,368
Administration fee @ 5%		172	-	172
Total		\$3,608	\$1,164	\$2,444
<i>Parks:</i>	per detached SF residence			
Reimbursement fee		\$ -	-	\$ -
Improvement fee		5,233	500	4,733
Administration fee @ 5%		262	-	262
Total		\$ 5,495	\$ 500	\$4,995
<i>Total SDCs:</i>				
Reimbursement fee		\$4,336	-	\$4,336
Improvement fee		10,074	3,414	6,660
Administration fee @ 5%		721	-	721
Total		\$ 15,131	\$ 3,415	\$ 11,716

## Analytical Process for the Methodology Updates

The essential ingredient in the development of an SDC methodology is valid sources of data. For this project, the consultant team has relied on a number of data sources. The primary sources have been the newly formulated and adopted capital improvement plans for water, wastewater, stormwater, and transportation. We have supplemented these data sources with City utility billing records, certified census

data, and other documents that we deemed helpful, accurate, and relevant to this study. Table 2 contains a bibliography of the key documents/sources that we relied upon to facilitate our analysis and hence the resulting SDCs.

Table 2 - Data Sources for the Calculation of SDCs

Service	Master Plan Document and/or Corroborating Source Documentation
<b>Water</b>	<ul style="list-style-type: none"> <li>City of Sutherlin Water Master Plan; December, 2017; the Dyer Partnership Engineers &amp; Planners, Inc.</li> <li>City of Sutherlin Comprehensive Annual Financial Report for the Fiscal Year Ended June 30, 2019</li> <li>City of Sutherlin Water System Fixed Asset Schedule; June 30, 2019; City Records</li> <li>City of Sutherlin Utility Billing records for fiscal 2019-2020</li> <li>Water meters in service per City Staff; effective November 1, 2019</li> </ul>
<b>Wastewater</b>	<ul style="list-style-type: none"> <li>City of Sutherlin Wastewater Predesign Report; May, 2016; the Dyer Partnership Engineers &amp; Planners, Inc.</li> <li>City of Sutherlin Comprehensive Annual Financial Report for the Fiscal Year Ended June 30, 2019</li> <li>Sutherlin wastewater system fixed asset schedule; June 30, 2019; City records</li> <li>City of Sutherlin Utility Billing System – wastewater system active accounts and Equivalent Dwelling Units in service report; June, 2019</li> <li>Portland State University, College of Urban Affairs, Population Research Center; Certified census for Sutherlin, Oregon; June, 2018</li> </ul>
<b>Stormwater</b>	<ul style="list-style-type: none"> <li>City of Sutherlin Storm Drainage Master Plan; March, 2014; The Dyer Partnership Engineers &amp; Planners, Inc.</li> <li>Sutherlin Buildable Lands Inventory and Economic Opportunities Analysis; June, 2005; ECO Northwest</li> </ul>
<b>Transportation</b>	<ul style="list-style-type: none"> <li>City of Sutherlin Transportation System Plan; TSP Alternatives November, 2019; Kittelson &amp; Associates</li> <li>City of Sutherlin transportation system fixed asset schedule; June 30, 2019; City records</li> <li>U.S. Bureau of the Census; American Community Survey: <ul style="list-style-type: none"> <li>✓ City of Sutherlin dwelling units; 2018 estimated</li> <li>✓ City of Sutherlin number of employees; 2018 estimated</li> </ul> </li> <li>Trip Generation Manual; Institute of Transportation Engineers; 9th Edition</li> </ul>
<b>Parks</b>	<ul style="list-style-type: none"> <li>City of Sutherlin Parks and Open Space Plan; April 30, 2005</li> <li>Ford's Pond Community Park Master Plan; 2017; Cameron McCarthy Landscape Architecture &amp; Planning</li> <li>City of Sutherlin parks system fixed asset schedule; June 30, 2019; City records</li> <li>U.S. Bureau of the Census; American Community Survey: <ul style="list-style-type: none"> <li>✓ City of Sutherlin population; 2018 estimated</li> <li>✓ City of Sutherlin dwelling units; 2018 estimated</li> <li>✓ City of Sutherlin number of employees; 2018 estimated</li> </ul> </li> <li>Oregon Department of Parks and Recreation; A guide to Community Park and Recreation Planning for Oregon Communities; April, 2013</li> </ul>

The data sources shown in Table 2 were used to formulate the two (2) components of the SDCs. These components are the reimbursement and improvement fees. The City has been constructing the SDCs with

these two components for over twenty years, and our analysis does not propose to change that methodology. A brief definition of the two components are:

- *The reimbursement fee* considers the cost of existing facilities, prior contributions by existing users of those facilities, the value of the unused/available capacity, and generally accepted ratemaking principles. The objective is future system users contribute no more than an equitable share to the cost of existing facilities. The reimbursement fee can be spent on capital costs or debt service related to the systems for which the SDC is applied.
- *The improvement fee* portion of the SDC is based on the cost of planned future facilities that expand the system's capacity to accommodate growth or increase its level of performance. In developing an analysis of the improvement portion of the fee, each project in the respective service's capital improvement plan is evaluated to exclude costs related to correcting existing system deficiencies or upgrading for historical lack of capacity. An example is a facility which improves system capacity to better serve current customers. The costs for this type of project must be eliminated from the improvement fee calculation. Only capacity increasing/level of performance costs provide the basis for the SDC calculation. The improvement SDC is calculated as a function of the estimated number of additional equivalent residential units to be served by the City's facilities over the planning period. Such a fee represents the greatest potential for future SDC changes. The improvement fee must also provide a credit for construction of a qualified public improvement.

## **SDC Legal Authorization and Background**

SDCs are authorized by Oregon Revised Statute (ORS) 223.297-314. The statute is specific in its definition of system development charges, their application, and their accounting. In general, an SDC is a one-time fee imposed on new development or expansion of existing development, and assessed at the time of development approval or increased usage of the system. Overall, the statute is intended to promote equity between new and existing customers by recovering a proportionate share of the cost of existing and planned/future capital facilities that serve the developing property. Statute further provides the framework for the development and imposition of SDCs and establishes that SDC receipts may only be used for capital improvements and/or related debt service.

Finally, two cost basis adjustments are potentially applicable to both reimbursement and improvement fees: fund balance and compliance costs. In this study, the project team as paid attention to this detail to align future infrastructure costs to those responsible for paying those costs. The reasons for this attention are as follows:

- *Fund Balances* - To the extent that SDC revenue is currently available in fund balance, that revenue should be deducted from its corresponding cost basis. For example, if the city has wastewater improvement fees that it has collected but not spent, then those unspent improvement fees should be deducted from the wastewater system's improvement fee cost basis to prevent charging twice for the same capacity.
- *Compliance Costs* - ORS 223.307(5) authorizes the expenditure of SDCs on "the costs of complying with the provisions of ORS 223.297 to 223.314, including the costs of developing system development charge methodologies and providing an annual accounting of system development charge expenditures." To avoid spending monies for compliance that might otherwise have been spent on growth-related projects, this report includes an estimate of compliance costs in its SDCs.

## Reimbursement Fee Methodology

The reimbursement fee represents a buy-in to the cost, or value, of infrastructure capacity within the existing system. Generally, if a system were adequately sized for future growth, the reimbursement fee might be the only charge imposed, since the new customer would be buying existing capacity. However, staged system expansion is needed, and an improvement fee is imposed to allocate those growth-related costs. Even in those cases, the new customer also relies on capacity within the existing system, and a reimbursement component is warranted.

In order to determine an equitable reimbursement fee to be used in conjunction with an improvement fee, two points should be highlighted. First, the cost of the system to the City's customers may be far less than the total plant-in-service value. This is due to the fact that elements of the existing system may have been contributed, whether from developers, governmental grants, and other sources. Therefore, the net investment by the customer/owners is less. Second, the value of the existing system to a new customer is less than the value to an existing customer, since the new customer must also pay, through an improvement fee, for expansion of some portions of the system.

The method used for determining the reimbursement fee accounts for both of these points. First, the charge is based on the net investment in the system, rather than the gross cost. Therefore, donated facilities, typically including local facilities, and grant-funded facilities, would be excluded from the cost basis. Also, the charge should be based on investments clearly made by the current users of the system, and not already supported by new customers. Tax supported activities fail this test since funding sources have historically been from general revenues, or from revenues which emanate, at least in part, from the properties now developing. Second, the cost basis is allocated between used and unused capacity, and, capacity available to serve growth. In the absence of a detailed asset by asset analysis, it is appropriate to allocate the cost of existing facilities between used and available capacity proportionally based on the forecasted population growth as converted to equivalent dwelling units over the planning period. This approach reflects the philosophy, consistent with the City's updated master plans, that facilities have been sized to meet the demands of the customer base within the established planning period.

## Improvement Fee Methodology

There are three basic approaches used to develop improvement fee SDCs: "standards driven", "improvements-driven", and "combination/hybrid" approaches. The "standards-driven" approach is based on the application of Level of Service (LOS) standards for facilities. Facility needs are determined by applying the LOS standards to projected future demand, as applicable. SDC-eligible amounts are calculated based on the costs of facilities needed to serve growth. This approach works best where level of service standards has been adopted but no specific list of projects is available. The "improvements-driven" approach is based on a specific list of planned capacity increasing capital improvements. The portion of each project that is attributable to growth is determined, and the SDC-eligible costs are calculated by dividing the total costs of growth-required projects by the projected increase in projected future demand, as applicable. This approach works best where a detailed master plan or project list is available and the benefits of projects can be readily apportioned between growth and current users. Finally, the combination/hybrid-approach includes elements of both the "improvements driven" and "standards-driven" approaches. Level of Service standards may be used to create a list of planned capacity-increasing projects, and the growth required portions of projects are then used as the basis for determining SDC eligible costs. This approach works best where levels of service have been identified and the benefits of individual projects are not easily apportioned between growth and current users.



In the past, the City has utilized the “improvements-driven” approach for the calculation of SDCs. This study continues to use this method, and has relied on the capital improvement plans that are incorporated in the master plans, and plan updates for the water, wastewater, stormwater, parks, and transportation systems.

For this SDC methodology update, the improvement fee represents a proportionate share of the cost to expand the systems to accommodate growth. This charge is based on the capital improvement plans established by the City for the municipal services. The costs that can be applied to the improvement fees are those that can reasonably be allocable to growth. Statute requires that the capital improvements used as a basis for the charge be part of an adopted capital improvement schedule, whether as part of a system plan or independently developed, and that the improvements included for SDC eligibility be capacity or level of service expanding. The improvement fee is intended to protect existing customers from the cost burden and impact of expanding a system that is already adequate for their own needs in the absence of growth.

The key step in determining the improvement fee is identifying capital improvement projects that expand the system and the share of those projects attributable to growth. Some projects may be entirely attributable to growth, such as a wastewater collection line that exclusively serves a newly developing area. Other projects, however, are of mixed purpose, in that they may expand capacity, but they also improve service or correct a deficiency for existing customers. An example might be a water distribution reservoir that both expands water storage capacity and corrects a chronic capacity issue for existing users. In this case, a rational allocation basis must be defined.

The improvement portion of the SDC is based on the proportional approach toward capacity and cost allocation in that only those facilities (or portions of facilities) that either expand the respective system’s capacity to accommodate growth or increase its respective level of performance have been included in the cost basis of the fee. As part of this SDC update, City Staff and their engineering consultants were asked to review the planned capital improvement lists in order to assess SDC eligibility. The criteria in Figure 1 were developed to guide the City’s evaluation:

Figure 1 - SDC Eligibility Criteria

<p style="text-align: center;"><b>City of Sutherlin</b> <b>Steps Toward Evaluating</b> <b><u>Capital Improvement Lists for SDC Eligibility</u></b></p> <p><u>ORS 223</u></p> <ol style="list-style-type: none"><li>1. Capital improvements mean the facilities or assets used for:<ol style="list-style-type: none"><li>a. Water supply, transmission, storage and distribution</li><li>b. Wastewater collection, transmission, treatment, and disposal</li><li>c. Stormwater, conveyance, detention, treatment, and disposal</li><li>d. Parks, open space, and trails/connections</li><li>e. Transportation – intersection improvements, street reconstruction and widening, roadway enhancement, and bike/ped expansion</li></ol><p>This definition DOES NOT ALLOW costs for operation or routine maintenance of the improvements;</p></li><li>2. The SDC improvement base shall consider the cost of projected capital improvements needed to increase the capacity of the systems to which the fee is related;</li><li>3. An increase in system capacity is established if a capital improvement increases the “level of performance or service” provided by existing facilities or provides new facilities.</li></ol>	
<p style="text-align: center;"><b><u>Under the City’ approach, the following rules will be followed</u></b></p> <ol style="list-style-type: none"><li>1. Repair costs are not to be included;</li><li>2. Replacement costs will not be included unless the replacement includes an upsizing of system capacity and/or the level of performance of the facility is increased;</li><li>3. New regulatory compliance facility requirements fall under the level of performance definition and should be proportionately included;</li><li>4. Costs will not be included which bring deficient systems up to established design levels.</li></ol>	

In developing the improvement fee, the project team in consultation with City staff evaluated each of its CIP projects to exclude costs related to correcting existing system deficiencies or upgrading for historical lack of capacity. Only capacity increasing/level of performance costs were used as the basis for the SDC calculation, as reflected in the capital improvement schedules developed by the City. The improvement fee is calculated as a function of the estimated number of projected additional Equivalent Residential Units for water, wastewater, stormwater, and parks over the planning horizon.

We measure demand for transportation facilities in Equivalent Length New Daily Trips (ELNDTs). An industry standard for allocating demands on a transportation system is to proportion the costs based on the relative number of trips created by a development. Trips are technically referred to as ELNDTs, and trip rates are published by the Institute of Transportation Engineers (ITE) for various land uses. This SDC Update adopts

the use of Weekday Average Trips as contained in the current ITE Trip Generation Manual, 9th Edition, as the basis for the ELNDT generation standards. In addition, this update incorporates a Local Factor that considers the length of a typical trip, the number of shared trips and pass-by trips. This factor is an estimate of how many of the trips specific to the subject land use are linked to other destinations, where the actual trip is shared by multiple destinations or multiple stops on the same trip.

## **Methodology for the Granting of Credits, Discounts, and Exemptions**

### **SDC Credits Policy**

ORS 223.304 requires that credit be allowed for the construction of a "qualified public improvement" which is required as a condition of development approval, is identified in the Capital Improvement Plan, and either is not located on or contiguous to property that is the subject of development approval, or is located on or contiguous to such property and is required to be built larger or with greater capacity than is necessary for the particular development project. The credit for a qualified public improvement may only be applied against an SDC for the same type of improvement, and may be granted only for the cost of that portion of an improvement which exceeds the minimum standard facility size or capacity needed to serve the particular project. For multi-phase projects, any excess credit may be applied against SDCs that accrue in subsequent phases of the original development project. In addition to these required credits, the City may, if it so chooses, provide a greater credit, establish a system providing for the transferability of credits, provide a credit for a capital improvement not identified in the Capital Improvement Plan, or provide a share of the cost of an improvement by other means.

The City has adopted a policy for granting SDC credits, and has codified this policy in the Sutherlin Municipal Code (SMC) §13.16.120. The adopted SDC credit policy consists of the following items:

#### ***SMC §13.16.120***

- A. A credit shall be given for the cost of a qualified public improvement. The credit shall be only for the improvement fee charged for the type of improvement being constructed, and credit for qualified public improvements may be granted for the cost of that portion of such improvement that exceeds the minimum standard facility size or capacity needed to serve the particular development project or property. The applicant shall have the burden of demonstrating that a particular improvement qualifies for credit.
- B. When the construction of a qualified public improvement gives rise to a credit amount greater than the improvement fee that would otherwise be levied against the project receiving development approval, the excess credit may be applied against improvement fees that accrue in subsequent phases of the original development project.
- C. A developer may request of the city approval of the transferability of its credits, or for providing a credit for a capital improvement not identified in the plan adopted pursuant to ORS 223.309, or for providing a share of the cost of such improvement by other means. Said request shall be acted upon by resolution of the city council, and its decision shall be based upon its determination that approval of such request is in the best interests of the city.

## **SDC Discount Policy**

The City, at its sole discretion may discount the SDC rates by choosing not to charge a reimbursement fee for excess capacity, or by reducing the portion of growth-required improvements to be funded with SDCs. A discount in the SDC rates may also be applied on a pro-rata basis to any identified deficiencies, which must to be funded from sources other than improvement fee SDCs. The portion of growth-required costs to be funded with SDCs must be identified in the CIP. Because discounts reduce SDC revenues, they increase the amounts that must come from other sources, such as user fees or general fund contributions, in order to acquire the facilities identified in the updated master plan(s).

## **Partial and Full SDC Exemption**

The City may exempt certain types of development, from the requirement to pay SDCs. Exemptions reduce SDC revenues and, therefore, increase the amounts that must come from other sources, such as user fees and property taxes. As in the case of SDC credits, the City has articulated a policy relative to partial and full SDC exemption. This SDC exemption policy is codified in SMC §13.16.110, and is as follows:

- A. Structures and uses established and existing on or before July 1, 1991, are exempt from systems development charges, except water and sewer connection charges, to the extent of the structure or use then existing and to the extent of the parcel of land as it was constituted on that date. Structures and uses affected by this subsection shall pay the water and sewer connection charges pursuant to the terms of this chapter upon the receipt of a permit to connect to the water and/or sewer system.
- B. Additions to single-family dwellings that do not constitute the addition of a dwelling unit, as defined by the State of Oregon Structural Specialty Code, are exempt from all portions of the systems development charge.
- C. An alteration, addition, replacement or change in use that does not increase the parcel's or structure's use of the public improvement facility.
- D. A project financed by city revenues is exempt from all portions of the systems development charge.
- E. A connection to the City's water or sewer system from property annexed to the City after November 1, 2014 is exempt from all water and sewer systems development charges if the property owner or the property owner's predecessor in interest:
  - 1) signed a letter consenting to eventual annexation into the City within fourteen (14) days after having received a request from the City to do so; and
  - 2) installed any necessary distribution system, service lines and connection lines in accordance with city standards prior to annexation.
- F. A connection to the water facilities of the City made pursuant to section 13.04.030(D) of this code is exempt from the water systems development charge, provided that the application submitted by the property owner under section 13.04.030(D) clearly demonstrates:
  - 1) that the request is not for the purposes of a planned-for subdivision;
  - 2) that a financial hardship prevents the applicant from paying the development charges thereby causing jeopardy to the health and safety of the occupants of the premises; and
  - 3) the applicant has signed a letter consenting to eventual annexation into the City.

## **Water SDCs**

### **Water Capital Improvement Plan**

The principal source document for the water capital improvement plan (CIP) was the 2017 Water System Master Plan. For this water SDC methodology update, the 2017 water CIP was reviewed for accuracy with City Staff and where appropriate amended. This amendment process consisted of two steps. The first step was to eliminate master plan projects that City Staff deemed unnecessary at the current time due to the very long lead times anticipated for their development. The second step in the CIP amendment process was to eliminate the cost of planned projects (or portions of projects) that have been funded and constructed since the adoption of the last water master plan in 2006. In this case, the planned future costs are deducted from the CIP. The actual costs spent on these projects were capitalized by the City, and now reside in the water system fixed asset inventory (i.e., balance sheet assets). These historical costs will be included in the reimbursement fee calculations.

