



**City of Sutherlin
Workshop Council Meeting
Monday, July 22, 2019
Civic Auditorium – 7:00 p.m.
AGENDA**

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

- 1. CALL TO ORDER / FLAG SALUTE**
- 2. ROLL CALL**
- 3. INTRODUCTION OF MEDIA**
- 4. AGENDA CONFIRMATION**
 - a. August 12, 2019 Agenda
- 5. a. COUNCIL PRIORITY PROGRESS REPORT**
b. COUNCIL COMMENTS
- 6. COUNCIL BUSINESS**
 - a. Resolution 2019.15 – Sutherlin Sanitary Rates
- 7. WORKSHOP**
 - a. Nonpareil Water Treatment Plant Upgrade Update
 - b. Recreational Trails Project Grant Update – Ford's Pond
 - c. Local Government Grant Program – Ford's Pond
 - d. Summer Projects (**VERBAL**)
- 8. REPORTS**
- 9. STRATEGIC PLAN UPDATE** (Reports in Council Packet)
 - a. Central Park Water Features (**VERBAL**)
 - b. NPDES Permit Renewal
 - c. Comprehensive Plan Code Audit
 - d. Long-Term Budget Forecast (**VERBAL**)
- 10. ADJOURN**

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

EXECUTIVE SESSION

ORS 192.660(2)(f) – Exempt Public Records

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



Call to Order & Flag Salute





ROLL CALL





Introduction Of Media





AGENDA CONFIRMATION





**City of Sutherlin
Regular Council Meeting
Monday, August 12, 2019
Civic Auditorium – 7:00 p.m.
AGENDA**

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

1. CALL TO ORDER / FLAG SALUTE

2. ROLL CALL

3. INTRODUCTION OF MEDIA

4. PUBLIC COMMENT

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

5. PRESENTATIONS

a. Visitor Center Executive Director – Tracy Martz

6. CONSENT AGENDA

- a. July 8, 2019 Minutes – Regular Meeting
- b. July 22, 2019 Minutes – Workshop

7. COUNCIL BUSINESS

a. PW – Flush Truck Purchase

8. REPORTS

9. STRATEGIC PLAN UPDATE (Reports in Council Packet)

a. Nonpareil Water Treatment Plant Improvements

10. CITY COUNCIL COMMENT

11. 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.]

12. ADJOURN

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

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



COUNCIL PRIORITY PROGRESS REPORTS

COUNCIL COMMENTS





COUNCIL BUSINESS





City of Sutherlin

STAFF REPORT					
Re: Resolution No. 2019.15 – Sutherlin Sanitary Service Amended Fee Schedule				Meeting Date:	07/22/19
Purpose:	Action Item ☒	Workshop ☐	Report Only ☐	Discussion ☐	Update ☐
Submitted By: Dan Wilson, Finance Director				City Manager Review	☒
Attachments: Resolution 2019.15 & Exhibit A - Rates					

WHAT IS BEING ASKED OF COUNCIL?

Consider approving Resolution 2019.15 – Sutherlin Sanitary Service rate adjustment

EXPLANATION

Ordinance No. 1040 requires that any change to the fee schedule for Sutherlin Sanitary Service be adopted by resolution. Therefore, the attached resolution is here for your consideration.

OPTIONS

1. Approve the resolution as presented.
2. Approve the resolution with revisions.
3. Not approve the resolution.

SUGGESTED MOTION(S)

Move that Resolution 2019.15 be approved as presented.

RESOLUTION NO. 2019.15

**A RESOLUTION AUTHORIZING AN AMENDMENT TO THE
FEE SCHEDULE FOR SUTHERLIN SANITARY SERVICE**

WHEREAS, pursuant to Section 9 of Sutherlin Sanitary Franchise Agreement (Ordinance No. 1040) changes in fees must be adopted by resolution.

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Sutherlin approves the amended fee schedule for garbage collection which reflects an increase in rates due to an increase in operating costs. The amended rate schedule is attached as Exhibit "A": and made part of this resolution. This amendment is to take effect August 1, 2019.

PASSED BY THE COUNCIL, ON THIS 22ND DAY OF JULY, 2019

APPROVED BY THE MAYOR, ON THIS 22ND DAY OF JULY, 2019

ATTEST:

Mayor, Todd McKnight

City Recorder, Diane Harris, CMC

Sutherlin Sanitary Service - City of Sutherlin Proposed rates 7/17/19

Service	Current Rate	Proposed Rate
35 Gallon Cart	22.75	24.50
65 Gallon Cart	30.25	31.50
65 Gallon Cart on call 1.50/Month	*7.75	*8.25
95 Gallon Cart	35.75	38.50
1.0 Yard Container	85.00	91.75
1.5 Yard Container	126.25	137.50
3.0 Yard Container	252.50	275.25
4.0 Yard Container	337.00	367.00
Off Road	5.00	5.25
Lock/Gate	10.00	10.50

*Per dump

**Rates reflect 1 dump per week service, for those wanting multiple containers or multiple days of service, these rates would simply multiply by either the number of days or the number of containers or both.



WORKSHOP





City of Sutherlin

STAFF REPORT					
Re: Nonpareil Water Treatment Plant (NPWTP) Improvements				Meeting Date:	07-22-2019
Purpose:	Action Item ☐	Workshop ☒	Report Only ☐	Discussion ☐	Update ☐
Submitted By: Brian Elliott, Community Development Director				City Manager Review	☒
Attachments: N/A					

WHAT IS BEING ASKED OF COUNCIL?

This staff report is to provide Council an update on the proposed NPWTP improvements.

EXPLANATION

Part of the 2019/20 strategic plan and a high Council priority was to address the aging NPWTP. On February 22, 2019 city staff submitted an application for \$3,937,773 to Business Oregon for a loan through the Safe Drinking Water Revolving Loan Fund Program (SDWRLFP). These funds are available from Oregon Infrastructure Finance Authority (IFA). On June 21, 2019 City of Sutherlin was notified that our application was successful. The award consists of a loan for \$3,557,773, with a forgivable loan of \$380,000. The interest rate on the loan will be 1% for a maximum of 30 years. Once staff receives and reviews the contract we will bring it to Council for approval.

The NPWTP Improvements scope of work: contract for final design and construction services to make improvements that include the following: compressor upgrade for cleaning intake screen; new magnetic flow meter for the raw water influent line, refurbish contact clarifier through sand blasting pressure grouting of cracks, and coating; air scour system into the existing filters; construction of new concrete primary, secondary and tertiary backwash ponds; addition of a redundant potable water pump; installation of filter-to-waste piping; replacement of existing water treatment plant piping with the addition of electric actuated valves; installation of an updated controls system utilizing Supervisory Control and Data Acquisition (SCADA); installation of new generator with automatic transfer switch; and replacement of system monitoring equipment.

OPTIONS

Not Applicable

SUGGESTED MOTION(S)

None



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

City of Sutherlin

STAFF REPORT					
Re: Recreational Trails Program (RTP) Grant Update – Ford’s Pond				Meeting Date:	07-22-2019
Purpose:	Action Item ☐	Workshop ☒	Report Only ☐	Discussion ☐	Update ☐
Submitted By: Brian Elliott, Community Development Director and Jim Houseman Friends of Ford’s Pond President				City Manager Review	☒
Attachments: N/A					

WHAT IS BEING ASKED OF COUNCIL?

To provide Council an update on the Recreational Trails Program (RTP) Grant for Ford’s Pond.

EXPLANATION

Last Year’s RTP grant application was # 3 under the funding threshold. We scored 3.43 points under the last project on the committee’s list, 12.7 points under the highest scoring project. Overall the committee’s feedback was very positive.

Friends of Ford’s Pond and the City are currently working on this year’s RTP grant application. The application is due October 2019. On June 17, 2019, City of Sutherlin was notified from Oregon Parks and Recreation Department (OPRD) that Congress recently set an unexpected deadline for states to obligate excess project funds by September 30, 2019. This applies to RTP and many other FHWA funded programs. OPRD has excess carryover funds they need to obligate and would not be able to do so for any of the new 2019 proposals. Instead, the Committee and Commission are looking at funding more of last year’s projects to avoid losing funds to the U.S. Treasury.

As mentioned early in the staff report, Ford’s Pond was the third project below OPRD funding threshold last year and OPRD should have enough funds for our project. Nothing is guaranteed at this point, but it looks positive. OPRD is waiting on ODOT to verify the amount of funds available and whether timelines to make this work are agreeable. The RTP Committee plans to have a meeting the second week of July to approve this approach. The RTP grant amount requested in 2018 was \$243,555 with an in kind match amount of \$116,394.

RTP scope of work: Demolition/Grading, incorporate the concrete log dump, earthwork for primary pathway and parking lot, Restoration/Mitigation of Construction Impacts, Project design, engineering, and permits, Construction of pathway (0.8 miles) and parking lot (100' x 100'): geotextile fabric, surface (4-6" depth of 3/4" minus gravel delivered onsite, deployed, and compacted and the Wetland Delineation Study - Pre-agreement expenditure.