The amended water system CIP now consists of future projects that remain a 20-year priority for the City, and only consists of projects yet to be completed. The resulting CIP that was used for this SDC methodology update is shown in summary form in Table 3.

Table 3 – Adopted 2017 Water System Capital Improvement Plan

Master Plan		Project Description	Total Est. Cost	Funding Source Percentage			
Phase	ID Number			Replacement	Growth	Beyond 20 yrs.	Total
I	1	Cooper Creek multi-level intake	\$ 2,169,000	50%	50%	0%	100%
I	2	Nonpareil additional clear well inlet	99,000	100%	0%	0%	100%
I	3	Nonpareil miscellaneous upgrades and repairs	3,800,000	100%	0%	0%	100%
I	4	Schoon Mt. storage improvements	617,000	50%	50%	0%	100%
I	5	Cathodic protection for water reservoirs	523,000	100%	0%	0%	100%
I	6	Jones Buckley road waterline improvements	376,000	67%	33%	0%	100%
I	7	High school/middle school water main upsizing improvements	602,000	100%	0%	0%	100%
I	8	6th avenue waterline improvement	806,000	67%	33%	0%	100%
I	9	Myrtle street waterline improvement	89,000	67%	33%	0%	100%
I	10	Upper Umpqua reservoir storage improvement	629,000	50%	50%	0%	100%
I	11	Tanglewood storage improvement	587,000	65%	35%	0%	100%
I	12	Tanglewood pump station improvement	366,000	65%	35%	0%	100%
I	13	Upper ridgewater pump station improvements	208,000	100%	0%	0%	100%
I	14	Southside road waterline improvement	323,000	75%	25%	0%	100%
		Subtotal Phase I improvements	\$ 11,194,000				
II	1	East 1st street waterline improvement	\$ 273,000	100%	0%	0%	100%
II	2	Mardonna & Sherwood St. waterline improvement	1,048,000	100%	0%	0%	100%
II	3	Water reservoir reconditioning	192,000	100%	0%	0%	100%
II	4	Ridgewater reservoir storage improvement	589,000	75%	25%	0%	100%
II	5	New 0.5 mg reservoir - Plat M road	1,726,000	0%	0%	100%	100%
II	6	Reservoir piping - Plat M road reservoir	1,048,000	0%	0%	100%	100%
II	7	Reservoir piping - Duke road water main improvements	1,039,000	0%	0%	100%	100%
II	8	Umpqua river water right development	9,774,000	0%	0%	100%	100%
II	9	City of Oakland water system tie-in	619,000	100%	0%	0%	100%
		Subtotal Phase II improvements	\$ 16,308,000				
		Total water master plan CIP	\$ 27,502,000				

## Water Customers Current and Future Demographics

### Existing Water Demand and Population Growth

Current Sutherlin water demands are based on historical customer billing records, and actual water meters in service as of November 1, 2019. Projected demands are estimated based on an approximate population growth rate of 1.50 percent within the City's existing urban growth boundary. This annual population growth factor is based on the population forecasts prepared by the Population Research Center at Portland State University (June 30, 2018).

### Estimated Demand per Equivalent ¾" Water Meter

The City serves single-family residential customers and a significant number of multifamily housing developments and commercial customers. Single-family residential water services generally have a consistent daily pattern of water use whereas water demands for multifamily residences, commercial and industrial users may vary significantly from service to service depending on the number of multifamily units per service or the type of commercial enterprise. When projecting future water demands based on population change, the water needs of nonresidential and multi-family residential customers are represented by comparing the water use volume at these services to the average single-family residential water service. A method to estimate this relationship is to calculate "equivalent dwelling units (EDUs)". In the case of Sutherlin, the standard residential unit of demand is the rated capacity (in gallons per minute) of the ¾" water meter. As of November 1, 2019, the City had 3,145 active water meters in service, 2,945 of which were ¾" x ¾" meters serving single family residential customers. In other words, roughly 94% of all active water services were assigned to the single-family residential customer class. The process for calculating equivalent ¾" meters is shown below in Table 4.

Table 4 – Estimated ¾" Equivalent Meters in Service as of November 1, 2019

Meter Size	Total Meters In Service	AWWA Rated Flow (GPM)*	Flow Factor Equivalence	¾" Meter Equivalents
0.625" x 0.75" - Displacement Multi-jet	-	30	1.00	-
0.75"x 0.75" - Displacement Multi-jet	2,945	30	1.00	2,945
1.00 inch - Displacement Multi-jet	79	50	1.67	132
1.50 inch - Displacement Class I Turbine	15	100	3.33	50
2.00 inch - Displacement or Class I & II Turbine	72	160	5.33	384
3.00 inch - Displacement	11	300	10.00	110
4.00 inch - Displacement or Compound	15	500	16.67	250
6.00 inch - Displacement or Compound	6	1,000	33.33	200
8.00 inch - Compound	-	1,600	53.33	-
10.00 inch - Compound	2	2,300	76.67	153
<b>Total</b>	<b>3,145</b>			<b>4,224</b>

\* - AWWA Manual of Practice M3; Safety Practices for Water Utilities; Table 2-2 Total Quantities Registered


## Projected Demands

The planning horizon for the master plan is approximately 20 years, through the year 2038. That is the forecast horizon that is used for the water SDC methodology update. In the 2017 master plan, an estimated number of EDUs per acre for each land use type was established based on (then) current water demands by customer class and total developed land area by land use type. Land use type is analogous to customer class, which is to say the land use or zoning of a particular property reflects the type of water service, such as residential or commercial, provided to that property. The estimated number of potential EDUs per acre was applied to developable land within the existing water service area to estimate water demand.

For this SDC methodology update, the project team did not use the old master plan strategy to forecast future water demand based on land use. With the benefit of actual meters in service, and a population growth forecast that is predicated on existing growth trends for the City a forecast of future equivalent  $\frac{3}{4}$ " meters was developed. Based upon these decision rules, the forecast of equivalent meters in use for this water SDC methodology update are shown below in Table 5

Table 5 – Forecast of Equivalent  $\frac{3}{4}$ " Meters for the 2019 Water SDC Methodology Update Study

	2018	CAGR <sup>1</sup>	2038
Total number of 3/4" meter equivalents 2018	4,224		
Compound annual growth in Sutherlin population		1.50%	
Projected number of 3/4" meter equivalents 2038			5,689
Projected growth in 3/4" meter equivalents			1,465

 <sup>1</sup> Compound Annual Growth Rate

## Reimbursement Fee Calculations

As discussed earlier in this report, the reimbursement fee represents a buy-in to the cost, or value, of infrastructure capacity within the existing system. In theory, this should be a simple calculation. Simply go to the Utility's balance sheet, find the book value of assets in service, and divide that cost by the number of forecasted new connections to the water system. That is a simple calculation, and it is wrong. In order to determine an equitable reimbursement, we have to account for some key issues of rate equity;

- First, the cost of the system to the City's existing customers may be far less than the total plant-in-service value. This is due to the fact that elements of the existing system may have been contributed, whether from developers, governmental grants, and other sources.
- Second, the value of the existing system to a new customer is less than the value to an existing customer, since the new customer must also pay, through an improvement fee, for expansion of some portions of the system.



- Third, the accounting treatment of asset costs generally has no relationship to the capacity of an asset to serve growth. In the absence of a detailed asset by asset analysis detailed in the balance sheet (or fixed asset schedule), a method has to be used to allocate cost to existing and future users of the asset. Generally, it is industry practice to allocate the cost of existing facilities between used and available capacity proportionally based on the forecasted population growth as converted to equivalent dwelling units (i.e., equivalent ¾" meters) over the planning period.
- Fourth, the Oregon SDC statute has strict limitations on what type of assets can be included in the basis of the reimbursement fee. ORS 223.299 specifically states that a "capital improvement" does not include costs of the operation or routine maintenance of capital improvements. This means the assets on the balance sheet such as certain vehicles and equipment used for heavy repair and maintenance of infrastructure cannot be included in the basis of the reimbursement fee.

For this water SDC methodology update, the following discrete calculation steps were followed to arrive at the recommended water reimbursement fee.

- Step 1: Calculate the original cost of water fixed assets in service. From this starting point, eliminate any assets that do not conform to the ORS 223.299 definition of a capital improvement. This results in the **adjusted original cost of water fixed assets**.
- Step 2: Subtract from the adjusted original cost of water fixed assets in service the accumulated depreciation of those fixed assets. This arrives at the **modified book value of water fixed assets in service**.
- Step 3: Subtract from the modified book value of water assets in service any grant funding or contributed capital. This arrives at the **modified book value of water fixed assets in service net of grants and contributed capital**.
- Step 4: Subtract from the modified book value of water fixed assets in service net of grants and contributed capital any principal outstanding on long term debt used to finance those assets. This arrives a **gross water reimbursement fee basis**.
- Step 5: Subtract from the gross water reimbursement fee basis the fund balance held in the Water Reimbursement SDC fund (if available). This arrives at the **net water reimbursement fee basis**.
- Step 6: Divide the net water reimbursement fee basis by the sum of existing and future EDUs to arrive at the **unit net reimbursement fee**.

The actual data that was used to calculate the total water reimbursement fee is shown below in Table 6.

Table 6 - Calculation of the Water Reimbursement Fee

Utility Plant-in-Service (original cost): <sup>1</sup>	
Buildings	\$ 119,100
Construction Work-in-Progress	66,094
Water Infrastructure	8,022,343
Water Distribution System	14,164,318
Land	84,611
Vehicles & Equipment	Eliminated
Water Rights	629,004
Total Utility Plant-in-Service	23,085,469
Accumulated depreciation <sup>1</sup>	
Buildings	41,810
Construction Work-in-Progress	-
Water Infrastructure	1,072,418
Water Distribution System	9,376,800
Land	-
Vehicles & Equipment	Eliminated
Water Rights	-
Total accumulated depreciation	10,491,028
Book value of water utility plant-in-service @ June 30, 2019	12,594,441
Eliminating entries:	
Principal outstanding on bonds, notes, and loans payable	
2009 OECDD water loan	507,366
2008 water revenue bonds	1,295,000
2013 USDA water revenue bonds	4,232,862
Developer Contributions	-
Grants, net of amortization	-
Total eliminating entries	6,035,228
Net basis in utility plant-in-service available to serve future customers	\$ 6,559,213
Estimated existing and future 3/4" Meter Equivalents (MEs)	5,689
Calculated reimbursement fee - \$ per 3/4"ME	<u>\$ 1,153</u>

<sup>1</sup> Source: Sutherlin Accounting Summary Report - Capitalized Assets as of June 30, 2019

## Improvement Fee Calculations

The calculation of the water improvement fee is more streamlined than the process used to calculate the water reimbursement fee. This study continues to use the improvements-driven method, and has relied on the 2017 water system capital improvement plan. Under this methodology, only three steps are required to arrive at the improvement fee. These steps are:

- Step 1: Accumulate the future cost of planned improvements needed to serve growth. This arrives at **the gross improvement fee basis**.
- Step 2: Subtract from the gross improvement fee basis the fund balance held in the Water Improvement SDC Fund. This arrives at **the net water improvement fee basis**.
- Step 3: Divide the net water improvement fee basis by the forecasted number of growth equivalent  $\frac{3}{4}$ " meters over the planning period. This arrives at **the total water improvement fee**.

The actual data that was used to calculate the total water improvement fee is shown below in Table 7.

Table 7 - Calculation of the Water Improvement Fee

	Total Cost	SDC Ineligible	SDC Eligible	Beyond 20 yr. forecast
<i>Phase I Improvements:</i>				
Cooper Creek multi-level intake	\$ 2,169,000	\$ 1,084,500	\$ 1,084,500	\$ -
Nonpareil additional clear well inlet	99,000	99,000	-	-
Nonpareil miscellaneous upgrades and repairs	3,800,000	3,800,000	-	-
Schoon Mt. storage improvements	617,000	308,500	308,500	-
Cathodic protection for water reservoirs	523,000	523,000	-	-
Jones Buckley road waterline improvements	376,000	251,920	124,080	-
High school/middle school water main upsizing improvements	602,000	602,000	-	-
6th avenue waterline improvement	806,000	540,020	265,980	-
Myrtle street waterline improvement	89,000	59,630	29,370	-
Upper Umpqua reservoir storage improvement	629,000	314,500	314,500	-
Tanglewood storage improvement	587,000	381,550	205,450	-
Tanglewood pump station improvement	366,000	237,900	128,100	-
Upper ridgewater pump station improvements	208,000	208,000	-	-
Southside road waterline improvement	323,000	242,250	80,750	-
Subtotal Phase I improvements	\$ 11,194,000	\$ 8,652,770	\$ 2,541,230	\$ -
<i>Phase II Improvements:</i>				
East 1st street waterline improvement	\$ 273,000	\$ 273,000	\$ -	\$ -
Mardonna & Sherwood St. waterline improvement	1,048,000	1,048,000	-	-
Water reservoir reconditioning	192,000	192,000	-	-
Ridgewater reservoir storage improvement	589,000	441,750	147,250	-
New 0.5 mg reservoir - Plat M road	1,726,000	-	-	1,726,000
Reservoir piping - Plat M road reservoir	1,048,000	-	-	1,048,000
Reservoir piping - Duke road water main improvements	1,039,000	-	-	1,039,000
Umpqua river water right development	9,774,000	-	-	9,774,000
City of Oakland water system tie-in	619,000	619,000	-	-
Subtotal Phase II improvements	\$ 16,308,000	\$ 2,573,750	\$ 147,250	\$ 13,587,000
<i>Total water master plan CIP</i>	\$ 27,502,000	\$ 11,226,520	\$ 2,688,480	\$ 13,587,000
		41%	10%	49%
Total Improvement Fee Eligible Costs for Future System Improvements			\$ 2,688,480	
less: Water improvement SDC Fund balance as of June 30, 2019			<u>279,339</u>	
Adjusted Improvement Fee Eligible Costs for Future System Improvements			\$2,409,141	
Total Growth in 3/4" Meter Equivalents (20 year forecast)			1,465	
Calculated Water Improvement Fee SDC per Meter Equivalent			<u>\$1,644</u>	

## Water SDC Model Summary

The 2020 water SDC methodology update was done in accordance with Sutherlin Municipal Code Chapter 13.16, and with the benefit of adopted plan updates for water services. We recommend the City update the SDC charge and methodology to reflect the current capital improvement program. Our analysis indicates the City can charge a maximum of \$2,937 for the standard ¾" residential water meter. A comparison of the proposed and current water SDCs for the average single-family residential customer is shown below in Table 8.

Table 8 - Proposed and Current Water SDCs for a 3/4" Meter

Water SDC Components	Proposed	Current	Difference
Reimbursement fee	\$ 1,153	\$ -	\$ 1,153
Improvement fee	1,644	1,622	23
Administration fee at 5%	140	-	140
Total water SDC	\$ 2,937	\$ 1,622	\$ 1,316

For water meters larger than ¾", the project team has developed a schedule of SDCs based on the general design criteria for meters that are installed in the Sutherlin water service area. This criterion is from the standard approach of using American Water Works Association design criteria for displacement and compound water meters.

The resulting schedule of water SDCs for the array of potential meter sizes is shown below in Table 9.

Table 9 - Proposed Schedule of Water SDCs by Potential Water Meter Size

Meter Size	AWWA Rated Flow (GPM)*	Flow Factor Equivalence	Proposed Schedule of Water SDCs			
			Reimbursement	Improvement	Administration	Total
0.75"x 0.75" - Displacement Multi-jet	30	1.00	\$ 1,153	\$ 1,644	\$ 140	\$ 2,937
1.00 inch - Displacement Multi-jet	50	1.67	1,922	2,740	233	4,895
1.50 inch - Displacement Class I Turbine	100	3.33	3,843	5,480	467	9,790
2.00 inch - Displacement or Class I & II Turbine	160	5.33	6,149	8,768	747	15,664
3.00 inch - Displacement	300	10.00	11,530	16,440	1,400	29,370
4.00 inch - Displacement or Compound	500	16.67	19,217	27,400	2,333	48,950
6.00 inch - Displacement or Compound	1000	33.33	38,433	54,800	4,667	97,900
8.00 inch - Compound	1600	53.33	61,493	87,680	7,467	156,640

\* - AWWA Manual of Practice M3; Safety Practices for Water Utilities; Table 2-2 Total Quantities Registered per Month by Meters Operating at Varying Percentages of Maximum Capacity

## Wastewater SDCs

### Wastewater Capital Improvement Plan

Over the last eighteen (18) months, the City has been constructing a new wastewater treatment plant. The plant design has been divided into functional categories: Headworks, Sequencing Batch Reactor (SBR), Biosolids Treatment, Disinfection, Effluent Disposal, and Facilities Design. The May, 2016 Facility predesign report called for a total investment of \$22.7 million. The detailed facility predesign wastewater system CIP is shown in Table 10. The principal funding source for this significant infrastructure investment is Oregon Department of Environmental Quality's Clean Water State Revolving Loan Program. By the end of December, 2019, this program had financed \$20,652,987 of the wastewater treatment plant improvements.

Going forward, the City does not have any new capital improvement plans for wastewater treatment or collection. However, it is very likely the City will be undertaking a wastewater collection system master plan effort in the near future. At the conclusion of that effort, a collection system CIP will be developed.

For the purposes of this 2020 wastewater SDC analysis, the total SDC will consist of a reimbursement fee and a small administration fee. There will not be an improvement fee.

Table 10 - 2016 Wastewater System CIP

	Total Est. Cost
<i>Wastewater Treatment Plant Construction:</i>	
Influent screening	\$ 461,244
Influent pump station	1,169,530
Headworks	935,506
SBR basins	4,760,269
Tertiary treatment	726,503
UV disinfection	790,686
Digesters	1,256,417
Biosolids dewatering	1,086,278
Reuse effluent	292,015
Non-potable water system	89,628
storm sewer	16,890
Site piping	347,442
Site work & paving	505,684
SBR site pre-load	427,369
Fencing	50,400
Control building	604,800
Maintenance shop	214,400
Operations building demolition	24,530
Miscellaneous equipment	380,000
Subtotal wastewater treatment plant	\$ 14,139,591
<i>Other Wastewater Capital Projects:</i>	
Engineering design & bidding	\$ 1,267,000
Engineering construction services	1,267,000
Value engineering	85,000
Environmental report	16,500
Contingency	993,000
Legal/administration	35,000
Land acquisition & easements	3,000,000
Permits & DEQ review fee	10,000
Everett avenue pump station	1,144,000
Everett avenue pump station force main	763,000
Subtotal other wastewater capital projects	\$ 8,580,500
<i>Total wastewater capital improvement plan</i>	<i>\$ 22,720,091</i>

## Wastewater Customers Current and Future Demographics

### Existing Wastewater Demand and Population Growth

Current Sutherlin wastewater demands documented in the 2016 wastewater treatment system predesign report are based on Average Annual Dry Weather Flows (AADWF) to the headworks of the wastewater treatment plant. These flows are expressed in million gallons per day (MGD) figures. For the purpose of this wastewater SDC methodology update, the project team had to translate these MGD figures into standard billing units used for charging out SDCs. In this case, those standard billing figures are expressed in EDUs. In the wastewater industry, an EDU is typically defined as the amount of wastewater a single-family residential customer contributes to the wastewater system during an average month in the winter, where winter is defined as November through April. We have estimated the winter average water consumption for the single-family residential customer class. For the winter period November, 2018 through April, 2019, we estimate the average single-family residential customer contributes 5.5 hundred cubic feet (CCF) of water to the wastewater system in the average winter month. This hundred cubic feet figure translates to 127 gallons per day.