OPTIONS

N/A

SUGGESTED MOTION(S)

None



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

City of Sutherlin

STAFF REPORT					
Re: Local Government Grant Program-Ford's Pond				Meeting Date:	07/22/2019
Purpose:	Action Item ☐	Workshop ☒	Report Only ☐	Discussion ☐	Update ☐
Submitted By: Brian Elliott, Community Development Director and Jim Housemen Friends of Ford's Pond President				City Manager Review	☒
Attachments: N/A					

WHAT IS BEING ASKED OF COUNCIL?

This staff report is to provide Council an update on the Local Government Grant Program (LGGP) for Ford's Pond.

EXPLANATION

Last year Friends of Ford's Pond and the City of Sutherlin were unsuccessful with the LGGP application. Forty applicants applied for grants, totaling 13 million dollars. OPRD only had 4.8 million dollars of funds available. Of the 40 applicants 18 were successful. We received great feedback on our project from the LGGP Advisory Committee. On June 19, 2019 Friends of Ford's Pond and City of Sutherlin presented our project again to LGGP Advisory Committee. On July 2, 2019 City of Sutherlin was notified that our project was one of the successful applicants that will be recommended to the commission to be approved. **ALL GRANT AWARDS ARE NOT CONSIDERED "OFFICIAL" UNTIL THEY HAVE BEEN APPROVED BY THE OPRD COMMISSION. THE COMMISSION MEETING WILL BE SEPTEMBER 18, 2019.** The LGGP grant amount requested is \$388,531 with an in kind match of \$390,250.

LGGP scope of work: Demolition and earthwork for parking lot and connectivity path, Installation of Site Utilities (Water, Sewer, and Electric) Site Furnishings: benches, tables, lighting, signage and site preparation along Church Road. Improvements would include site utilities, benches, bicycle racks, restroom, asphalt parking and asphalt trails, Project Management, Project Site Design and Engineering, including Fees & Permits Construct asphalt ADA parking area, storm water bio swale, and 900' asphalt path connecting to pond level.

OPTIONS

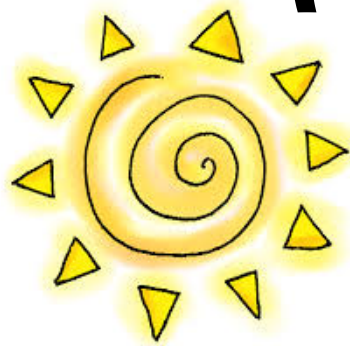
Not Applicable

SUGGESTED MOTION(S)

None



SUMMER PROJECTS (Verbal)



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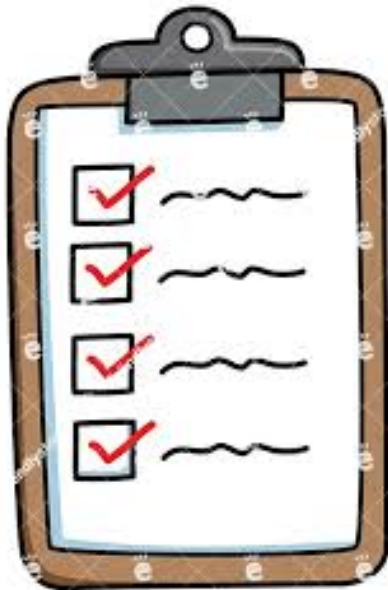


REPORTS





STRATEGIC PLAN UPDATE





CENTRAL PARK WATER FEATURES (Verbal)





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

City of Sutherlin

STAFF REPORT					
Re: Wastewater Treatment Plant (WWTP)-National Pollutant Discharge Elimination System (NPDES) Permit Renewal Update				Meeting Date:	07-22-2019
Purpose:	Action Item ☐	Workshop ☐	Report Only ☐	Discussion ☐	Update ☒
Submitted By: Brian Elliott, Community Development Director				City Manager Review	☒
Attachments: N/A					

WHAT IS BEING ASKED OF COUNCIL?

This staff report is to provide Council an update on the Wastewater Treatment Plants (WWTP) National Pollutant Discharge Elimination System (NPDES) Permit renewal.

EXPLANATION

City of Sutherlin's WWTP-NPDES permit expired on September 30, 2011. Since that time, City of Sutherlin's WWTP has been operating on an extension of that permit.

Prior to the expiration date of the current NPDES permit. City of Sutherlin was required to submit a renewal application to DEQ. On March 23, 2011 the renewal application was submitted to DEQ. Part of the renewal process was to update the Recycled Water Reuse Plan and the Biosolids Management Plan, completed 2018/19.

City of Sutherlin's proposed NPDES permit was put on public notice on May 7, 2019; comments were due by June 11, 2019. No comments were received. On July 3, 2019 City of Sutherlin was notified that the new NPDES permit was final.

OPTIONS

Not Applicable

SUGGESTED MOTION(S)

Not Applicable



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

City of Sutherlin

STAFF REPORT					
Re: Sutherlin Housing Code Audit				Meeting Date:	7-22-2019
Purpose:	Action Item ☐	Workshop ☐	Report Only ☒	Discussion ☐	Update ☐
Submitted By: Kristi Gilbert, Community Development Specialist and Brian Elliott, Community Development Director				City Manager Review	☒
Attachments: Sutherlin Housing Code Audit					

WHAT IS BEING ASKED OF COUNCIL?

This staff report is to provide City Council an update to the Housing Code Audit Project.

EXPLANATION

During the 2018 legislative session, the legislature appropriated funds to the Department of Land Conservation and Development (DLCD) for the purpose of providing technical assistance to local governments in increasing the affordability of housing within urban growth boundaries. Technical assistance included audits of land use codes (to identify barriers to housing development).

In July, 2018, staff submitted an application for a code audit of the City's existing code, asking a consultant to review the existing codes and compare them to the state model-code and/or other codes for successful rapid growing communities of similar size. To then: evaluate compliance with all state laws and identify and analyze whether each of the compared to localities have established reasonable procedures and then to assess and describe potential and actual government constraints upon the maintenance, improvement or development of housing, to include land use controls, site improvements, fees and any other requirements that may hinder development and the city's ability to meet housing needs.

August, 2018, the City was awarded funds for the Housing Needs Analysis Code Audit. This project was funded by Oregon general fund dollars through DLCD. Staff worked with consultants selected by DLCD and completed a code audit with suggested changes on May 31, 2019.

Staff will create a draft code incorporating required and proposed changes presented by the consultants and DLCD, and present them at a workshop to Planning Commission at their regular Planning Commission meeting in September, 2019. This workshop will be followed by a public hearing, workshop with council, public hearing and ordinance adoption. Appropriate notifications will take place through this process.

OPTIONS

Not Applicable

SUGGESTED MOTION(S)

Not Applicable



SUTHERLIN HOUSING CODE AUDIT

Final Code Audit - May 2019



Acknowledgements

Planning Commissioners:

Norman Davidson
Elainna Swanson
Richard Price
Adam Sarnoski
Sam Robinson
Collin Frazier
William Lee

City Staff:

Brian Elliott, Community Development Director
Kristi Gilbert, Community Development Specialist
Jamie Chartier, City Planner

Department of Land Conservation and Development:

Josh LeBombard, Southern Oregon Regional Representative, Community Services Division

Consultant Team:



Heather Austin, AICP, Project Manager, 3J Consulting



Elizabeth Decker, Project Planner, JET Planning



This project is funded by Oregon general fund dollars through the Department of Land Conservation and Development. The contents of this document do not necessarily reflect the views or policies of the State of Oregon.

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INTRODUCTION

The City of Sutherlin is pursuing an audit of the development code and related regulations pertaining to residential development. State law requires a “clear and objective” review path for all housing, which may not cause “unreasonable cost or delay.” This requirement applies to all housing types within residential and mixed-use zones in Sutherlin, referred to in state law very broadly as “needed housing.” A “clear and objective” review path means that there is only one way to interpret a standard, so that there is no discretion when applying it. However, cities may also develop an optional review path with discretionary standards as an alternative to the clear and objective review path and there are limited exemptions to the clear and objective requirement, notably for historic districts.

The Sutherlin code audit will review all applicable development code standards to identify concerns about whether a clear and objective review option exists for all residential development, to identify significant regulatory barriers to residential development, and to identify additional regulatory opportunities to support the development of desired types identified in the City’s Housing Needs Analysis. The overarching goal for the code audit is to identify regulatory barriers to the development of a wide variety of housing types in compliance with both the letter and the spirit of Oregon’s clear and objective requirements, to better meet the City’s identified needs for housing.