### Forecasted EDUs

With this historical consumption data in hand, the project team was able to calculate the number of EDUs relative to the AADWF data from the wastewater treatment plant monitoring data that gets reported to the Oregon Department of Environmental Quality on a monthly basis. The EDU calculation methodology is shown in Table 11.

Table 11 - Forecast of Current and Future Wastewater EDUs

	2018	2038	Growth	CAGR <sup>1</sup>
PSU population forecasts	8,465	11,401	2,936	1.5000%
Average Dry Weather Flow (ADWF) MGD <sup>2</sup>	0.7200	0.8800	0.1600	1.0084%
Observed Sutherlin EDU				
Ccf per month - Single Family Residential <sup>3</sup>	5.50	5.50		
Gallons per month - SFR	4,115	4,115		
Gallons per day - SFR	135	135		
Estimated EDUs based on ADWF and observed Sutherlin SFR winter average metered water consumption	5,323	6,505	1,183	1.0084%

<sup>1</sup> CAGR - Compounded Annual Growth Rate

<sup>2</sup> Source: Wastewater treatment plan predesign report; The Dyer Partnership; May, 2016; Table 2.2.2

<sup>3</sup> Source: City of Sutherlin utility billing system records



## Reimbursement Fee Calculations

The wastewater reimbursement fee methodology is different from the water reimbursement fee because of the unique situation concerning the new wastewater treatment plant. The entire cost of the new plant is now capitalized, and resides on the City's balance sheet in the construction work-in-progress category. Based on conversations with the City's consulting engineers, 45% of this work-in-progress balance is attributable to growth. By knowing the growth fraction, we can use only growth EDUs in the denominator of the SDC calculation (versus the sum of current and future EDUs). The methodological steps in the wastewater reimbursement fee construction are restated here.

- Step 1: Calculate the original cost of wastewater fixed assets in service. From this starting point, eliminate any assets that do not conform to the ORS 223.299 definition of a capital improvement. This results in the **adjusted original cost of wastewater fixed assets**.
- Step 2: Subtract from the adjusted original cost of wastewater fixed assets in service the accumulated depreciation of those fixed assets. This arrives at the **modified book value of wastewater fixed assets in service**.
- Step 3: Subtract from the modified book value of wastewater assets in service any grant funding or contributed capital. This arrives at the **modified book value of wastewater fixed assets in service net of grants and contributed capital**.
- Step 4: Subtract from the modified book value of wastewater fixed assets in service net of grants and contributed capital any principal outstanding on long term debt used to finance those assets. This includes the principal balance on the Clean Water State Revolving loan that has yet to be repaid. This arrives at a **gross wastewater reimbursement fee basis**.
- Step 5: Subtract from the gross wastewater reimbursement fee basis the fund balance held in the Wastewater Reimbursement SDC fund (if available). This arrives at the **net wastewater reimbursement fee basis**.
- Step 6: Divide the net wastewater reimbursement fee basis by future EDUs to arrive at the **unit net reimbursement fee**.

The actual data that was used to calculate the total wastewater reimbursement fee is shown below in Table 12.

Table 12 - Calculation of the Wastewater Reimbursement Fee

	Original Cost	Accumulated Depreciation	Book Value	Unused Capacity %	Reimbursable Cost
Assets by functional class: <sup>1</sup>					
Buildings	\$ 201,888	\$ 88,641	\$ 113,246	0.00%	\$ -
Construction Work-in-Progress	20,652,987	-	20,652,987	45.00%	9,293,844
Wastewater Infrastructure	1,097,790	279,763	818,027	74.52%	609,560
Sewer Collection System	28,156,050	22,957,847	5,198,203	36.92%	1,919,397
Land	3,197,165	-	3,197,165	0.00%	-
Vehicles & Equipment	Eliminated	Eliminated	Eliminated	0.00%	-
Water Rights	15,801	-	15,801	0.00%	-
Total assets by function	\$ 53,321,681	\$ 23,326,251	\$ 29,995,430	39.42%	\$ 11,822,800
Eliminating entries:					
Principal outstanding on bonds, notes, and loans payable					
2012 Wastewater Refunding Bonds			330,000		
2014 IFA Wastewater Bonds			2,174,436		
Oregon Clean Water State Revolving Loan No. R89540 draw			20,652,987		
Developer Contributions			-		
Grants, net of amortization			-		
Total eliminating entries			23,157,423	39.42%	9,127,577
Net basis in utility plant-in-service available to serve future customers					\$ 2,695,224
Estimated future wastewater EDUs					1,183
Calculated reimbursement fee - \$ per wastewater EDU					<u>\$ 2,279</u>

<sup>1</sup> Source: Sutherlin Accounting Summary Report - Capitalized Assets as of June 30, 2019

#### Eliminating Entries:

	Balance 7-1-2018	Due within One Year	Balance 6-30-2019
2012 Wastewater Refunding Bonds	400,000	70,000	330,000
2014 IFA Wastewater Bonds	2,259,380	84,944	2,174,436

## Wastewater SDC Model Summary - Residential

The 2020 wastewater SDC methodology update was done in accordance with Sutherlin Municipal Code Chapter 13.16, and with the benefit of adopted capital improvement plans and plan updates for wastewater services. We recommend the City update the SDC charge and methodology to reflect the current capital improvement program. Our analysis indicates the City can charge a maximum of \$2,393 for the standard ¾"

residential water meter. A comparison of the proposed and current wastewater SDCs for the average single-family residential customer is shown below in Table 13.

Table 13 - Proposed and Current Wastewater SDCs for a 3/4" Meter

Sewer SDC Components	Proposed	Current	Difference
Reimbursement fee	\$ 2,279	\$ -	\$ 2,279
Improvement fee	-	129	(129)
Administration fee at 5%	114	-	114
Total water SDC	\$ 2,393	\$ 129	\$ 2,264

For water meters larger than 3/4", the schedule of wastewater SDC uses the same flow factors that were developed for the water SDCs (i.e., AWWA standards for displacement and compound meters). The complete proposed schedule of wastewater SDCs by potential meter size are shown in Table 14.

Table 14 - Proposed Schedule of Residential Wastewater SDCs by Potential Water Meter Size

Meter Size	AWWA Rated Flow (GPM)*	Flow Factor Equivalence	Proposed Schedule of Wastewater SDCs			
			Reimbursement	Improvement	Administration	Total
0.75"x 0.75" - Displacement Multi-jet	15	1.00	2,279	-	114	2,393
1.00 inch - Displacement Multi-jet	25	1.67	3,798	-	190	3,988
1.50 inch - Displacement Class I Turbine	50	3.33	7,597	-	380	7,977
2.00 inch - Displacement or Class I & II Turbine	80	5.33	12,155	-	608	12,763
3.00 inch - Displacement	160	10.67	24,309	-	1,216	25,525
4.00 inch - Displacement or Compound	250	16.67	37,983	-	1,900	39,883
6.00 inch - Displacement or Compound	500	33.33	75,967	-	3,800	79,767
8.00 inch - Compound	800	53.33	121,547	-	6,080	127,627

\* - AWWA Manual of Practice M3; Safety Practices for Water Utilities; Table 2-2 Total Quantities Registered per Month by Meters Operating at Varying Percentages of Maximum Capacity

## **Stormwater SDCs**

### **Stormwater Capital Improvement Plan**

The principal source of data for the stormwater system CIP is the 2014 Storm Drainage Master Plan. City Staff have periodically updated these plans for current development conditions. With the assistance of City Staff, the project team has summarized the 2019 stormwater system CIPs for this SDC methodology update. The 2019 stormwater system CIP is shown in Table 15.

Table 15 - 2019 Stormwater System CIP

Project Number	Priority	Project Description	2014 Cost Basis	2019 Cost Basis	Funding Percentages by Funding Source			
					Sewer Fund	Street Fund	SDCs	Developers
1	1	East Fourth Avenue, between Crown Point & Grove Street	738,529	856,370	25%	25%	50%	0%
2	1	Sherwood Street, bound by East Sixth Street & East Fourth Street	80,409	93,239	25%	25%	50%	0%
3	1	Jade Street, North of Central Avenue	41,731	48,390	25%	25%	50%	0%
4	1	Central Avenue, between Jade Street & Opal Street	111,206	128,950	25%	25%	50%	0%
5	1	Sherwood Street & East Central Avenue	110,784	128,461	25%	25%	50%	0%
6	1	Umatilla Street, bound by East Fourth Avenue & Sixth Avenue	208,972	242,316	25%	25%	50%	0%
7	1	North State Street, bound by East Central Avenue & Third Avenue	230,845	267,679	25%	25%	50%	0%
8	1	North Calapooia Street, north of East Central Avenue	108,795	126,154	25%	25%	50%	0%
9	1	Between Grand & Branto, bound by West Second ave. & West Central Ave.	166,396	192,946	25%	25%	50%	0%
10	1	Hwy 138 east of Fire Hall	94,764	109,885	25%	25%	50%	0%
11	1	West of Grove street, bound by east First ave & east Central avenue	117,649	136,421	25%	25%	50%	0%
12	1	East Fourth avenue between Terrace Street & Mardonna Street	146,638	170,036	25%	25%	50%	0%
13	1	East of Montclair street, bound by East Central avenue & Sutherlin Creek	98,510	114,228	25%	25%	50%	0%
14	1	John Street, between Central avenue & Fourth Avenue	66,323	76,906	25%	25%	50%	0%
15	2	West Central avenue between north Comstock street & I-5	343,601	398,426	25%	25%	50%	0%
16	2	Along hwy 138, east of Recreation lane	118,881	137,850	25%	25%	50%	0%
17	2	Between Sherman street & Banton st. bound by West Sixth ave and Central	108,699	126,043	25%	25%	50%	0%
18	2	Opal street between Central ave & Garnet ct.	422,040	489,381	25%	25%	50%	0%
19	2	Fourth Ave & Arvilla way	83,668	97,018	25%	25%	50%	0%
20	2	SE of Arvilla ct to Central ave.	15,670	18,170	25%	25%	50%	0%
21	2	East Sixth avenue west of Sherwood st.	36,612	42,454	25%	25%	50%	0%
22	2	East First Avenue between Terrace st and Mardonna st	156,386	181,339	25%	25%	50%	0%
23	2	Mardonna street south of East First street	295,019	342,093	25%	25%	50%	0%
24	2	Bound by east Sixth ave East Central, Mardonna, and Umatilla street	460,025	533,427	25%	25%	50%	0%
25	2	Arch street west of Magnolia street	32,855	38,097	25%	25%	50%	0%
26	2	Willamette street bound by third ave & Sutherlin Creek	298,614	346,261	25%	25%	50%	0%
27	2	Umpqua street bound by East Fourth ave and & Sutherlin Creek	326,852	379,005	25%	25%	50%	0%
28	2	West Sixth ave west of railroad tracks	23,768	27,560	25%	25%	50%	0%
29	2	Adjacent to RR tracks, bound by West Sixth ave, Oak street, & West Central	332,417	385,458	25%	25%	50%	0%
30	2	Beechcroft street, south of power sub-station	49,020	56,842	25%	25%	50%	0%
31	2	Waite street, bound by Everett ave & Sutherlin Creek	146,428	169,792	25%	25%	50%	0%
32	2	Southside road east of Sea street	25,897	30,029	25%	25%	50%	0%
33	2	Southside road, 1000 ft east of Sea street	25,897	30,029	25%	25%	50%	0%
34	2	West Central avenue between North Comstock street & Kruse street	200,005	231,918	25%	25%	50%	0%
35	2	East Duke avenue to Taylor street	892,068	1,034,407	25%	25%	50%	0%
36	2	Taylor street 350 ft north of Hastings avenue	210,193	243,732	25%	25%	50%	0%
37	2	I-5 & Trails End road, eat to S. Comstock st, & ends at Page Rd & Taylor st.	637,490	739,209	25%	25%	50%	0%
38	2	Taylor street & Hastings ave.	94,011	109,012	25%	25%	50%	0%
39	2	Hwy 138 between Dakota street to Recreation lane	262,685	304,599	25%	25%	50%	0%
40	2	Chruch road & Hwy 138	91,648	106,271	25%	25%	50%	0%
41	2	South of East Central Ave & Opal street	475,750	551,661	25%	25%	50%	0%
42	2	East Sixth avenue east of Casa De Loma	51,975	60,268	25%	25%	50%	0%

Table 15- 2019 Stormwater System CIP (Continued)

Project Number	Priority	Project Description	2014 Cost Basis	2019 Cost Basis	Funding Percentages by Funding Source			
					Sewer Fund	Streeet Fund	SDCs	Developers
43	3	Hwy 99 adjacent to the Cit of Sutherlin Public Works Building	49,589	57,501	0%	0%	0%	100%
44	3	Calapooia street bound by Camas ct. & Cooper Creek	693,019	803,598	0%	0%	0%	100%
45	3	End of Golden Ct.	53,431	61,957	0%	0%	0%	100%
46	3	Between Golden Ct. & Raintree Avenue	43,734	50,712	0%	0%	0%	100%
47	3	Hwy 99 800 ft south of the Public Works Building	40,908	47,435	0%	0%	0%	100%
48	3	Begins at Hwy 99 & the railroad tracks	34,264	39,731	0%	0%	0%	100%
49	3	NE of Taylor road & South Comstock street	91,082	105,615	0%	0%	0%	100%
50	3	West Central Avenue between Pine street & Sherman street	297,057	344,456	0%	0%	0%	100%
51	3	Branton street & west Sixth avenue	18,608	21,577	0%	0%	0%	100%
52	3	Under Freeway	84,690	98,203	0%	0%	0%	100%
53	3	Under freeway 480 ft south of Duke avenue	87,635	101,618	0%	0%	0%	100%
54	3	550 ft east of M road & west Duke Ave; south to Ft. McKay road	107,483	124,633	0%	0%	0%	100%
55	3	Cook Creek	76,345	88,527	0%	0%	0%	100%
56	3	Under driveway to WWTP	51,064	59,212	0%	0%	0%	100%
57	3	Crosses under railroad tracks & Hwy 99	222,162	257,610	0%	0%	0%	100%
58	3	East of Hwy 99 in Basin 37	79,756	92,482	0%	0%	0%	100%
59	3	Under Union Gap Loop east of Wrecking Yard	146,748	170,163	0%	0%	0%	100%
60	3	Under Hwy 99 north of Union Gap Loop	101,366	117,540	0%	0%	0%	100%
61	3	480 ft north of East Fourth Ave between Terrace street & Mardonna street	31,584	36,624	0%	0%	0%	100%
62	3	East Central avenue south of Eagle Court	57,143	66,261	0%	0%	0%	100%
63	3	Taylor street south of Page street	1,536,452	1,781,610	0%	0%	0%	100%
64	3	Umatila street bound by east Fourth avenue & Sixth avenue	584,631	677,915	0%	0%	0%	100%
65	3	South Stae street & Heavenly ct. west to Sutherlin Creek	748,208	867,593	0%	0%	0%	100%
66	3	West Central ave, between Ash street & Branton street	861,251	998,673	0%	0%	0%	100%
			14,637,935	16,973,582				
Engineering News Record CCI index value January, 2014			9,664					
Engineering News Record CCI index value January, 2019			11206					

## Stormwater Customers Current and Future Demographics

### Existing Stormwater Demand and Population Growth

We are recommending Sutherlin implement a stormwater SDC based on estimated impervious surface area. The average amount of impervious area on a single family residential developed lot within the City is estimated at 2,500 square feet. This equates to one “equivalent service unit” or ESU. SDCs are then calculated as a function of ESUs meaning that each property’s fee is calculated as follows:

$$\text{Estimated Impervious Surface} \div 2,500 \text{ square feet} = \text{Number of ESUs}$$

The number of ESUs is then multiplied by the unit rate to determine the SDC amount. The number of ESUs currently connected to the City’s system is 11,878 as estimated from comprehensive plan land use designations and developed parcels delineated in the 2005 Buildable Lands and Economic Opportunities Analysis. In order to determine the future capacity requirements of the City’s stormwater system, each basin plan and facility plan forecasts the amount of additional impervious surface through the planning period. This forecast is based on future land use conditions and the corresponding runoff coefficients assigned to these various land uses. The future growth in ESUs within each of the City’s existing basins and planning areas is based on these specific land use and impervious surface projections.

### Forecasted EDUs

With current stormwater demand estimated at 11,878 ESUs, the project team was able to calculate the number of ESUs at buildout using the City’s Buildable Lands Inventory and Economic Opportunities Analysis out to 2038. These inventories are predicted on the currently approved urban growth boundary (UGB) of the City. As discussed above, the forecast is based on the future land use conditions and the corresponding runoff coefficients assigned to the Comprehensive Plan land use designations. The forecast eliminates lands that are constrained from future development due to severe slopes, wetlands, and riparian corridors.

- *Residential lands* – Based on conversations with City planning staff, the planning standard used to calculate future residential land needs for the City is five (5) dwelling units per acre. For the calculation of build out impervious surface contributions from residential lands, the project team has also used this planning standard.
- *Commercial lands* – In consultation with the City’s engineering staff, the project team has applied a uniform runoff coefficient of .90 (i.e., 90%) to all commercial lands within the UGB. This average value was used based on analysis of general commercial land uses over a range of soils. The data sources for this analysis included the National Resource Conservation Service’s Hydrologic manual, Oregon Department of Transportation Department’s design standards for stormwater facilities, and the Caltrans Storm Water Quality Handbook SWPPP/WPCP Preparation Manual.
- *Industrial lands* – Also in consultation with City engineering staff, a uniform runoff value of .85 (i.e., 85%) was applied to all industrial lands in the UGB. The same data sources used to arrive at the commercial runoff coefficient was used for the derivation of the industrial value.

The growth ESU forecast methodology is shown in Table 16.



Table 16 - Forecast of Growth in Stormwater ESUs

Comprehensive Plan Land Use Designations		Future Buildable Lands in City		Dwelling Units per Net Acre	Impervious Surface			ESUs
		Limits			Coverage	Acres	Square Feet	
		Tax Lots	Acres					
Residential:								
R-1	Low Density Residential	109	91.8					
R-2	Medium Density Residential	67	40.0					
R-3	High Density Residential	9	11.0					
RH	Residential Hillside	180	289.3					
Subtotal residential		365	432.1	5.00	2500 sq. ft.	124.00	5,401,250	2,161
Commercial:								
C-3	Community Commercial	45	25.1					
C-1	Central Business District	16	2.4					
Subtotal commercial		61	27.5		90%	24.75	1,078,110	431
Industrial:								
M-1	Light Industrial	37	60.7					
M-2	Heavy Industrial	39	265.8					
RI	Rural Industrial	-	-					
Subtotal industrial		76	326.5		85%	277.53	12,088,989	4,836
Public Lands:								
PSP	Public and Semi Public	6	8.8		10%	0.88	38,333	15
Farm Forest:								
FR-75	Forest Resource District	-	-		10%	-	-	-
Totals		508	794.9			427.15	18,606,682	7,443

## Reimbursement Fee Calculations

The City does not have a fixed assets inventory for storm and surface water management infrastructure. Historically, trunk drainage system investment costs have been treated as a component cost of street improvement. Hence these costs will be reflected in the streets/transportation reimbursement fee. For this 2020 stormwater SDC analysis, the project team has assumed a zero (0) stormwater reimbursement fee.