The project will include an audit of the City’s regulations to determine whether the code:

- ◆ Complies with the statutory requirements for a clear and objective path for approval of residential development, per ORS §197.307(4);
- ◆ Includes criteria or procedures that may hinder development of needed housing; and
- ◆ Contains permitted use lists and development standards that ensure the mix and density of allowed housing can accommodate needed housing.

The City is working to understand the existing barriers and future solutions to promote housing development for current and future residents through the code audit project. The project includes a thorough review of housing-related development standards. Though not part of the scope of this project, a brief analysis is provided of the City’s policies, fees, and procedures, in an attempt to identify other pertinent issues related to housing development in the city. This project is funded by a Department of Land Conservation and Development (DLCD) Oregon Housing Planning Project technical assistance grant.

PROJECT APPROACH

The Sutherlin Housing Code Audit analyzes current standards, conditions, procedures or zoning designations to identify those that are out of compliance with state law or areas for improvements based on best practices or City staff suggestions. The project begins to recommend changes to the Sutherlin Development Code (SDC) and department practices that are needed to address issues identified in the audit and develop a draft schedule for completing a code update.

The audit process began with review of adopted plans, regulations, policies and internal procedures. Information sources included:

- ◆ Development code, land division standards, and engineering standards;
- ◆ Background documents including long-range planning documents;
- ◆ Development review procedures including available informational materials for developers;
- ◆ Development review fees including permit fees and System Development Charges (SDCs); and

This audit incorporates input from the City's Staff and Planning Commission to better understand how the development regulations and policies impact the review process and production of housing units. These discussions and input were important to understanding the development context, and helped to identify both specific opportunity areas, such as Planned Unit Developments, Mixed-Use Zoning and a stand-alone Zoning Map, and general themes, such as needed changes to the way non-conforming uses are addressed in various zoning districts.

The audit compares the existing development plans and regulations against legal requirements and best practices. Most notably, the audit reviews SDC standards for compliance with the requirements of ORS §197.307(4), generally referred to as the clear and objective standards requirement herein. The state statutes prohibit development regulations for housing that have the effect either in themselves or cumulatively, of discouraging needed housing through unreasonable cost or delay or by not providing enough flexibility for development. Additional audit review criteria included:

- ◆ **Compliance** with state regulations, including but not limited to clear and objective standards requirements
- ◆ **Efficiency**, including best practices for zoning code and reducing review requirements
- ◆ **Clarity**, to improve understanding
- ◆ **Affordability**, identifying standards that have significant impacts on project costs
- ◆ **Flexibility**, flagging opportunities to add more options for residential development

Please note, 3J Consulting and JET Planning are not law firms and therefore cannot provide legal advice. This memorandum is intended for general information. The City should discuss these issues with its legal counsel.

APPLICABLE PLANS, POLICIES, & REGULATIONS

This audit reviewed the wide universe of plans, policies, and regulations at federal, state and local levels that impact the availability and affordability of housing choices, with a particular focus on local development regulations that can be analyzed and revised as part of the Housing Code Audit Project. Those development regulations are designed to implement adopted long-range and housing plans.

The majority of audit findings are recommended changes to the development regulations and development review process. Long-range plan revisions are generally not recommended at this time based on audit findings; the long-range vision as articulated in adopted plans is in line with providing the needed variety of housing units, and the focus for this project is facilitating development of that vision through development regulations.

Long-Range Plans

- ◆ *Comprehensive Plan (1990-1991)*. The Comprehensive Plan is the cornerstone document for all land use policies and regulations. The Housing Section of the Comprehensive Plan states, “Although everyone needs a place to live, the housing needs of people change over time. Variety in the housing market is essential to meet the changing needs of people”. In addition, Goal B. of the Housing Section is “to enable all members of the community to live in housing appropriate to their needs”.
- ◆ *Sutherlin Buildable Lands Inventory and Economic Opportunities Analysis (2005)*. This inventory and analysis identified a projected population growth exceeding the capacity of residential land within the City limits and the Urban Growth Boundary (UGB).
- ◆ *Sutherlin Economic Opportunities Analysis (2014)*. The EOA states, “Sutherlin’s population increased nearly 20% over 2000-2013, up from 6,669 residents in 2000 to 7,930 in 2013. The Compound Annual Growth Rate (CAGR) suggests that the population growth in Sutherlin has consistently outpaced the growth rate exhibited by Douglas County and the State of Oregon”.
- ◆ *City of Sutherlin Zoning Map (last updated 4/2018)*. The zoning map mirrors the land use map in the Comprehensive Plan with the zoning designations matching the comprehensive plan map designations.
- ◆ *Public Works Master Plans*. Infrastructure plans are designed to support development by providing needed services.
 - Transportation System Plan (2005)
 - Wastewater Facilities Plan Amendment (2013)
 - Storm Drainage Master Plan (2014)
 - Water System Master Plan (2017)

Implementing Regulations

The concepts and policies identified in long-range and housing plans are translated into regulations that are often collectively referred to as “zoning” but include a range of land use, engineering and building standards. These regulations are fully explored in Sections 4 and 5 of this report.

- ◆ Sutherlin Development Code (2017)
- ◆ Resolution No. 2018.17 Establishing the City’s Fee Schedule, which includes land use review fees and System Development Charges (SDCs)

Outside Factors

Additional policy areas beyond the scope of this review affect availability and affordability of housing opportunities, including:

- ◆ Accessibility requirements for multifamily buildings and federally funded projects, including the Fair Housing Act, Uniform Federal Accessibility Standards, and the Americans with Disabilities Act (ADA) requirements.
- ◆ Building code requirements for energy efficiency promulgated by the state, included in the Oregon Residential Specialty Code.
- ◆ Design and durability requirements for housing projects receiving state funding promulgated by the Oregon Housing and Community Services agency.
- ◆ Market forces including costs for land, construction materials and labor.
- ◆ Consumer preferences, both preferences of households looking for new housing opportunities and those of existing households concerned about changes within existing neighborhoods.
- ◆ Financing and lending institutions, which tend to direct funding towards traditional types of housing development while limiting risk associated with financing nontraditional products such as ADUs or mixed-use projects in unproven markets.



SUMMARY AUDIT FINDINGS

Key audit findings are summarized below for reference. Green indicates no concerns about the identified section, yellow indicates opportunities for updates, and red indicates need for update to comply with state regulations and/or city priorities.

SECTION	SUMMARY	CONDITION
<u>Section 1.3: Definitions</u>	- Consider update to residential definitions where needed. - Also consider placing all residential terms together	
<u>Section 2.1: Zoning Administration</u>	No concerns noted.	
<u>Section 2.2: Residential Districts</u>	- Recommended expansion of permitted residential uses scaled across zones to permit a full spectrum of missing middle housing options. - Recommended addition of minimum density standard, reductions to minimum lot sizes calibrated to the density standards, and removing minimum dwelling size standards.	
<u>Section 2.3: Commercial Districts</u>	Clarify standards for existing single-family residences and allow ADUs.	
<u>Section 2.45: Mixed Use District</u>	Consider exempting Mixed Use development from density calculations for the residential portions of development.	
<u>Section 2.5: Industrial Districts</u>	Clarify standards for existing single-family residences and allow ADUs.	
<u>Section 2.6: Special Use Standards</u>	- Revise ADU standards to meet state regulations and provide greater flexibility. - Establish standards for residential care homes and facilities. - Revise individual manufactured home standards to meet state regulations and provide greater flexibility. - Develop clear and objective review option for residential development in RH zone and slopes greater than 12%.	
<u>Section 3.2: Access and Circulation</u>	No concerns noted.	

<u>Section 3.3: Parking Area Screening, Landscaping, Street Trees, Fences and Walls</u>	No concerns noted.	
<u>Section 3.4: Vehicle and Bicycle Parking</u>	Opportunity to revise vehicle and bike parking standards to better align with residential use categories in base zones for consistency and clarity. No significant changes to parking ratios recommended at this time.	
<u>Section 3.5: Infrastructure Standards</u>	Additional review recommended to identify the infrastructure improvement standards that should be located in the development code, and the more technical specifications that should be located in the engineering design criteria. (Full review outside of the scope of this audit.)	
<u>Section 4.2: Types of Applications and Review Procedures</u>	Develop fast track permitting process for regulated affordable housing projects, to meet the requirements of SB 1051.	
<u>Section 4.3: Development Review and Site Plan Review</u>	No concerns noted.	
<u>Section 4.4: Land Divisions and Property Line Adjustments</u>	Develop clear and objective landscaping screening standards in place of discretionary criteria.	
<u>Section 4.5: Conditional Use Permits</u>	No concerns noted.	
<u>Section 4.6: Planned Unit Developments</u>	Consider opportunities to increase density and reduce open space to maximum residential development opportunities for development electing this optional, discretionary review path.	
<u>Section 4.7: Modifications to Approved Plans and Conditions of Approval</u>	No concerns noted.	
<u>Section 4.8: Zoning District Map Amendments</u>	Consider an update to the Comprehensive Plan Map to create more generalized land use designations implemented by multiple zoning districts, which would simplify future map changes between zones.	
<u>Section 4.10: Miscellaneous Permits</u>	No concerns noted.	
<u>Section 4.11: Amendments to the Sutherlin Development Code and Land Use Plans</u>	No concerns noted.	
<u>Section 5.2: Variances</u>	No concerns noted.	
<u>Section 5.3: Non-Conforming Uses and Development</u>	Create greater flexibility for use, expansion and reconstruction of nonconforming residential uses.	