## Improvement Fee Calculations

The calculation of the stormwater improvement fee also follows the logic that was used to calculate the water improvement fee. As in the case of water, this study continues to use the improvements-driven method, and has relied on the capital improvement plans, and plan updates for the stormwater systems. Under this methodology, only three steps are required to arrive at the improvement fee. These steps are:

- Step 1: Accumulate the future cost of planned improvements needed to serve growth. This arrives at **the gross improvement fee basis**.
- Step 2: Subtract from the gross improvement fee basis the fund balance held in the Stormwater Improvement SDC Fund. This arrives at **the net stormwater improvement fee basis**.
- Step 3: Divide the net stormwater improvement fee basis by the forecasted number of growth EDUs over the planning period. This arrives at **the total stormwater improvement fee**.

The actual data that was used to calculate the total stormwater improvement fee is shown below in Table 17.

Table 17 - Calculation of the Stormwater Improvement Fee

Project Description	Estimated Cost of Improvement in 2019 Dollars	Cost Attributed to Existing Demands	Costs Attributed to Future Demands
<i>Stormwater Master Plan CIP:</i>			
Priority 1 storm and surface water management projects	\$ 2,691,981	\$ 1,345,990	\$ 1,345,990
Priority 2 storm and surface water management projects	7,210,354	3,605,177	3,605,177
Priority 3 storm and surface water management projects	7,071,248	7,071,248	-
Totals	\$16,973,582	\$12,022,415	\$4,951,167
		71%	29%
Total Improvement Fee Eligible Costs for Future System Improvements			\$4,951,167
less: Stormwater improvement SDC fund balance			-
Adjusted Improvement Fee Eligible Costs for Future System Improvements			\$4,951,167
Total growth ESUs			7,443
Calculated stormwater Improvement Fee SDC per EDU			\$665
Calculated stormwater Improvement Fee SDC per square foot of Impervious surface			\$0.2660

<sup>1</sup> Allocations from City staff

## Stormwater SDC Model Summary

The 2020 stormwater SDC methodology update was done in accordance with Sutherlin Municipal Code Chapter 13.16, and with the benefit of adopted capital improvement plans and plan updates for stormwater services. We recommend the City implement the stormwater SDC charge and methodology to reflect the current capital improvement program. Our analysis indicates the City can charge a maximum of \$698 per ESU. The proposed stormwater SDCs for the average single-family residential customer is shown below in Table 18.

Table 18 - Proposed Stormwater SDCs per ESU and per Square Foot of Impervious Surface

Line Item Description	Per EDU	Per Sq. Foot of Impervious Surface
Proposed SDC components:		
Reimbursement fee	\$ -	\$ -
Improvement fee	665	0.2660
Administration fee at 5%	<u>33</u>	<u>0.0133</u>
Total proposed stormwater SDC	\$ 698	\$ 0.2793

## Transportation SDCs

### Transportation Capital Improvement Plan

The principal source of data for the transportation system CIP is the current 2019 Transportation System Plan (TSP) update. At the time of this SDC study, the City's TSP is in the final stages of completion. This TSP update is funded from the proceeds of a Transportation Growth Management (TGM) grant. The TGM program is jointly managed by the Oregon Department of Transportation (ODOT) and the Department of Land Conservation and Development (DLCD). TGM is primarily funded by federal transportation funds, with additional funding provided by the State of Oregon. The primary categories of transportation system improvements are:

- Pedestrian plan alternatives
- Transit plan alternatives
- Intersection alternatives
- Roadway segment enhancement alternatives
- Street connectivity alternatives

With the assistance of City Staff and the TSP consultants (Kittelson & Associates), the project team has summarized the 2019 transportation system CIPs for this SDC methodology update. The 2019 transportation system CIP is shown in Table 19.

Table 19 - 2019 Transportation System CIP

Project ID	Improvement Type	Location	Cost	TSP-Identified Funding Source		
				UPTD	ODOT	City
T1	New Transit routes	Western Sutherlin	\$ 25,000	\$ 12,500		\$ 12,500
T2	Transit Stop Enhancements	Existing Transit Stops/Locations Vary	200,000	100,000		100,000
T3	New Transit Stops	Western Sutherlin	25,000	12,500		12,500
SC1	Street Connectivity	Duke Avenue	880,000			880,000
SC2	Street Connectivity	Fourth Avenue Extension	1,035,000			1,035,000
SC3	Street Connectivity	Robinson Street Extension	830,000		415,000	415,000
R1	Segment enhancement	West Sixth Avenue	2,930,000			2,930,000
R2	Segment enhancement	East Fourth Avenue - West	2,170,000			2,170,000
R3	Segment enhancement	Mardonna Way	360,000			360,000
R4	Segment enhancement	Waite Street	2,700,000			2,700,000
R5	Intersection Improvement	OR 138W/Park Hill Lane	500,000		333,000	167,000
R6	Intersection Improvement	OR 138/Dakota Street	500,000		333,000	167,000
R7	Segment enhancement	OR 138W	1,400,000		832,000	568,000
SC1	Street Connectivity	Duke Avenue	880,000			880,000
SC2	Street Connectivity	Fourth Avenue Extension	1,035,000			1,035,000
SC3	Street Connectivity	Robinson Street	830,000			830,000
S1	Signing and Striping	S Calpooia Street/Exit 135 Connector	25,000			25,000
			\$ 16,325,000	\$ 125,000	\$ 1,913,000	\$ 14,287,000

Source: Draft Transportation System Plan - Volume I; February 11, 2020; Table 1: Financially Constrained Project List

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

## Transportation System Current and Future Demand

### Existing Transportation Demand

Demand for transportation facilities is defined in SMC 13.16.051 “Transportation system development charge methodology”. The code measures demand for transportation facilities in Equivalent Length New Daily Trips (ELNDTs). The SMC definitions for ELNDTs are as follows:

13.16.051 (A) Definition of Terms. As used in this section:

1. “Average weekday ITE trip rate” means the average number of daily weekday (Monday through Friday) one-way trips that have been observed at specified land uses and reported to the Institute of Transportation Engineers or the San Diego Association of Governments.
2. “Measurement unit” means the parameter that is used to measure the size of the development proposed. The number of measurement units multiplied by the average weekday ITE trip rate (per unit of measurement) results in the estimated number of weekday trips generated by the proposed development, prior to adjustments for linked (also known as a pass-by) trips (see definitions for these adjustments).
3. “Equivalent length new daily trips” means the number of estimated new daily trips that will be generated by projected new development anticipated by 2015, adjusted to account for different proportions of linked trips.
4. “Linked trip factor” means the factor used to adjust the average weekday ITE trip rate for trips with multiple purposes with respect to the type of development under consideration.

As discussed earlier in this report, an industry standard for allocating demands on a transportation system is to proportion the costs based on the relative number of trips created by a development. Trips are technically referred to as ELNDTs, and trip rates are published by the Institute of Transportation Engineers (ITE) for various land uses. This SDC Update adopts the use of Weekday Average Trips as contained in the current ITE Trip Generation Manual, 9th Edition, as the basis for the ELNDT generation standards. In addition, this update incorporates a Local Factor that considers the length of a typical trip, the number of shared trips and pass-by trips. This factor is an estimate of how many of the trips specific to the subject land use are linked to other destinations, where the actual trip is shared by multiple destinations or multiple stops on the same trip.

Based on data from both the U. S. Census Bureau and the Sutherlin Transportation System Plan Update (2019), we estimate that the transportation system is currently serving 35,784 ELNDTs. The statistical process that was used to arrive at the current demand value is shown in Table 20.

Table 20 - Existing Transportation System Demand Expressed in ELNDTs

	Population	Dwelling Units	Employees	Unadjusted					Total ELNDTs 2019
				ITE Code <sup>4</sup>	Weekday ADTs	Trip Length Factor <sup>5</sup>	Linked Trip Factor <sup>5</sup>	ELNDTs	
<i>Estimated 2017 population:</i> <sup>1</sup>	7,887								
Male	3,889								
Female	3,998								
<i>Number of dwelling units:</i> <sup>2</sup>									
Detached single family		1,919		210	9.52	1.00	1.00	9.52	18,269
Attached single family		95		210	5.81	1.00	1.00	5.81	552
Duplex		50		210	9.52	1.00	1.00	9.52	476
Three or Fourplex		353		210	9.52	1.00	1.00	9.52	3,361
Multifamily:									
5 to 9 units		112		220	6.65	0.97	1.00	6.45	722
10 to 19 units		28		220	6.65	0.97	1.00	6.45	181
20 to 49 units		31		220	6.65	0.97	1.00	6.45	200
50 or more units		17		220	6.65	0.97	1.00	6.45	110
Mobil home		911		240	4.99	0.97	1.00	4.84	4,410
Boat, RV, van, etc..		42		240	4.99	0.97	1.00	4.84	203
<i>Number of employees:</i> <sup>3</sup>									
Utilities				170	2.13	1.00	1.00	2.13	-
Manufacturing			310	140	2.13	1.00	1.00	2.13	660
Wholesale trade			10	110	3.02	1.00	1.00	3.02	29
Retail trade			236	826	22.36	0.60	0.75	10.06	2,375
Transportation and warehousing			36	130	3.34	1.00	1.00	3.34	120
Information technology				160	0.99	1.00	1.00	0.99	-
Finance and insurance			43	750	3.32	0.65	1.00	2.16	93
Real estate, rental, and leasing			31	750	3.32	0.65	1.00	2.16	67
Professional, scientific, and technical services			43	760	2.77	0.67	1.00	1.86	80
Administrative support, waste management/remediation			18	170	2.13	1.00	1.00	2.13	38
Educational services				522	16.39	1.00	1.00	16.39	-
Health care and social assistance			292	720	8.91	0.53	1.00	4.72	1,377
Arts, entertainment, and recreation			19	495	33.82	0.91	1.00	30.78	585
Accommodation and food service			375	310	8.92	0.69	0.75	4.62	1,729
Other services (except public administration)			69	710	3.32	0.65	1.00	2.16	149
<b>Totals</b>	<b>7,887</b>	<b>3,558</b>	<b>1,481</b>						<b>35,784</b>

<sup>1</sup> Source: U.S. Bureau of the Census; American Community Survey; DP05, demographic and housing estimates; 2013-2017 5-year estimates

<sup>2</sup> Source: U.S. Bureau of the Census; American Community Survey; Table B25024 2012-2016 ACS 5-year estimate

<sup>3</sup> Source: U.S. Bureau of the Census; American Community Survey; Table EC1200A1 All Sectors: Geographic Area Series: Economy-Wide Statistics: 2012

<sup>4</sup> Trip Generation Manual; Institute of Transportation Engineers; 9th Edition

<sup>5</sup> City of Salem, Oregon; 2019 System Development Charge Methodologies; Table A-4; DKS Engineers

## Forecasted EDUs

We are estimating the City's transportation system will serve 57,438 ELNDTs by 2038. These estimates imply growth of 21,654 ELNDTs over the planning period, as shown in Table 21. The principal sources for the forecast are taken from the 2019 Sutherlin Transportation system Plan Update. The specific drivers of growth in ELNDTs are:

- Household land use growth
- Retail employment land use growth
- Service employment land use growth
- Educational land use growth
- Other employment land use growth

The Transportation System Plan growth constituents forecast is shown below in Table 21.



Table 21 - Forecasted Growth in ELNDTs

		Equivalent Length New Daily Trips by ITE Code					Units of Future Demand		Total Growth in ELNDTs 2020-2040
TAZ	Land Use	ITE Code <sup>1</sup>	Unadjusted	Trip Length	Linked Trip	ELNDTs	Size <sup>3</sup>	Type	
			Weekday	Factor <sup>2</sup>	Factor <sup>2</sup>				
			ADTs						
A	Light industrial	110	6.97	1.00	1.00	6.97	864	1,000 sq. ft. of FA	6,022
B	Single family detached housing	210	9.52	1.00	1.00	9.52	36	Dwelling Units	343
C	Single family detached housing	210	9.52	1.00	1.00	9.52	150	Dwelling Units	1,428
D	Single family detached housing	210	9.52	1.00	1.00	9.52	45	Dwelling Units	428
E	Single family detached housing	210	9.52	1.00	1.00	9.52	7	Dwelling Units	67
E	Single family detached housing	210	9.52	1.00	1.00	9.52	21	Dwelling Units	200
E	Apartments	220	6.65	0.97	1.00	6.45	34	Dwelling Units	219
F	Shopping center	820	42.7	0.31	0.28	3.71	40	1,000 sq. ft. of FA	148
F	Apartments	220	6.65	0.97	1.00	6.45	34	Dwelling Units	219
F	Medical office building	720	36.13	0.53	1.00	19.15	10	1,000 sq. ft. of FA	191
F	Fast food with drive through	934	496.12	0.09	0.75	33.49	5	1,000 sq. ft. of FA	167
F	Building materials and lumber store	812	45.16	0.49	0.75	16.60	20	1,000 sq. ft. of FA	332
G	High-cube warehouse/distribution center	152	1.68	1.00	1.00	1.68	31	1,000 sq. ft. of FA	52
H	Single family detached housing	210	9.52	1.00	1.00	9.52	37	Dwelling Units	352
H	Single family detached housing	210	9.52	1.00	1.00	9.52	125	Dwelling Units	1,190
I	Single family detached housing	210	9.52	1.00	1.00	9.52	92	Dwelling Units	876
I	Light industrial	110	6.97	1.00	1.00	6.97	40	1,000 sq. ft. of FA	279
J	Light industrial	110	6.97	1.00	1.00	6.97	735	1,000 sq. ft. of FA	5,123
K	Apartments	220	6.65	0.97	1.00	6.45	163	Dwelling Units	1,051
L	Light industrial	155	4.96	1.00	1.00	4.96	86	1,000 sq. ft. of FA	427
M	Single family detached housing	210	9.52	1.00	1.00	9.52	21	Dwelling Units	200
N	Single family detached housing	210	9.52	1.00	1.00	9.52	56	Dwelling Units	533
O	Single family detached housing	210	9.52	1.00	1.00	9.52	36	Dwelling Units	343
P	Single family detached housing	210	9.52	1.00	1.00	9.52	37	Dwelling Units	352
Q	Single family detached housing	210	9.52	1.00	1.00	9.52	60	Dwelling Units	571
R	Light industrial	110	6.97	1.00	1.00	6.97	46	1,000 sq. ft. of FA	321
S	Single family detached housing	210	9.52	1.00	1.00	9.52	23	Dwelling Units	219
									21,654

<sup>1</sup> Trip Generation Manual; Institute of Transportation Engineers; 9th Edition

<sup>2</sup> City of Salem, Oregon; 2019 System Development Charge Methodologies; Table A-4; DKS Engineers

<sup>3</sup> Kittelson & Associates; Sutherlin TSP Final Technical Memorandum #4; Table 5, ITE Trip Generation by Traffic Analysis Zone

## Reimbursement Fee Calculations

The transportation reimbursement fee methodology mirrors that used for the water reimbursement fee. The methodological steps in its construction are restated here.

- Step 1: Calculate the original cost of transportation fixed assets in service. From this starting point, eliminate any assets that do not conform to the ORS 223.299 definition of a capital improvement. This results in the **adjusted original cost of transportation fixed assets**.
- Step 2: Subtract from the adjusted original cost of transportation fixed assets in service the accumulated depreciation of those fixed assets. This arrives at the **modified book value of transportation fixed assets in service**.
- Step 3: Subtract from the modified book value of transportation assets in service any grant funding or contributed capital. This arrives at the **modified book value of transportation fixed assets in service net of grants and contributed capital**.
- Step 4: Subtract from the modified book value of transportation fixed assets in service net of grants and contributed capital any principal outstanding on long term debt used to finance those assets. This arrives at a **gross transportation reimbursement fee basis**.
- Step 5: Subtract from the gross transportation reimbursement fee basis the fund balance held in the Transportation Reimbursement SDC fund (if available). This arrives at the **net transportation reimbursement fee basis**.
- Step 6: Divide the net transportation reimbursement fee basis by the sum of existing and future ELNDTs to arrive at the **unit net reimbursement fee**.

The actual data that was used to calculate the total transportation reimbursement fee is shown below in Table 22.

Table 22 - Calculation of the Transportation Reimbursement Fee

Original Cost of transportation infrastructure <sup>1</sup>	
Buildings	\$ 208,929
Construction work in progress	3,282,481
Infrastructure	100,856,506
Land	159,660
Vehicles and Equipment	<u>eliminated</u>
Subtotal original cost	104,507,575
Accumulated Depreciation <sup>1</sup>	
Buildings	152,731
Construction work in progress	-
Infrastructure	98,410,180
Land	-
Vehicles and Equipment	<u>eliminated</u>
Subtotal accumulated depreciation	98,562,910
Book value of transportation infrastructure	\$ 5,944,665
Gross reimbursement cost basis	\$ 5,944,665
Eliminating entries:	
Street reimbursement SDC fund balance	-
Principal outstanding on bonds, notes, and loans payable	505,000
Grants, net of amortization	-
Developer contributions	<u>-</u>
Subtotal eliminating entries	505,000
Net reimbursement cost basis	\$ 5,439,665
Estimated existing and future equivalent length new daily trips out to 2038	57,438
Transportation reimbursement fee per ELNDT	\$ 95

<sup>1</sup> Source: Sutherlin Accounting Summary Report - Capitalized Assets as of June 30, 2019

## Improvement Fee Calculations

The calculation of the transportation improvement fee also follows the logic that was used to calculate the water improvement fee. As in the case of water, this study continues to use the improvements-driven method, and has relied on the capital improvement plans, and plan updates for the transportation infrastructure. Under this methodology, only three steps are required to arrive at the improvement fee. These steps are:

- Step 1: Accumulate the future cost of planned improvements needed to serve growth. This arrives at **the gross improvement fee basis**.
- Step 2: Subtract from the gross improvement fee basis the fund balance held in the Transportation Improvement SDC Fund. This arrives at **the net transportation improvement fee basis**.
- Step 3: Divide the net transportation improvement fee basis by the forecasted number of growth PM PHVTs over the planning period. This arrives at **the total transportation improvement fee**.

The actual data that was used to calculate the total transportation improvement fee is shown below in Table 23.

Table 23 - Calculation of the Transportation Improvement Fee

Project ID	Project Description	Total Project		SDC		
		Costs	City Share	Ineligible Costs	SDC Eligible Costs	City Share Total
T1	Western Sutherlin	25,000	12,500	6,250	6,250	12,500
T2	Existing Transit Stops/Locations Vary	200,000	100,000	50,000	50,000	100,000
T3	Western Sutherlin	25,000	12,500	6,250	6,250	12,500
SC1	Duke Avenue	880,000	880,000	293,333	586,667	880,000
SC2	Fourth Avenue Extension	1,035,000	1,035,000	345,000	690,000	1,035,000
SC3	Robinson Street Extension	830,000	415,000	138,333	276,667	415,000
R1	West Sixth Avenue	2,930,000	2,930,000	1,465,000	1,465,000	2,930,000
R2	East Fourth Avenue - West	2,170,000	2,170,000	2,170,000	-	2,170,000
R3	Mardonna Way	360,000	360,000	360,000	-	360,000
R4	Waite Street	2,700,000	2,700,000	1,350,000	1,350,000	2,700,000
R5	OR 138W/Park Hill Lane	500,000	167,000	111,333	55,667	167,000
R6	OR 138/Dakota Street	500,000	167,000	111,333	55,667	167,000
R7	OR 138W	1,400,000	568,000	378,667	189,333	568,000
SC1	Duke Avenue	880,000	880,000	440,000	440,000	880,000
SC2	Fourth Avenue Extension	1,035,000	1,035,000	517,500	517,500	1,035,000
SC3	Robinson Street	830,000	830,000	415,000	415,000	830,000
S1	S Calpooia Street/Exit 135 Connector	25,000	25,000	25,000	-	25,000
		<u>\$ 16,325,000</u>	<u>\$ 14,287,000</u>	<u>\$ 8,183,000</u>	<u>\$ 6,104,000</u>	<u>\$ 14,287,000</u>
				57%	43%	100%
Total Improvement Fee Eligible Costs for Future System Improvements					\$ 6,104,000	
less: Transportation SDC Fund balance as of June 30, 2019					<u>350,017</u>	
Adjusted Improvement Fee Eligible Costs for Future System Improvements					\$ 5,753,983	
Estimated ELNDTs added over 20 years					21,654	
Transportation improvement fee per ELNDT					<u>\$ 266</u>	

## Transportation SDC Model Summary

The 2020 transportation SDC methodology update was done in accordance with Sutherlin Municipal Code Chapter 13.16, and with the benefit of adopted capital improvement plans and plan updates for transportation services. We recommend the City update the SDC charge and methodology to reflect the current capital improvement program. Our analysis indicates the City can charge a maximum of \$379 per ELNDT. The proposed transportation SDCs per ELNDT is shown below in Table 24.

Table 24 - Proposed Transportation SDCs per ELNDT

Reimbursement fee	\$	95
Improvement fee		266
Administration fee @ 5%		<u>18</u>
Total transportation SDC	\$	379

To charge the appropriate SDC, the City must estimate how many ELNDTs will be generated by the development in question. That number can then be multiplied by \$379 to determine the amount of SDC owed by new development projects.

The number of ELNDTs that a property will generate is a function of the increase in scope and scale of activities that will occur on that property. By “scope of activities,” we mean land use. For example, a new single-family residence will generate trip-ends differently from a new retail store of the same size. By “scale of activities,” we mean some measure of quantity. For residential land uses, the number of dwelling units is an appropriate measure of scale. For many commercial and industrial land uses, building floor area is the best measure. For example, a 20,000-square-foot store is likely to generate twice the number of trip-ends as a 10,000-square-foot store of the same type. Table 25 presents proposed transportation SDCs per unit of scale for land uses in the 9th edition of Trip Generation Manual, published by the Institute of Transportation Engineers (ITE):

Table 25 - Proposed Transportation SDCs by ITE Code

		Unadjusted		Linked	Basis for Calculating a Customer's					
		Weekday	Trip Length	Trip						
ITE Code	Land Use	ADTs	Factor <sup>1</sup>	Factor <sup>1</sup>	ELNDTs	Improve.	Reimb.	Compliance	Total SDC	SDC
Port and Terminal (Land Uses 000-099)										
010	Waterport/Marine Terminal	171.52	1.00	1.00	171.52	45,624	16,294	3,096	65,014	Berth
021	Commercial Airport	104.73	1.00	1.00	104.73	27,858	9,949	1,890	39,697	Average flights per day
022	General Aviation Airport	14.24	1.00	1.00	14.24	3,788	1,353	257	5,398	Employee
030	Intermodal Truck Terminal	6.99	1.00	1.00	6.99	1,859	664	126	2,649	Acre
090	Park-an-Ride Lot with Bus Service	4.50	1.00	1.00	4.50	1,197	428	81	1,706	Parking space
093	Light Rail Transit Station with Parking	2.51	1.00	1.00	2.51	668	238	45	951	Parking space
Industrial (Land Uses 100-199)										
110	General light industrial	6.97	1.00	1.00	6.97	1,854	662	126	2,642	1,000 square feet of gross floor area
120	General heavy industrial	1.50	1.00	1.00	1.50	399	143	27	569	1,000 square feet of gross floor area
130	Industrial park	6.83	1.00	1.00	6.83	1,817	649	123	2,589	1,000 square feet of gross floor area
140	Manufacturing	3.82	1.00	1.00	3.82	1,016	363	69	1,448	1,000 square feet of gross floor area
150	Warehousing	3.56	1.00	1.00	3.56	947	338	64	1,349	1,000 square feet of gross floor area
151	Mini-warehouse	2.50	0.47	1.00	1.18	313	112	21	446	1,000 square feet of gross floor area
152	High-Cube Warehouse/Distribution Center	1.68	1.00	1.00	1.68	447	160	30	637	1,000 square feet of gross floor area
160	Data center	0.99	1.00	1.00	0.99	263	94	18	375	1,000 square feet of gross floor area
170	Utilities	N/A	1.00	1.00	N/A	-	-	-	-	1,000 square feet of gross floor area
Residential (Land Uses 200-299)										
210	Single family detached housing	9.52	1.00	1.00	9.52	2,532	904	172	3,608	Dwelling unit
220	Apartment	6.65	0.97	1.00	6.46	1,718	613	117	2,448	Dwelling unit
221	Low-Rise Apartment	6.59	0.97	1.00	6.40	1,702	608	116	2,426	Occupied dwelling unit
222	High-Rise Apartment	4.20	0.97	1.00	4.07	1,084	387	74	1,545	Dwelling unit
223	Mid-Rise Apartment	N/A	0.97	1.00	N/A	-	-	-	-	Dwelling unit
224	Rental Townhouse	N/A	0.97	1.00	N/A	-	-	-	-	Dwelling unit
230	Residential condominium/townhouse	5.81	0.97	1.00	5.64	1,499	535	102	2,136	Dwelling unit
231	Low-Rise Residential Condominium/Townhouse	N/A	TBD	TBD	N/A	-	-	-	-	Dwelling unit
232	High-Rise Residential Condominium/Townhouse	N/A	TBD	TBD	N/A	-	-	-	-	Dwelling unit
233	Luxury Condominium/Townhouse	N/A	TBD	TBD	N/A	-	-	-	-	Occupied dwelling unit
240	Mobile home park	4.99	0.97	1.00	4.84	1,288	460	87	1,835	Occupied dwelling unit
251	Senior Adult Housing - Detached	3.68	0.95	1.00	3.50	930	332	63	1,325	Dwelling unit
252	Senior Adult Housing - Attached	3.44	0.95	1.00	3.27	869	310	59	1,238	Dwelling unit
253	Congregate Care Facility	2.02	0.95	1.00	1.92	510	182	35	727	Dwelling unit
254	Assisted living	2.74	0.95	1.00	2.60	692	247	47	986	Bed
255	Continuing Care Retirement Community	2.40	0.95	1.00	2.28	606	217	41	864	Unit
260	Recreational Homes	3.16	1.00	1.00	3.16	841	300	57	1,198	Dwelling unit
265	Timeshare	10.56	1.00	1.00	10.56	2,809	1,003	191	4,003	Dwelling unit
270	Residential Planned Unit Development	7.50	0.97	1.00	7.28	1,935	691	131	2,757	Dwelling unit

Table 25 - Proposed Transportation SDCs by ITE Code (Continued)

ITE Code	Land Use	Unadjusted Weekday ADTs	Trip Length Factor <sup>1</sup>	Linked Trip Factor <sup>1</sup>	ELNDTs	Improve.	Reimb.	Compliance	Total SDC	Basis for Calculating a Customer's SDC
<b>Lodging (Land Uses 300-399)</b>										
310	Hotel	8.92	0.69	0.75	4.62	1,228	439	83	1,750	Room
311	All Suites Hotel	6.24	0.69	0.75	3.23	859	307	58	1,224	Room
312	Business Hotel	N/A	0.69	0.75	N/A	-	-	-	-	Occupied Room
320	Motel	9.11	0.69	0.75	4.71	1,254	448	85	1,787	Room
330	Resort Hotel	N/A	0.69	0.75	N/A	-	-	-	-	Room
<b>Recreational (Land Uses 400-499)</b>										
411	City Park	1.89	0.90	1.00	1.70	452	162	31	645	Acre
412	County Park	2.28	0.90	1.00	2.05	546	195	37	778	Acre
413	State Park	0.65	0.90	1.00	0.59	156	56	11	223	Acre
414	Water Slide Park	N/A	TBD	TBD	N/A	-	-	-	-	1,000 square feet of gross floor area
415	Beach Park	29.81	0.90	1.00	26.83	7,137	2,549	484	10,170	Acre
416	Campground/Recreational Vehicle Park	N/A	0.90	1.00	N/A	-	-	-	-	Occupied camp site
417	Regional park	4.57	0.90	1.00	4.11	1,094	391	74	1,559	Acre
418	National Monument	5.37	0.90	1.00	4.83	1,286	459	87	1,832	Acre
420	Marina	2.96	0.91	1.00	2.69	716	256	49	1,021	Berth
430	Golf course	5.04	0.91	1.00	4.59	1,220	436	83	1,739	Acre
431	Miniature Golf Course	N/A	0.91	1.00	N/A	-	-	-	-	Hole
432	Golf Driving Range	13.65	0.91	1.00	12.42	3,304	1,180	224	4,708	Tees/Driving Position
433	Batting Cages	N/A	0.91	1.00	N/A	-	-	-	-	Cage
435	Multipurpose Recreational Facility	1.99	0.91	1.00	1.81	482	172	33	687	1,000 square feet of gross floor area
437	Bowling Alley	33.33	1.00	1.00	33.33	8,866	3,166	602	12,634	1,000 square feet of gross floor area
440	Adult Cabaret	N/A	1.00	1.00	N/A	-	-	-	-	1,000 square feet of gross floor area
441	Live Theater	N/A	1.00	1.00	N/A	-	-	-	-	Seat
443	Movie Theater without Matinee	220.00	0.46	1.00	101.20	26,919	9,614	1,827	38,360	Movie Screen
444	Movie Theater with Matinee - Friday pm peak hour	220.00	0.46	1.00	101.20	26,919	9,614	1,827	38,360	Movie screen
445	Multiplex Movie Theater - Friday pm peak hour	348.33	0.46	1.00	160.23	42,622	15,222	2,892	60,736	Movie screen
452	Horse Racetrack	0.61	0.91	1.00	0.56	148	53	10	211	Seat
453	Automobile Racetrack - Saturday peak hour	0.28	1.00	1.00	0.28	74	27	5	106	Attendee
454	Dog Racetrack	N/A	0.90	1.00	N/A	-	-	-	-	Attendee
460	Arena	33.33	1.00	1.00	33.33	8,866	3,166	602	12,634	Acre
465	Ice Skating Rink	N/A	0.90	1.00	N/A	-	-	-	-	1,000 square feet of gross floor area
466	Snow Ski Area	N/A	1.00	1.00	N/A	-	-	-	-	Lift
473	Casino/Video Lottery Establishment	N/A	0.91	1.00	N/A	-	-	-	-	1,000 square feet of gross floor area
480	Amusement Park	75.76	0.90	1.00	68.18	18,137	6,477	1,231	25,845	Acre
481	Zoo	114.88	0.90	1.00	103.39	27,502	9,822	1,866	39,190	Acre
488	Soccer Complex	71.33	0.51	1.00	36.38	9,677	3,456	657	13,790	Field
490	Tennis Courts (Saturday)	27.83	0.51	1.00	14.19	3,775	1,348	256	5,379	Court
491	Racquet/Tennis Club	38.70	0.51	1.00	19.74	5,250	1,875	356	7,481	Court
492	Health/Fitness Club	32.93	0.51	1.00	16.79	4,467	1,595	303	6,365	1,000 square feet of gross floor area
493	Athletic Club	43.00	0.51	1.00	21.93	5,833	2,083	396	8,312	1,000 square feet of gross floor area
495	Recreational Community Center	33.82	0.51	1.00	17.25	4,588	1,639	311	6,538	1,000 square feet of gross floor area



Table 25 - Proposed Transportation SDCs by ITE Code (Continued)

ITE Code	Land Use	Unadjusted Weekday ADTs	Trip Length Factor <sup>1</sup>	Linked Trip Factor <sup>1</sup>	ELNDTs	Improve.	Reimb.	Compliance	Total SDC	Basis for Calculating a Customer's SDC
<b>Institutional (Land Uses 500-599)</b>										
501	Military Base	1.78	1.00	1.00	1.78	473	169	32	674	Employee
520	Elementary School	15.43	1.00	1.00	15.43	4,104	1,466	279	5,849	1,000 square feet of gross floor area
522	Middle School/Junior High School	13.78	1.00	1.00	13.78	3,665	1,309	249	5,223	1,000 square feet of gross floor area
530	High School	12.89	1.00	1.00	12.89	3,429	1,225	233	4,887	1,000 square feet of gross floor area
534	Private School (K-8) - pm peak hour generator	6.53	1.00	1.00	6.53	1,737	620	118	2,475	1,000 square feet of gross floor area
536	Private School (K-12) - pm peak hour generator	5.50	1.00	1.00	5.50	1,463	523	99	2,085	1,000 square feet of gross floor area
540	Junior/Community College	27.49	1.00	1.00	27.49	7,312	2,612	496	10,420	1,000 square feet of gross floor area
550	University/College	8.96	1.00	1.00	8.96	2,383	851	162	3,396	Employee
560	Church	9.11	1.00	1.00	9.11	2,423	865	164	3,452	1,000 square feet of gross floor area
561	Synagogue	10.64	1.00	1.00	10.64	2,830	1,011	192	4,033	1,000 square feet of gross floor area
562	Mosque - pm peak hour generator	11.02	1.00	1.00	11.02	2,931	1,047	199	4,177	1,000 square feet of gross floor area
565	Day Care Center	74.06	0.23	1.00	17.03	4,531	1,618	307	6,456	1,000 square feet of gross floor area
566	Cemetery	4.73	1.00	1.00	4.73	1,258	449	85	1,792	Acre
571	Prison - pm peak hour generator	11.39	1.00	1.00	11.39	3,030	1,082	206	4,318	1,000 square feet of gross floor area
580	Museum - pm peak hour generator	2.11	1.00	1.00	2.11	561	200	38	799	1,000 square feet of gross floor area
590	Library	56.24	0.49	1.00	27.56	7,330	2,618	497	10,445	1,000 square feet of gross floor area
591	Lodge/Fraternal Organization	0.29	1.00	1.00	0.29	77	28	5	110	Member
<b>Medical (Land Uses 600-699)</b>										
610	Hospital	6.95	0.95	1.00	6.60	1,756	627	119	2,502	1,000 square feet of gross floor area
620	Nursing Home	7.60	0.95	1.00	7.22	1,921	686	130	2,737	1,000 square feet of gross floor area
630	Clinic	31.45	0.53	1.00	16.67	4,434	1,584	301	6,319	1,000 square feet of gross floor area
640	Animal Hospital/Veterinary Clinic	N/A	0.53	1.00	N/A	-	-	-	-	1,000 square feet of gross floor area
<b>Office (Land Uses 700-799)</b>										
710	General office building	11.03	0.65	1.00	7.17	1,907	681	129	2,717	1,000 square feet of gross floor area
714	Corporate Headquarters Building	7.98	0.65	1.00	5.19	1,380	493	94	1,967	1,000 square feet of gross floor area
715	Single Tenant Office Building	11.65	0.65	1.00	7.57	2,014	719	137	2,870	1,000 square feet of gross floor area
720	Medical-dental office building	36.13	0.53	1.00	19.15	5,094	1,819	346	7,259	1,000 square feet of gross floor area
730	Government Office Building	68.93	0.96	1.00	66.17	17,602	6,286	1,194	25,082	1,000 square feet of gross floor area
731	State Motor Vehicles Department	166.02	0.96	1.00	159.38	42,395	15,141	2,877	60,413	1,000 square feet of gross floor area
732	United States Post Office	108.19	0.96	1.00	103.86	27,627	9,867	1,875	39,369	1,000 square feet of gross floor area
733	Government Office Complex	27.92	0.96	1.00	26.80	7,130	2,546	484	10,160	1,000 square feet of gross floor area
750	Office park	11.42	0.67	1.00	7.65	2,035	727	138	2,900	1,000 square feet of gross floor area
760	Research and development center	8.11	0.67	1.00	5.43	1,445	516	98	2,059	1,000 square feet of gross floor area
770	Business park	12.44	0.67	1.00	8.33	2,217	792	150	3,159	1,000 square feet of gross floor area

Table 25 - Proposed Transportation SDCs by ITE Code (Continued)

ITE Code	Land Use	Unadjusted Weekday ADTs	Trip Length Factor <sup>1</sup>	Linked Trip Factor <sup>1</sup>	ELNDTs	Improve.	Reimb.	Compliance	Total SDC	Basis for Calculating a Customer's SDC
<b>Retail (Land Uses 800-899)</b>										
810	Tractor Supply Store	N/A	0.53	1.00	N/A	-	-	-	-	1,000 square feet of gross floor area
811	Construction Equipment Rental Store	N/A	0.60	0.75	N/A	-	-	-	-	1,000 square feet of gross floor area
812	Building Materials and Lumber Store	45.16	0.49	0.75	16.60	4,415	1,577	300	6,292	1,000 square feet of gross floor area
813	Free Standing Discount Super Store	50.75	0.49	0.75	18.65	4,961	1,772	337	7,070	1,000 square feet of gross floor area
814	Variety Store	64.03	0.49	0.75	23.53	6,259	2,235	425	8,919	1,000 square feet of gross floor area
815	Free Standing Discount Store	57.24	0.49	0.75	21.04	5,595	1,998	380	7,973	1,000 square feet of gross floor area
816	Hardware/Paint Store	51.29	0.49	0.75	18.85	5,014	1,791	340	7,145	1,000 square feet of gross floor area
817	Nursery (Garden Center)	68.10	0.49	0.75	25.03	6,657	2,378	452	9,487	1,000 square feet of gross floor area
818	Nursery (Wholesale)	39.00	0.65	0.75	19.01	5,057	1,806	343	7,206	1,000 square feet of gross floor area
820	Shopping Center	42.70	0.49	0.67	14.02	3,729	1,332	253	5,314	1,000 square feet of gross leasable area
823	Factory Outlet Center	26.59	0.49	0.75	9.77	2,599	928	176	3,703	1,000 square feet of gross floor area
826	Specialty Retail Center	44.32	0.49	0.75	16.29	4,333	1,547	294	6,174	1,000 square feet of gross leasable area
841	Automobile Sales	32.30	0.60	0.75	14.54	3,866	1,381	262	5,509	1,000 square feet of gross floor area
842	Recreational Vehicle Sales	N/A	0.60	0.75	N/A	-	-	-	-	1,000 square feet of gross floor area
843	Automobile Parts Sales	61.91	0.60	0.75	27.86	7,411	2,647	503	10,561	1,000 square feet of gross floor area
848	Tire Store	24.87	0.60	0.75	11.19	2,977	1,063	202	4,242	1,000 square feet of gross floor area
849	Tire Superstore	20.36	0.60	0.75	9.16	2,437	870	165	3,472	1,000 square feet of gross floor area
850	Supermarket	102.24	0.14	0.46	6.58	1,751	626	119	2,496	1,000 square feet of gross floor area
851	Convenience Market (Open 24 Hours)	737.99	0.08	0.35	20.66	5,497	1,963	373	7,833	1,000 square feet of gross floor area
852	Convenience Market (Open 15-16 Hours) - pm peak hour gen.	36.22	0.14	0.46	2.33	620	222	42	884	1,000 square feet of gross floor area
853	Convenience Market with Gasoline Pumps	845.60	0.32	0.22	59.53	15,835	5,655	1,075	22,565	1,000 square feet of gross floor area
854	Discount Supermarket	90.86	0.14	0.46	5.85	1,556	556	106	2,218	1,000 square feet of gross floor area
857	Discount Club	41.80	0.60	0.75	18.81	5,003	1,787	340	7,130	1,000 square feet of gross floor area
860	Wholesale Market	128.25	1.00	1.00	128.25	34,115	12,184	2,315	48,614	1,000 square feet of gross floor area
861	Sporting Goods Superstore - pm peak hour generator	3.84	0.49	0.75	1.41	375	134	25	534	1,000 square feet of gross floor area
862	Home Improvement Superstore	30.74	0.49	0.75	11.30	3,005	1,073	204	4,282	1,000 square feet of gross floor area
863	Electronics Superstore	45.04	0.49	0.75	16.55	4,403	1,572	299	6,274	1,000 square feet of gross floor area
864	Toy/Children's Superstore - Saturday	5.53	0.49	0.75	2.03	541	193	37	771	1,000 square feet of gross floor area
865	Baby Superstore - Saturday	3.73	0.49	0.75	1.37	365	130	25	520	1,000 square feet of gross floor area
866	Pet Supply Superstore - Saturday	6.98	0.49	0.75	2.57	682	244	46	972	1,000 square feet of gross floor area
867	Office Supply Superstore	N/A	0.60	0.75	N/A	-	-	-	-	1,000 square feet of gross floor area
868	Book Superstore - Saturday	21.30	0.49	0.75	7.83	2,082	744	141	2,967	1,000 square feet of gross floor area
869	Discount Home Furnishing Superstore	20.00	0.49	0.75	7.35	1,955	698	133	2,786	1,000 square feet of gross floor area
872	Bed and Linen Superstore - Saturday	6.97	0.49	0.75	2.56	681	243	46	970	1,000 square feet of gross floor area
875	Department Store	22.88	0.49	0.75	8.41	2,237	799	152	3,188	1,000 square feet of gross floor area
876	Apparel Store	66.40	0.49	0.75	24.40	6,491	2,318	440	9,249	1,000 square feet of gross floor area
879	Arts and Crafts Store	56.55	0.49	0.75	20.78	5,528	1,974	375	7,877	1,000 square feet of gross floor area
880	Pharmacy/Drugstore without Drive-Through	90.06	0.49	0.75	33.10	8,804	3,144	597	12,545	1,000 square feet of gross floor area
881	Pharmacy/Drugstore with Drive-Through	96.91	0.49	0.75	35.61	9,473	3,383	643	13,499	1,000 square feet of gross floor area
890	Furniture Store	5.06	0.49	0.75	1.86	495	177	34	706	1,000 square feet of gross floor area
896	DVD/Video Store - Saturday	26.92	0.49	0.75	9.89	2,632	940	179	3,751	1,000 square feet of gross floor area
897	Medical Equipment Store	6.00	0.49	0.75	2.21	587	209	40	836	1,000 square feet of gross floor area