DETAILED CODE AUDIT FINDINGS

Within the City's adopted code, this audit identified potential barriers, constraints and incentives to be explored and updated in a future code amendment project. Findings are organized numerically to mirror the organization of the Sutherlin Development Code (SDC). Specific findings include a general description of the existing code features as needed, followed by itemized opportunities for future review and revision.

Section 1.3: Definitions

Consider update to residential definitions where needed. Also consider placing all residential terms together, such as defining "Dwelling Unit", and subsequently defining "single-family detached dwelling", "single-family attached dwelling", etc. Terms to address are:

Affordable:

Means housing affordable to a certain percentage of the population earning a specified level of income and spending no more than thirty (30) percent of their income on housing expenses. For more information, refer to the Federal Department of Housing and Urban Development and the Oregon Department of Housing and Community Services.

Duplex:

A building with two attached housing units on one lot or parcel.

Dwelling Unit:

A building, or a portion of a building, that has independent living facilities including provisions for sleeping, cooking, and sanitation, and that is designed for residential occupancy by a group of people. Buildings with more than one set of cooking facilities are considered to contain multiple dwelling units or accessory dwelling units, as applicable, unless the additional cooking facilities are clearly accessory to the primary use, such as an outdoor grill or wet bar.

Cottage/Cottage Cluster:

Small, single-level, detached units, often on their own lots and sometimes clustered around pockets of shared open space. A cottage is typically under 1,000 square feet in footprint. Cottages are required to meet the minimum dwelling unit size standards of the underlying zoning district and all construction standards required by the City of Sutherlin and Douglas County. Cottages clusters are required to meet all underlying setback and lot development standards.

Family:

Consider deleting the definition of family given that the definitions for different dwelling types can be based on dwelling units, defined by common cooking facilities, not the residents and their relationships to one another.

Lot Frontage (consider revising to "Lot line, front"):

A lot line, or segment of a lot line, that abuts a street. On a corner lot, the front lot line is the shortest of the lot lines that abut a street. If two or more street lot lines are of equal length, then the applicant or property owner can choose which lot line is to be the front lot line for the purpose of determining required setbacks. However, a through lot has two front lot lines regardless of whether the street lot lines are of equal or unequal length. If a lot does not abut a street, then the front lot line is the line which runs perpendicular to the driveway providing vehicular access to the lot.

Multi-family housing:

A structure or grouping of structures containing three or more dwellings on the same lot. The land underneath the structure(s) is not divided into separate lots. (See section 2.2.110.)

Residence:

See “dwelling unit”.

Residential Care Center:

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

Residential Facility:

A residential facility is defined under ORS 430.010 (for alcohol and drug abuse programs), ORS 443.400 (for persons with disabilities), and ORS 443.880; residential facilities provide housing and care for 6 to 15 individuals who need not be related. Staff persons required to meet state licensing requirements are not counted in the number of facility residents and need not be related to each other or the residents.

Residential Home:

A residential home is a residential treatment or training or adult foster home licensed by or under the authority of the Department of Human Services, under ORS 443.400 to 443.825, a residential facility registered under ORS 443.480 to 443.500, or an adult foster home licensed under ORS 443.705 to 443.825 that provides residential care alone or in conjunction with treatment or training or a combination thereof for five or fewer individuals who need not be related. (See also, ORS 197.660.).

Senior Housing:

Housing designated and/or managed for persons over a specified age. Specific age restrictions vary, and uses may include assisted living facilities, retirement homes, convalescent or nursing homes, and similar uses not otherwise classified as Residential Homes or Residential Facilities.



Setback:

The minimum distance required between a specified object, such as a building, and another point, measured from lot lines to a specified object. Typically, a setback refers to the minimum distance (yard dimension) from a building to a specified property line.

Single-family attached housing (townhouse):

A dwelling unit located on its own lot that shares one or more common or abutting walls with one or more dwelling units on adjacent lot(s).

Single-family detached dwelling:

A detached dwelling unit located on its own lot.