Table 25 - Proposed Transportation SDCs by ITE Code (Continued)

ITE Code	Land Use	Unadjusted Weekday ADTs	Trip Length Factor <sup>1</sup>	Linked Trip Factor <sup>1</sup>	ELNDTs	Improve.	Reimb.	Compliance	Total SDC	Basis for Calculating a Customer's SDC
<b>Services (Land Uses 900-999)</b>										
911	Walk-in Bank	N/A	0.17	0.55	N/A	-	-	-	-	1,000 square feet of gross floor area
912	Drive-in Bank	148.15	0.17	0.55	13.85	3,685	1,316	250	5,251	1,000 square feet of gross floor area
918	Hair Salon - Saturday	2.08	0.53	1.00	1.10	293	105	20	418	1,000 square feet of gross floor area
920	Copy, Print and Express Ship Store - pm peak hour generator	12.27	0.49	0.75	4.51	1,199	428	81	1,708	1,000 square feet of gross floor area
925	Drinking Place	15.49	0.65	1.00	10.07	2,678	957	182	3,817	1,000 square feet of gross floor area
931	Quality Restaurant	89.95	0.65	0.75	43.85	11,664	4,166	792	16,622	1,000 square feet of gross floor area
932	High-Turnover (Sit Down) Restaurant	127.15	0.19	0.75	18.12	4,820	1,721	327	6,868	1,000 square feet of gross floor area
933	Fast-food restaurant without drive-through	716.00	0.09	0.75	48.33	12,856	4,591	872	18,319	1,000 square feet of gross floor area
934	Fast-food restaurant with drive-through	496.12	0.09	0.51	22.77	6,057	2,163	411	8,631	1,000 square feet of gross floor area
935	Fast-food restaurant with drive-through and no indoor seating	N/A	0.09	0.51	N/A	-	-	-	-	1,000 square feet of gross floor area
936	Coffee/donut shop without drive-through - Sat. pm peak hour gen.	65.96	0.09	0.75	4.45	1,184	423	80	1,687	1,000 square feet of gross floor area
937	Coffee/donut shop with drive-through	818.58	0.09	0.51	37.57	9,994	3,569	678	14,241	1,000 square feet of gross floor area
938	Coffee/donut kiosk	1,800.00	0.09	0.51	82.62	21,977	7,849	1,491	31,317	1,000 square feet of gross floor area
939	Bread/Donut/Bagel Shop without Drive-Through Window	48.87	0.09	0.75	3.30	877	313	60	1,250	1,000 square feet of gross floor area
940	Bread/Donut/Bagel Shop with Drive-Through Window	N/A	0.09	0.51	N/A	-	-	-	-	1,000 square feet of gross floor area
941	Quick Lubrication Vehicle Shop	40.00	0.65	0.75	19.50	5,187	1,853	352	7,392	Servicing Position
942	Automobile Care Center - Saturday	23.72	0.60	0.75	10.67	2,839	1,014	193	4,046	1,000 sq. ft. of occupied gross leasable
943	Automobile Parts and Service Center	N/A	0.60	0.75	N/A	-	-	-	-	1,000 square feet of gross floor area
944	Gasoline/service station	168.56	0.07	0.77	9.09	2,417	863	164	3,444	Vehicle fueling position
945	Gasoline/service station with convenience market	162.78	0.07	0.77	8.77	2,334	834	158	3,326	Vehicle fueling position
946	Gasoline/service station with convenience market and car wash	152.84	0.07	0.77	8.24	2,191	783	149	3,123	Vehicle fueling position
947	Self-Service Car Wash	108.00	0.60	0.75	48.60	12,928	4,617	877	18,422	Wash stall
948	Automated Car Wash - Saturday	14.12	0.60	0.75	6.35	1,690	604	115	2,409	1,000 square feet of gross floor area
950	Truck Stop	N/A	1.00	1.00	N/A	-	-	-	-	1,000 square feet of gross floor area

Source: ITE, Trip Generation Manual, 9th edition

<sup>1</sup> City of Salem, Oregon; 2019 System Development Charge Methodologies; Table A-4; DKS Engineers

## Parks SDCs

### The 2005 Parks and Open Space Plan Levels of Service

In 2005, the City completed a parks master plan (the plan) addressing parks needs through the year 2025. The plan and this park SDC methodology update rely on levels of service (LOS) to determine the adequacy/needs for current and future parks and trails infrastructure. To determine adequacy, park and recreation providers typically measure existing parklands and facilities and compare them against established standards, typically LOS Standards. LOS standards are measures of the amount of public recreation parklands and facilities being provided to meet that jurisdiction's basic needs and expectations. For example, the amount of parkland currently needed in a particular jurisdiction may be determined by comparing the ratio of existing developed park acres per 1,000 residents (by all providers within the jurisdiction) to the jurisdiction's desired level of parks relative to population. The gap between the two ratios is the currently needed park acreage. As the population grows, the objective is to provide enough additional acreage to maintain the jurisdiction's desired ratio of park acres to 1,000 residents. These ratios can provide insight and act as tools to determine the amount of parkland or trails needed to meet current and future recreation needs.

For this parks SDC update, the project team reviewed recommended parks and trails LOS (by parks classification) for the City based on the 2013-2017 Statewide Comprehensive Outdoor Recreation Plan (SCORP). The SCORP recommended Oregon LOS guidelines were developed after reviewing the National Recreation and Parks Association (NRPA) guidelines and the results from the 2014 statewide average guidelines survey. The recommended Plan LOS by parks category are shown below in Table 26.

Table 26 – Parks and Recreation LOS Standards for Sutherlin

Parkland Type	Average Planning LOS Guidelines in Oregon (Acres /1,000 population)	NRPA Standard LOS Guidelines (Acres /1,000 population)	Recommended Oregon LOS Guidelines (Acres /1,000 population)
Pocket Parks	0.16	0.25 to 0.5	0.25 to 0.5
Urban Plaza Parks	0.18	None	0.1 to 0.2
Neighborhood Parks	1.27	1.0 to 2.0	1.0 to 2.0
Community Parks	2.76	5.0 to 8.0	2.0 to 6.0
Regional Parks	8.99	5.0 to 10.0	5.0 to 10.0
Nature Parks	2.74	None	2.0 to 6.0
Special Use Parks	0.38	None	None
Totals	-	6.25 to 10.5 developed	6.25 to 12.5

A "trail" includes multi-use, pedestrian, and soft surface trails that accommodate a variety of activities such as walking, running, biking, dog walking, rollerblading, skateboarding, and horseback riding. Multi-use trails are designed for use by pedestrians, bicyclists, skateboarders, wheelchairs, and other non-motorized vehicle users. Such trails may be located within parks or along existing streets and roadways as part of the citywide transportation system. This has ramifications for a city like Sutherlin, where almost half of its trail system is within parks. For trails, the statewide average planning LOS Guidelines are at 0.62 miles per 1,000 residents and the SCORP recommended LOS for Oregon is anywhere between 0.5 to 1.5

miles of trails per resident. For this park SDC study, we established a minimum trails LOS of 0.5 miles per 1,000 residents with both the current population and a population projection for 2038.

Having established the LOS standards for park lands and trails, the next step is to compare the City's current parks and trails inventory to the standard, and analyze the surpluses/deficiencies by parks category. That data is shown below in Table 27.

Table 27 - Existing Parks and Trails LOS Surplus/Deficiency

Classification and Park Name	Acres Available		Linear Miles	Current Level of Service <sup>1</sup>	Recommended LOS <sup>1</sup>		LOS Surplus or (Deficiency)	% Capacity Remaining	
	Gross	Net			Low	High			
<i>Neighborhood Parks:</i>									
Hartley park	8.80	2.20		0.260	1.000	2.000	(0.740)	Zero	✓
<i>Community Parks:</i>									
Central park	4.20	4.20							
Timber Days site	25.70	6.43							
	29.90	10.63		1.255	2.000	6.000	(0.745)	Zero	✓
<i>Greenways/Natural Areas</i>	-	-		0.000	2.000	6.000	(2.000)	Zero	✓
Subtotal Parks	38.70	12.83		1.52	5.00	14.00	(3.48)	Zero	
<i>Bike and Pedestrian Crossings</i>									
			-	0.000	0.500	1.500	(0.500)	Zero	✓

Notes:

<sup>1</sup> Oregon Parks and Recreation Department 2013-18 Statewide Comprehensive Outdoor Recreation Plan (SCORP); PSU 2018 estimated population; level of service expressed in units per 1,000 residents 8,465

As the data in Table 27 shows, currently, the City is “park deficient” in all park categories. This will impact the calculation of the parks SDC reimbursement fee in that the current LOS implies 100% of the City's current parks and trails capacity is being absorbed by the City's current population.

## Existing and Projected Future Demand for Parks and Trails

Growth should be measured in units that most directly reflect the source of demand. In the case of parks, the most applicable units of growth are population and, where appropriate, employees (or new jobs). ORS 223.29 to 223.314 allow local governments to impose parks and recreation SDCs on non-residential development as well as on residential development. The Sutherlin program imposes parks and recreation SDCs on new residential development and does not impose SDCs on non-residential development (Resolution 2006-10; passed by the City Council on May 8, 2006).

However, the units in which demand is expressed may not be the same as the units in which SDC rates are charged. Many SDCs, for example, are charged on the basis of new dwelling units. Therefore, conversion is often necessary from units of demand to units of payment. For example, using an average number of residents per household, the number of new residents can be converted to the number of new dwelling units.

Parks and recreation facilities benefit City residents, businesses, non-resident employees, and visitors. The methodology used to update the City's parks and recreation SDCs establishes the required connection between the demands of growth and the SDC by identifying specific types of park and recreation facilities and analyzing the proportionate need of residents and employees for each type of facility. The SDCs to be paid by a development meet statutory requirements because they are based on the nature of the development and the extent of the impact of that development on the types of park and recreation facilities for which they are charged.

The parks and recreation SDCs are calculated based on the specific impact a development is expected to have on the City's population. For facilities that benefit residents, an SDC may be charged for residential development.

Table 28 contains existing and projected population, housing units, and employment for the City. The data in this table establishes the units of demand and the units of payment for the reimbursement and improvement parks SDCs.

Table 28 - Existing and Projected Population, Housing Units, and Employment

	2017	2018	2038	Analysis of Growth	
	Census Est.	City Est.	Projected	Units	CAGR*
<b>1</b> Population	7,833	8,465	11,401	3,568	1.50%
Single family residential	6,705	7,246	9,759	3,054	
Multi-family residential	1,058	1,219	1,642	584	
<b>2</b> Total Housing Units	3,558	2,857	5,179	1,621	
Single family residential	2,014	2,176	2,931	917	
Multi-family residential	591	681	860	269	
Number of persons per Housing Unit	2.20				
Single family residential	3.33				
Multi-family residential	1.79				
<b>3</b> Employment	3,187		4,639	1,452	1.89%
Employment to population ratio	40.69%				

*Data Sources and Notes:*

- 1** Current population source: U.S. Census Bureau, 2013-2017 American Community Survey 5-year summary, Table DP05; 2038 projection per Population Research Center, Portland State University, June 30, 2018
- 2** Current Housing units source: U.S. Census Bureau, 2013-2017 American Community Survey 5-year summary, Table DP04, Table B25024, B25033; 2038 projection based on 2017 number of persons per occupied housing unit
- 3** Current employment source: U.S. Census Bureau, 2013-2017 American Community Survey 5-year summary, Table DP03; 2037 projection based on 2017 employment to population ratio

\* CAGR - Compound Annual Growth Rate

## **Reimbursement Fee Calculations**

As we discussed above, the City is park deficient on a whole. This has adversely impacted the calculation of the parks SDC reimbursement fee in that the current LOS implies 100% of the City's current parks and trails capacity is being absorbed by the City's current population. That mean only 0% of the system's-built capacity is available to serve growth. Therefore, we are not including a reimbursement fee for the parks SDC calculations.

## **Parks Master Plan CIP**

On May 8, 2006, the City Council passed Resolution No. 2006-10. That resolution codified the current parks SDC methodology, and also adopted the current twenty-year parks capital improvement plan. In the judgement of City Staff, that capital improvement plan is still valid. The CIP identifies future costs for new parks and trails, and the future costs for improvements to the City's existing parks inventory. The project team has reviewed this CIP with Staff, and eliminated any projects that have been built/funded, or eliminated from future consideration.

The corrected total CIP from Resolution No. 2006-10 is shown below in Table 29.

Table 29 - 2019 Parks Master Plan CIP

	Historical Cost Basis		Current Year <sup>3</sup>
	2006	2017	2019
Neighborhood parks:			
South Central neighborhood park (N-7)	442,500		639,002
Southwest neighborhood park (N-9)	542,500		783,409
Northwest neighborhood park (N-10)	542,500		783,409
Northeast neighborhood park (N-2)	542,500		783,409
Southeast neighborhood park (N-3)	542,500		783,409
Hartley park (N-1)	442,500		639,002
Subtotal neighborhood parks	3,055,000		4,411,640
Community parks:			
Festival grounds (C-1)	1,718,750		2,481,999
Westside sports park (S-2)	2,750,000		3,971,198
Eastside sports park (S-1)	2,750,000		3,971,198
Westside community park (C-3)	2,750,000		3,971,198
Eastside community park (C-2)	2,750,000		
Ford's pond community park <sup>2</sup>	-	3,987,100	eliminated
Central park (CC)	309,750		447,301
Subtotal community parks	13,028,500		14,842,896
Greenway and open spaces:			
Sutherlin creek greenway	295,000		426,001
Cook creek greenway	295,000		426,001
Cook creek tributaries	295,000		426,001
Cooper creek greenway	295,000		426,001
Subtotal greenway and open spaces	1,180,000		1,704,005
Pathways:			
Sutherlin creek pathway	245,440		354,433
Cook creek pathway	212,400		306,721
Cooper creek pathway	139,240		201,073
Nicholas/St. Johns pathway	89,680		129,504
Laural street pathway	82,600		119,280
Subtotal pathways	769,360		1,111,011
Crossings:			
Central avenue/I-5 crossing	885,000		1,278,004
Laurel street/I-5 crossing	885,000		1,278,004
Central avenue/Ft. McKay sidewalks	335,120		483,937
State street sidewalks	224,200		323,761
Umatilla street sidewalks	55,460		80,088
Waite avenue sidewalks	44,840		64,752
Everett/Dean/Glen sidewalks	67,260		97,128
4th avenue sidewalks	217,120		313,537
6th avenue sidewalks	118,000		170,401
North comstock sidewalks	118,000		170,401
Duke/Hastings sidewalks	160,480		231,745
Taylor street sidewalks	172,280		248,785
Page avenue sidewalks	89,680		129,504
Subtotal crossings	3,372,440		4,870,047
Total	21,405,300		26,939,599

<sup>1</sup> Source: City of Sutherlin Resolution No. 2006-10; May 8, 2006

<sup>2</sup> Ford's Pond Community Park Master Plan; 2107

<sup>3</sup> Inflation base on ENR CCI 20 city average:

January, 2006 ENR CCI value	7760
January, 2017 ENR CCI value	10531
January, 2019 ENR CCI value	11206



## SDC Eligibility of Master Plan CIP

Section 4.3 of the 2005 Parks and Open Space Plan established unique forward-looking level of service standards for the Sutherlin park and recreation system. The language in that section of the Plans states:

“The following service delivery standards are based on the specific characteristics and stated community preferences of Sutherlin. Because Sutherlin only has three parks at the present time and no bike/pedestrian facilities, these standards propose higher service population ratios initially in order to facilitate development of a strong foundation for the city’s future park and open space system.”

**Table 4.2 – Service Delivery Standards**

Park Classification	SIZE		SERVICE AREA	
	Acres / 1000 Population	Acres / Site	Radius	Population
Neighborhood Park	3 acres per 1,000 population up to 10,000 persons; 2 acres per 1,000 persons thereafter	5 to 10 acres	1/4 to 1/2 mile radius	1,500 to 2,000 population
Community Park	10 acres per 1,000 population up to 10,000 persons; 7 acres per 1,000 persons thereafter	20 to 50 acres	1 to 2 mile radius	5,000 to 10,000 population
Greenways/Natural Areas	Does not apply	Depends on the physical characteristics and size of the underlying resource	As needed (1) to protect resources and (2) to provide connections	Entire community
Bike and Pedestrian Pathways	2 miles per 1,000 population up to 10,000 persons; 1.5 miles per 1,000 persons thereafter	Variable	Entire community	Entire community

Table 30 compares the current inventory of facilities in each category with that category’s Plan-based level of service. That comparison leads to a determination of surplus or deficiency for each category. Projects are eligible for improvement fee funding only to the extent that the projects will benefit future users. Therefore, only the categories with no deficiency are 100 percent eligible for improvement fee funding. The eligibility percentages of the remaining parks categories are reduced to reflect the level of deficiency.

Table 30 - Calculation of Master Plan CIP SDC Eligibility

Classification	LOS (units/1,000 population) <sup>1, 2</sup>	Inventory Units	Parks Inventory at			Level of Service Analysis		Parks SDC Eligibility	
			Current <sup>2</sup>	Planned Additions <sup>3</sup>	Planned 2038	Current need	Surplus / (Deficiency)	Growth Need	Growth %
Neighborhood Parks	3.00	Acres	2.20	32.00	34.20	25.40	(23.20)	8.81	27.52%
Community Parks	10.00	Acres	10.63	103.39	114.01	84.65	(74.03)	29.36	28.40%
Greenways/Natural Areas	<u>2.00</u>	Acres	-	<u>22.80</u>	<u>22.80</u>	<u>16.93</u>	<u>(16.93)</u>	<u>5.87</u>	25.75%
Subtotal Parks	15.00		12.83	158.19	171.02	126.98	(114.15)	44.04	
Bike and Pedestrian Pathways	2.00	Miles	-	22.80	22.80	16.93	(16.93)	5.87	25.75%

<sup>1</sup> PSU service area population estimate 2018 8,465

Level of Service expressed in units per 1,000 residents 8.47

Estimated 2038 service population per PSU 11,401

Level of Service expressed in units per 1,000 residents 11.40

<sup>2</sup> 2005 Parks Master Plan; Table 4.2 - Service Delivery Standards

<sup>3</sup> Planned additions to attain 2013-17 SCORP level of service

## Improvement Fee Calculations

The improvement fee is the cost of capacity-increasing capital projects per unit of growth that those projects will serve. The unit of growth, the number of new residents, is the basis of the fee. In reality, the capacity added by many projects serves a dual purpose of both meeting existing demand and serving future growth. To compute a compliant SDC rate, growth-related costs must be isolated and costs related to current demand must be excluded. We have used the “capacity approach” to allocate costs to the improvement fee basis. Under this approach, the cost of a given project is allocated to growth in proportion to the growth-related capacity that projects of a similar type will create. The capacity analysis of the Plan CIP is shown numerically in Table 31. Table 32 lays out the capacity approach to deriving the parks improvement fee.

Table 31 - Calculation of the Parks Improvement Fee

Classification	Total MP CIP	SDC Eligible %	<----- Funding Sources for Parks Master Plan CIP ----->			
			Existing Users	Total SDC	Residential	Non-Residential
Neighborhood Parks	4,411,640	27.52%	3,197,412	1,214,228	1,214,228	-
Community Parks	14,842,896	28.40%	10,627,575	4,215,321	4,215,321	-
Greenways/Natural Areas	1,704,005	25.75%	1,265,173	438,832	438,832	-
Trails	5,981,058	25.75%	4,440,759	1,540,299	1,540,299	-
Total	\$ 26,939,599		\$ 19,530,919	\$ 7,408,681	\$ 7,408,681	\$ -

	Total SDC	Residential	Non-Residential
Future parks master plan capacity-expanding costs	\$ 7,408,681	\$ 7,408,681	\$ -
Adjustments to improvement fee basis:			
Parks improvement fee SDC fund balance	1,800,479	1,800,479	-
Adjusted future parks master plan capacity-expanding costs	\$ 5,608,202	\$ 5,608,202	\$ -

*Future Demand Units:*

Growth in population (People)	3,568
Growth in occupied housing units:	
Single family residential	917
Multi-family residential	269
Growth in employment (Employees)	

*Unit improvement fee Parks SDCs:*

Per person	\$ 1,572
Per occupied housing unit:	
Single family residential	\$ 5,233
Multi-family residential (per unit)	\$ 2,814

## Parks SDC Model Summary

The 2020 parks SDC methodology update was done in accordance with Sutherlin Municipal Code Chapter 13.16, and with the benefit of adopted 2006 Parks SDC methodology and CIP. We recommend the City update the SDC charge and methodology to reflect the current capital improvement program. Our analysis indicates the City can charge a maximum of \$5,495 per detached single-family residence. The complete proposed schedule of parks SDCs is shown below in Table 32. Table 33 give a comparison of the proposed and current parks SDC for a new single-family detached residence.

Table 32 - Proposed Parks SDCs

Customer Classification	Number of Dwelling Units	Proposed Schedule of Parks SDCs			
		Reimbursement	Improvement	Administration	Total
Detached single family	1	\$ -	\$ 5,233	\$ 262	\$ 5,495
Mobil/manufactured home	1	-	5,233	262	5,495
Multifamily - \$/dwelling unit	1	-	2,814	141	2,955
Duplex	2	-	5,628	281	5,909
Tri-plex	3	-	8,442	422	8,864
Four-plex	4	-	11,256	563	11,819
Apartment complex	*	*	*		*
Condominium complex	*	*	*		*
Retirement/Assisted Living cc	*	*	*		*
Business - \$/FTE Employee		\$ -	\$ -	\$ -	\$ -

\* - multiply the number of dwelling units by the corresponding detached multi-family per dwelling unit fee component

Table 33 - Proposed and Current Parks SDCs for a Detached Single-Family Residence

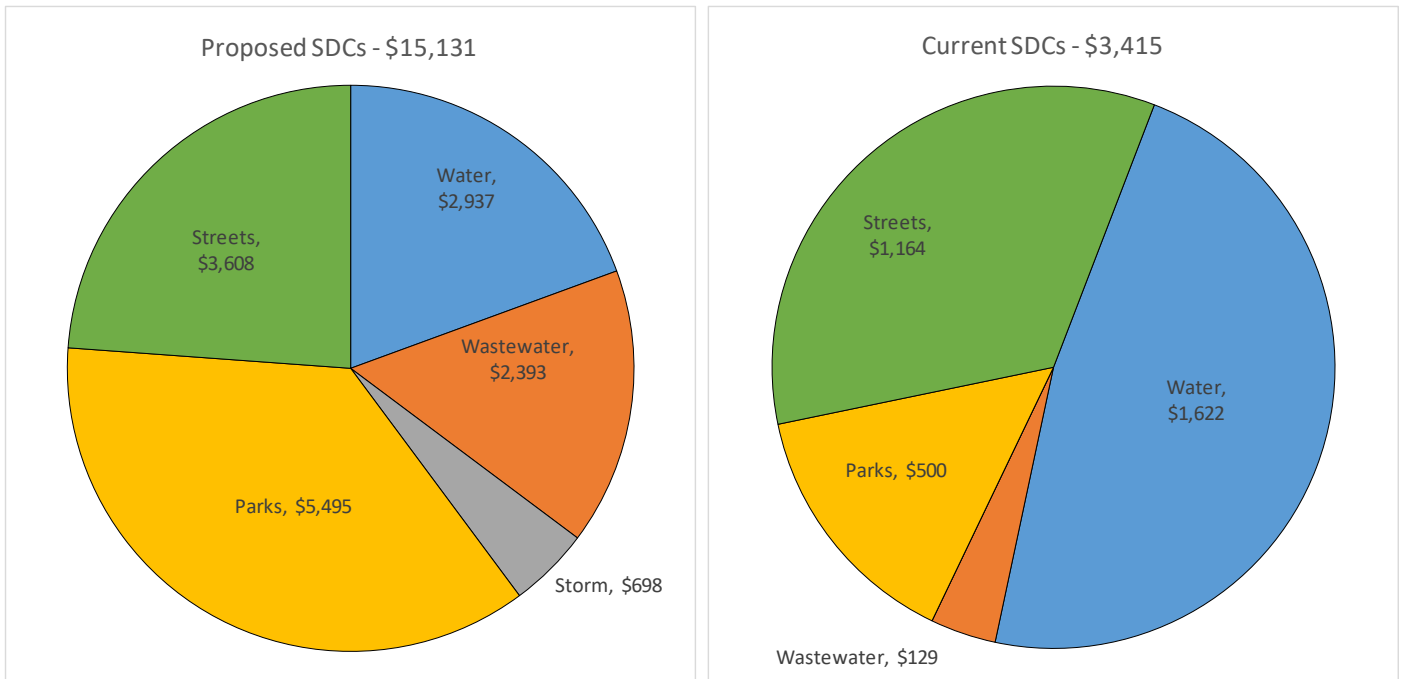
Parks SDC Components	Proposed		Current		Difference
Reimbursement fee	\$	-	\$	-	\$ -
Improvement fee		5,233		500	4,733
Administration fee @ 5%		262		-	262
Total wastewater SDC	\$	5,495	\$	500	\$ 4,995

## Conclusions and Recommendations

The 2020 SDC methodology update was done in accordance with SMC Chapter 13.16, and with the benefit of adopted plans and plan updates for municipal services. Our analysis indicates the City can charge a maximum of \$2,937 for water, \$2,393 for wastewater, \$698 for stormwater, \$3,608 for transportation, and \$5,495 for parks. These figures are on a per equivalent single family residential unit basis. The sum of these maximum fees amounts to \$15,131 per unit; \$11,716 more than the sum of the current SDCs of \$3,415.

A graphic side by side comparison of the proposed and current schedule of SDCs is shown below in figure 2.

Figure 2 - Proposed and Current Schedule of SDCs



Finally, we recommend the City adopt a policy of reviewing its suite of SDCs every five years. Between the review dates, the city should apply a cost adjustment index to the SDC rates annually to reflect changes in costs for land and construction. This policy should be codified in the Sutherlin Municipal Code (SMC §13.16). We suggest the City consider the following language for that section of the SMC:

1. Notwithstanding any other provision, the dollar amounts of the SDC set forth in the SDC methodology report shall on January 1<sup>st</sup> of each year be adjusted to account for changes in the costs of acquiring and constructing facilities. The adjustment factor shall be based on:
  - a. The change in construction costs according to the Engineering News Record (ENR) Northwest (Seattle, Washington) Construction Cost Index (CCI).
  - b. The system development charges adjustment factor shall be used to adjust the system development charges, unless they are otherwise adjusted by the city based on a change in the costs of materials, labor, or real property; or adoption of an updated methodology.

## Neighboring Communities' SDCs

Shown below in Figures 3 through 9 are charts that compare the current SDCs for a single-family customer in Sutherlin to the same charges in similar communities in Douglas County and Oregon.

Figure 3 - Comparison of Neighboring Communities' Water SDCs

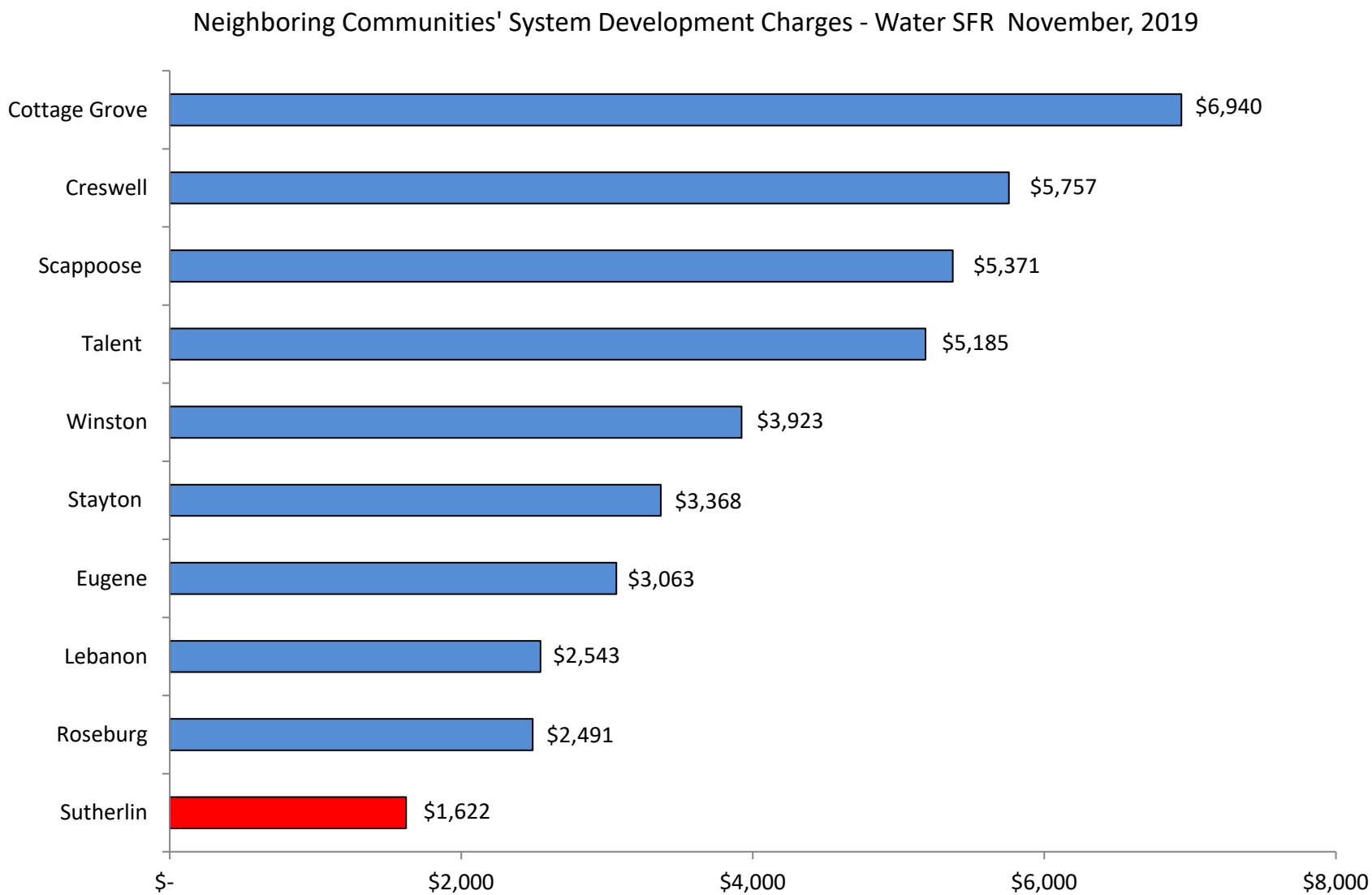


Figure 4 - Comparison of Neighboring Communities' Wastewater SDCs

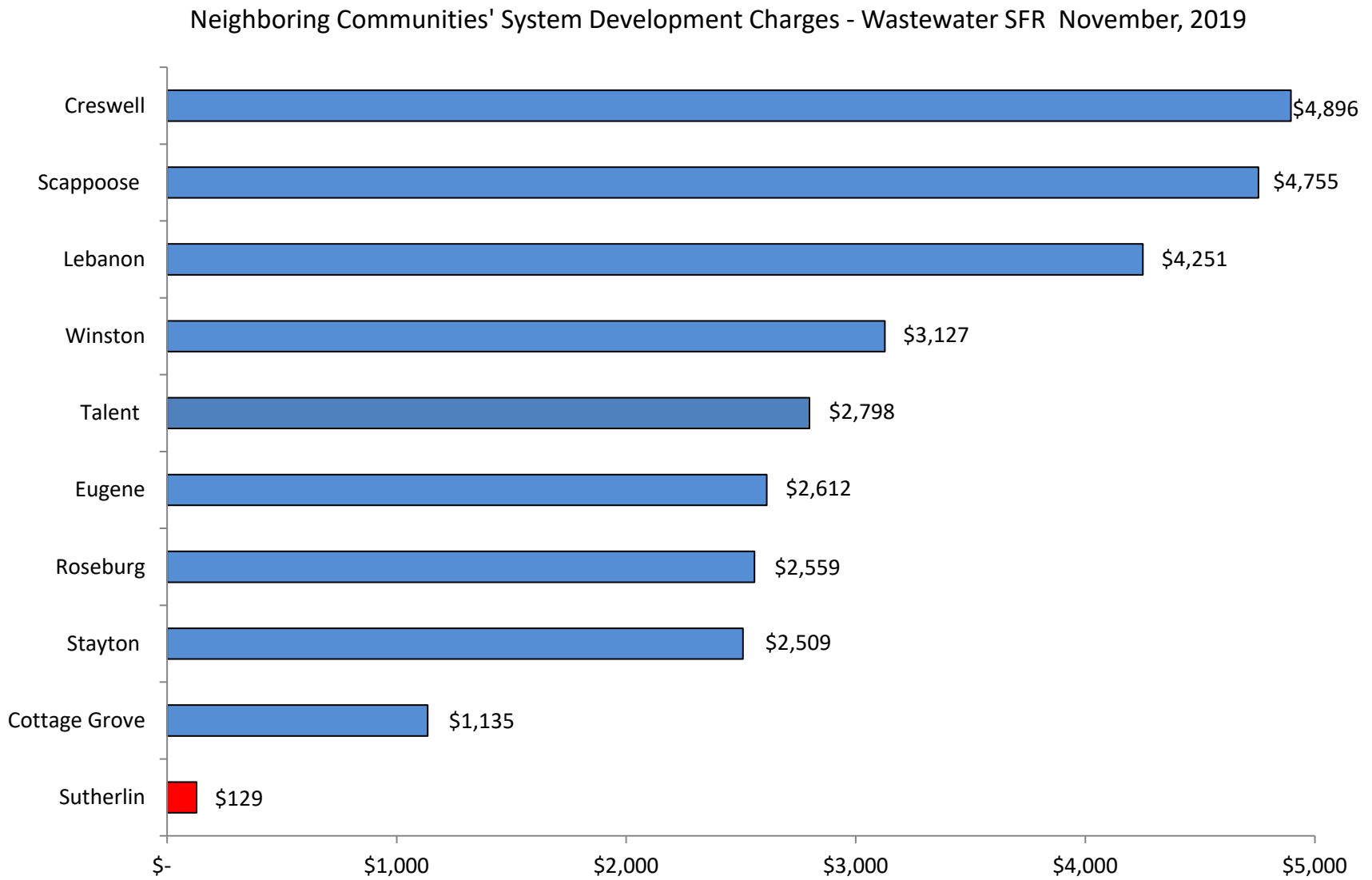


Figure 5 - Comparison of Neighboring Communities' Stormwater SDCs

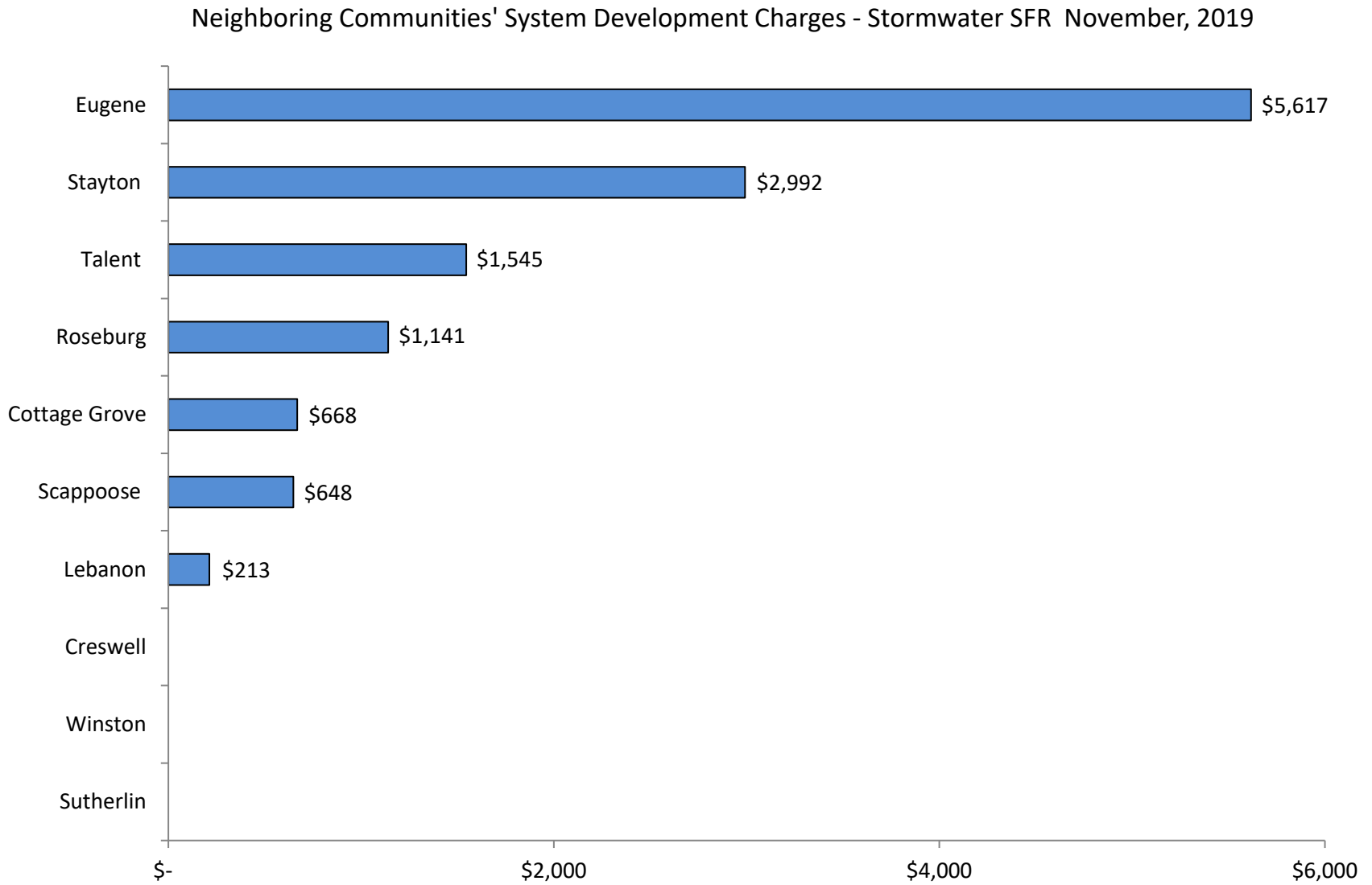




Figure 6 - Comparison of Neighboring Communities' Transportation SDCs

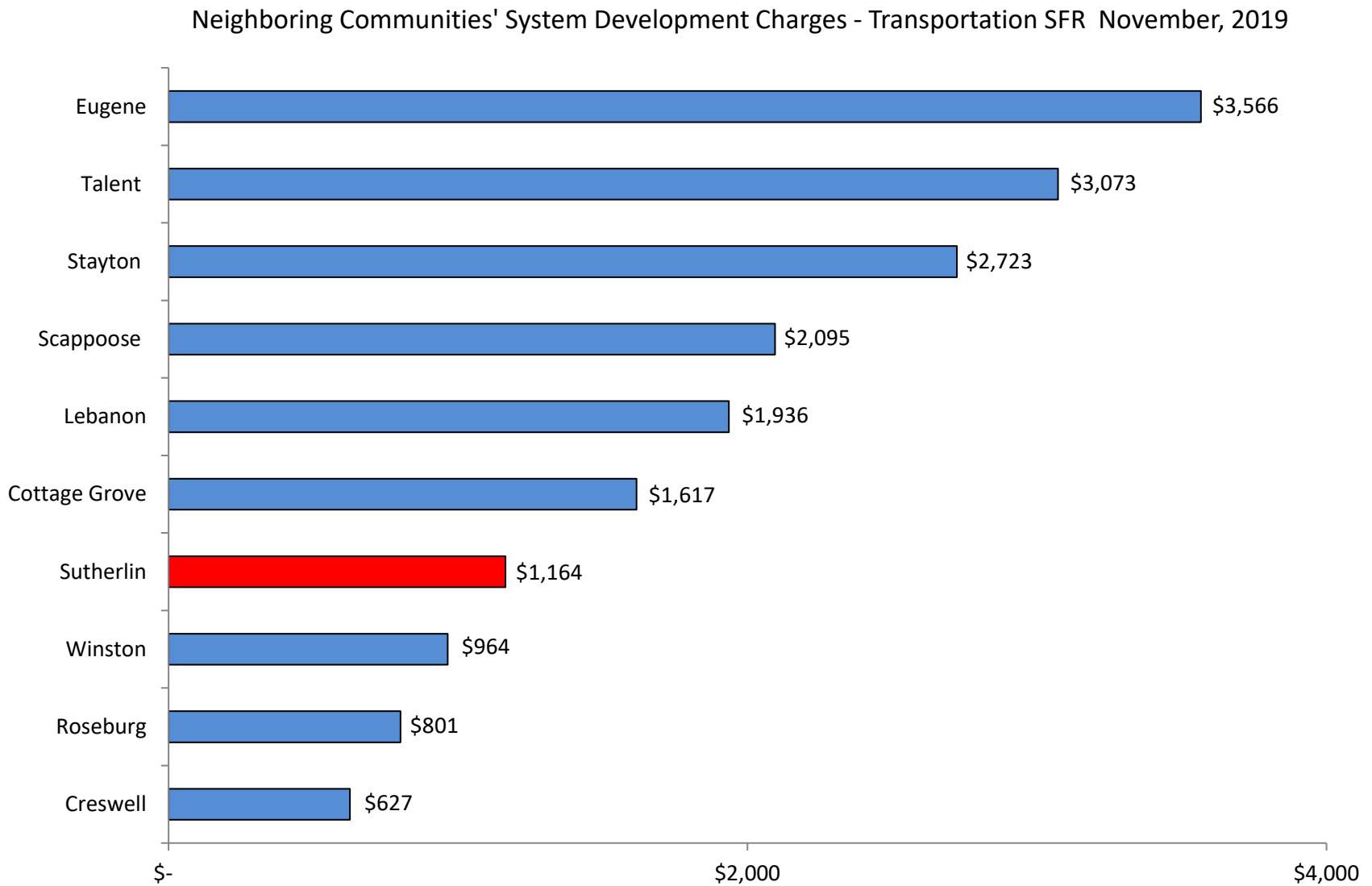


Figure 7 - Comparison of Neighboring Communities' Parks SDCs

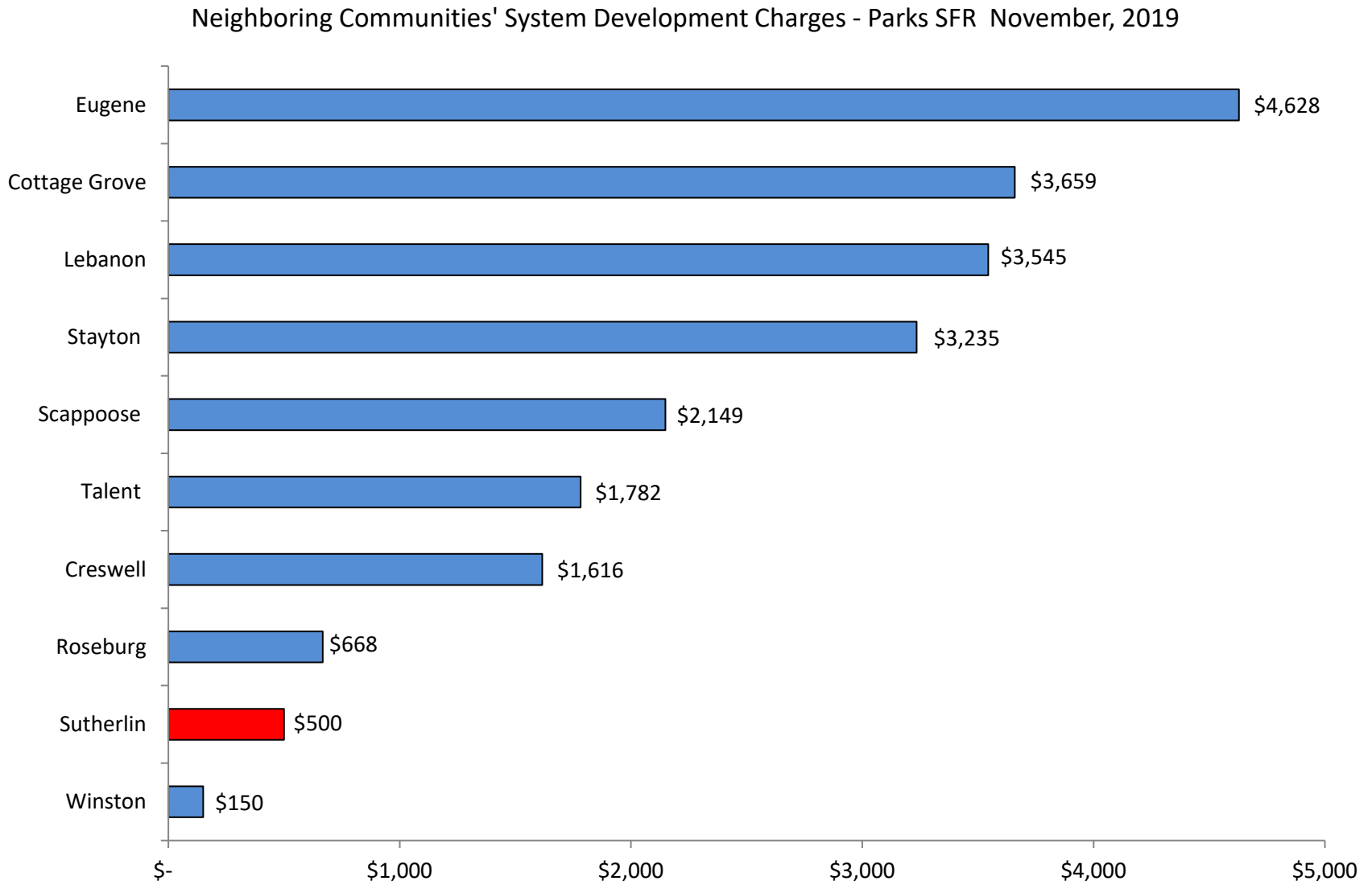
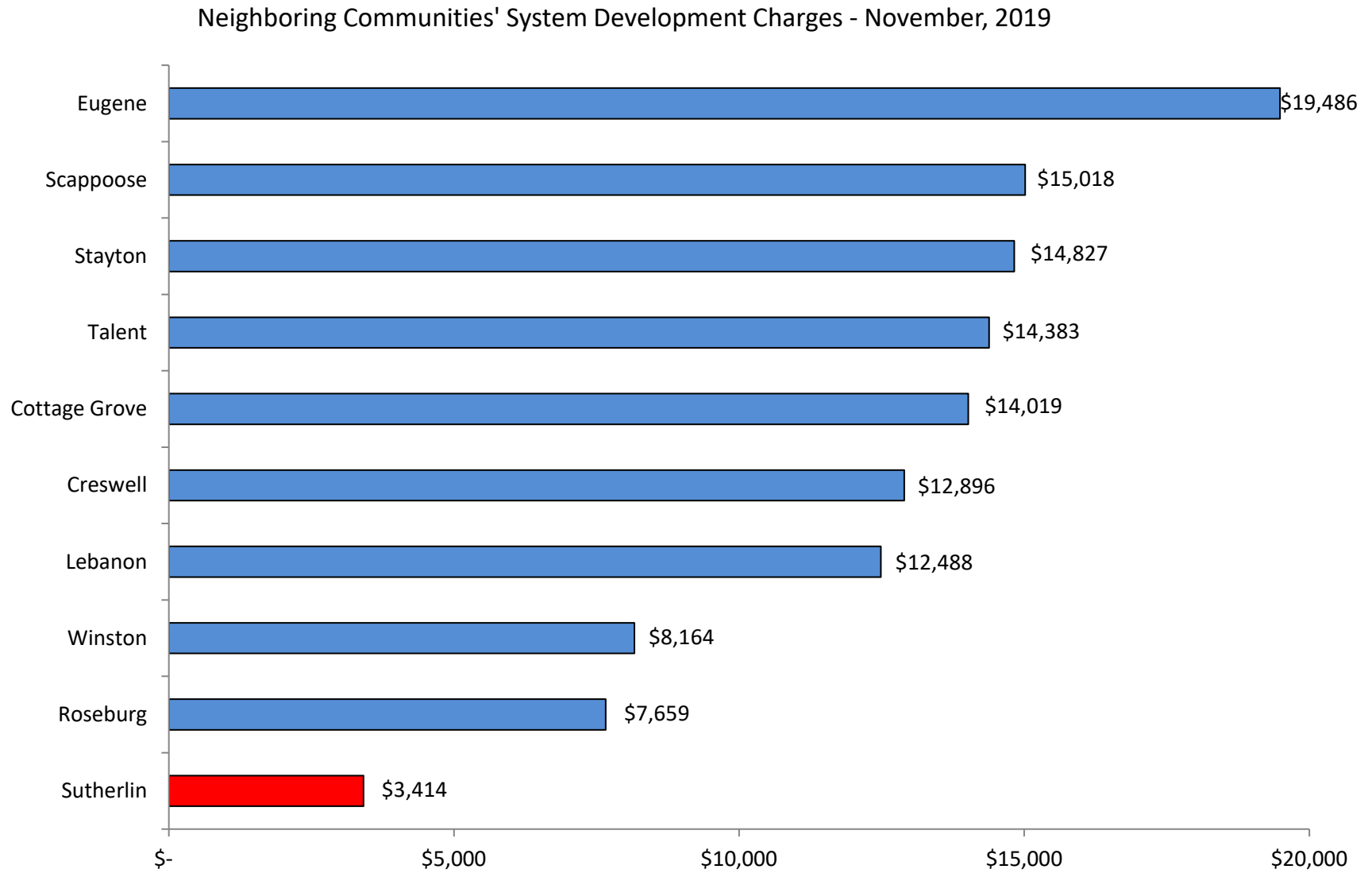
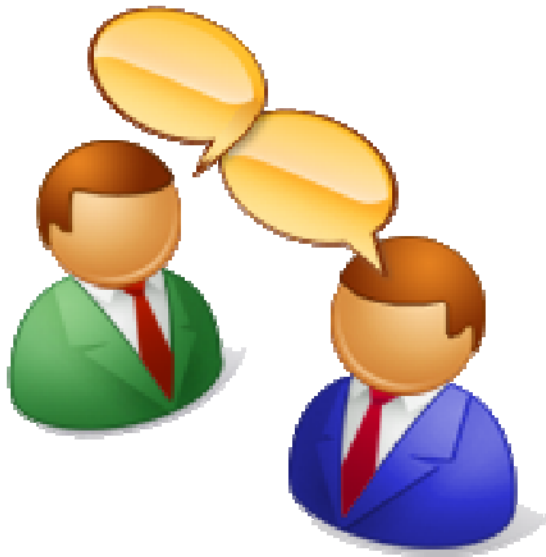


Figure 8 - Comparison of Neighboring Communities' All SDCs Combined



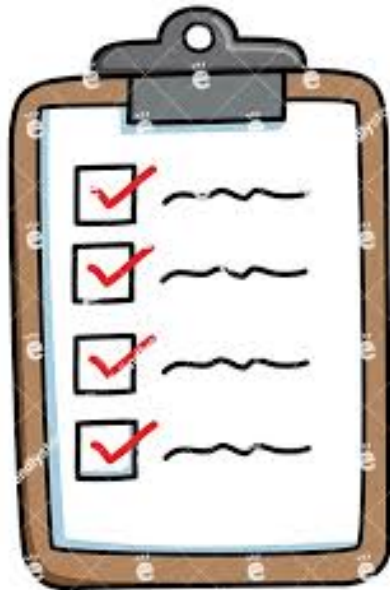


# **COUNCIL COMMENTS**





# **STRATEGIC PLAN UPDATE**





## City of Sutherlin

STAFF REPORT					
Re: Wastewater Extension/Reimbursement District Report				Meeting Date:	6-8-2020
Purpose:	Action Item <input type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input checked="" type="checkbox"/>
Submitted By: Brian Elliott, Community Development Director				City Manager Review	<input checked="" type="checkbox"/>
Attachments:					

### WHAT IS BEING ASKED OF COUNCIL?

This staff report is to provide Council with an update on the Wastewater Extension/Reimbursement District.

### EXPLANATION

On April 14, 2020 the Reimbursement Agreement between Wichit and Bobbie Jo Srikureja was fully executed. This Reimbursement Agreement was for roughly 1600 lineal feet of 12" sanitary sewer line from intersection of HWY 138 and Dakota Street South to West Duke. This infrastructure improvement will be able to serve commercial, industrial and residential parcels south of HWY 138. Robinson Construction was the developer on the project. Engineering and construction costs totaled \$186,529.00.

Construction for the South Calapooia Low Pressure Sewer Extension was completed in May 2020. City of Sutherlin funded this project through wastewater construction funds. Staff is currently working on an Advanced Funding Reimbursement District Agreement. There are nine parcels that could benefit from this roughly 1713 lineal feet of 4" Low Pressure Sewer Extension. Total cost, engineering and construction was \$111,917.21

### OPTIONS

N/A

### SUGGESTED MOTION(S)

N/A



126 E. Central Avenue  
Sutherlin, OR 97479  
541-459-2856  
Fax: 541-459-9363  
[www.cityofsutherlin.com](http://www.cityofsutherlin.com)

## City of Sutherlin

STAFF REPORT					
<b>Re: Painting Community Center &amp; Library</b>				<b>Meeting Date:</b>	6-8-2020
<b>Purpose:</b>	Action Item <input type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only x	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
<b>Submitted By: Public Works Director, Aaron Swan</b>				<b>City Manager Review</b>	<input checked="" type="checkbox"/>
<b>Attachments:</b> N/A					

### WHAT IS BEING ASKED OF COUNCIL?

N/A

### EXPLANATION

The library exterior is currently being caulked and painted. The community building interior was painted this spring and the exterior paint job is in the bid process and should be completed soon.

### OPTIONS

N/A

### SUGGESTED MOTION(S)

N/A



# **PUBLIC COMMENT**







# ADJOURNMENT





# **FOR YOUR INFORMATION**



## Melanie Masterfield

---

**From:** Melanie Masterfield  
**Sent:** Tuesday, June 2, 2020 2:54 PM  
**To:** Ashley (ashley@bciradio.com); DC Commisioners (commissioners@co.douglas.or.us); Erica Welch; KUGN (news@kugn.com); Kyle-KQEN (KYLE@BCIRADIO.COM); News Desk (newsdesk@nrtoday.com); Register Guard (rgnews@registerguard.com); Roseburg Beacon (info@roseburgbeacon.com)  
**Subject:** City of Sutherlin Council Agenda  
**Attachments:** CC AGENDA JUNE 8, 2020.pdf

Attached is the June 8, 2020 Sutherlin City Council Agenda.



Melanie Masterfield  
Deputy City Recorder

**City of Sutherlin**  
**126 E Central Ave**  
**Sutherlin, OR 97479**  
**541-459-2856**  
[m.masterfield@ci.sutherlin.or.us](mailto:m.masterfield@ci.sutherlin.or.us)