Single-family detached zero-lot line house:

A single family detached house with one (1) side yard setback equal to zero (0).

Triplex:

A building with three (3) attached housing units on one (1) lot or parcel.

Section 2.1: Zoning Administration

Sections 2.1.100, 110, and 120 establish zoning districts, maps and district boundaries; no significant concerns noted.

Section 2.1.130 establishes accessory structure standards; no significant concerns noted.

Section 2.2: Residential Districts

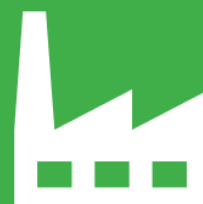
Table 2.2.110- Permitted Uses establishes allowed uses in all four residential zones, and should provide for a full spectrum of housing choices to meet the community's needs consisted with the needed housing requirements. Generally the table provides variety of uses appropriately scaled across the zones, with the following additional recommendations:

- ◆ Generally the use table allows a broad mix of housing choices including “missing middle” housing options like corner duplexes and townhomes. Consider adding Senior Housing (defined but not permitted), and cottage cluster housing (with proposed definition) types for greater variety, with accompanying special use standards as needed.
- ◆ Accessory dwellings must be permitted in any zone where single-family detached homes are permitted. This standard is largely met, but accessory dwellings should be permitted as an S-P use in the RH zone, not S-PUD.
- ◆ Consider whether there is a meaningful difference between attached townhomes with 4 or 8 units attached, and in which zones to permit a specific number of units.
- ◆ Manufactured homes on individual lots are “permitted with special standards or limitations” or “permitted with Planned Unit Development” in all residential zones. Manufactured homes must be permitted under the same circumstances as single-family detached uses, so individual manufactured homes should be permitted as an S-P use in the RH zone, not S-PUD.
- ◆ Residential care homes must be permitted in any zone where single-family detached homes are permitted. This standard is largely met, but residential care homes should be permitted as an S-P use in the RH zone, not a conditional use.

- ◆ For all “S” uses permitted with special standards or limitations, consider adding a footnote or table note referencing applicable standards for greater clarity.

Table 2.2.120- Development Standards establishes dimensional and density standards for all zones. Generally these standards are clear and objective and support a variety of residential developments, with the following additional recommendations:

- ◆ Currently, the density ranges for the residential zones are: RH (0-3 du/acre), R1 (0-6 du/acre), R2 (0-12 du/acre) and R3 (8-27 units/acre). Consider adding minimum density standards for the RH, R-1 and R-2 zoning districts. This allows development in each zone to meet its stated purpose and use land more efficiently. A 6 du/acre minimum is generally considered consistent with urban densities within a UGB, with exceptions for resource conflicts such as the RH zone.
- ◆ Consider increasing the minimum density for the R3 zone to at least 12 du/acre to avoid overlap with the R2 density range, and consider a higher minimum of 14 to 18 du/acre for more efficient use of land within this district.
- ◆ Consider reducing minimum lot size of single-family non-attached lots in R-1 to 7,000 sf in order to achieve the allowed maximum density of 6 du/acre. Consider reducing minimum lot sizes in the R-3 zoning district, as this is the City’s high-density residential district.
- ◆ Similarly, consider replacing minimum lot sizes for different dwelling types in the R3 zone with a single standard allowing one dwelling per 1,300 square feet of lot area, which would permit densities of up to the allowed maximum of 27 du/net acre regardless of residential type. Currently, duplexes in this zone require a 6,000 square foot lot, resulting in a maximum density of 1.6 du/net acre after subtracting 20% of gross site area for infrastructure, less than half of the allowed maximum. A minimum of 1,300 square feet per dwelling unit assumes 20% of the gross site will be roadways and other infrastructure, resulting in an achievable density of 27 du/net acre.
- ◆ Consider removing the minimum dwelling size regulations for the RH, R1 and R2 zones, which limit housing choice and variety, with impacts for affordability of homes as well.



Section 2.3: Commercial Districts

Table 2.3.110- Permitted Uses: Residential uses are permitted as part of a mixed-use project, not to exceed 50% of the floor area.

Table 2.3.110- Permitted Uses: Consider adding “single family residences built before January 1, 2006” as a permitted use, subject to 2.3.135 for clarity and consistency with Special Status standards in Section 2.3.135. Add ADUs as a permitted use, limited to homes meeting these standards.

Section 2.3.135- Special Status for Single Family Residences: Consider updating to include consistency with proposed changes to Section 5.3- Non-conforming uses and development.

Section 2.45: Mixed Use District

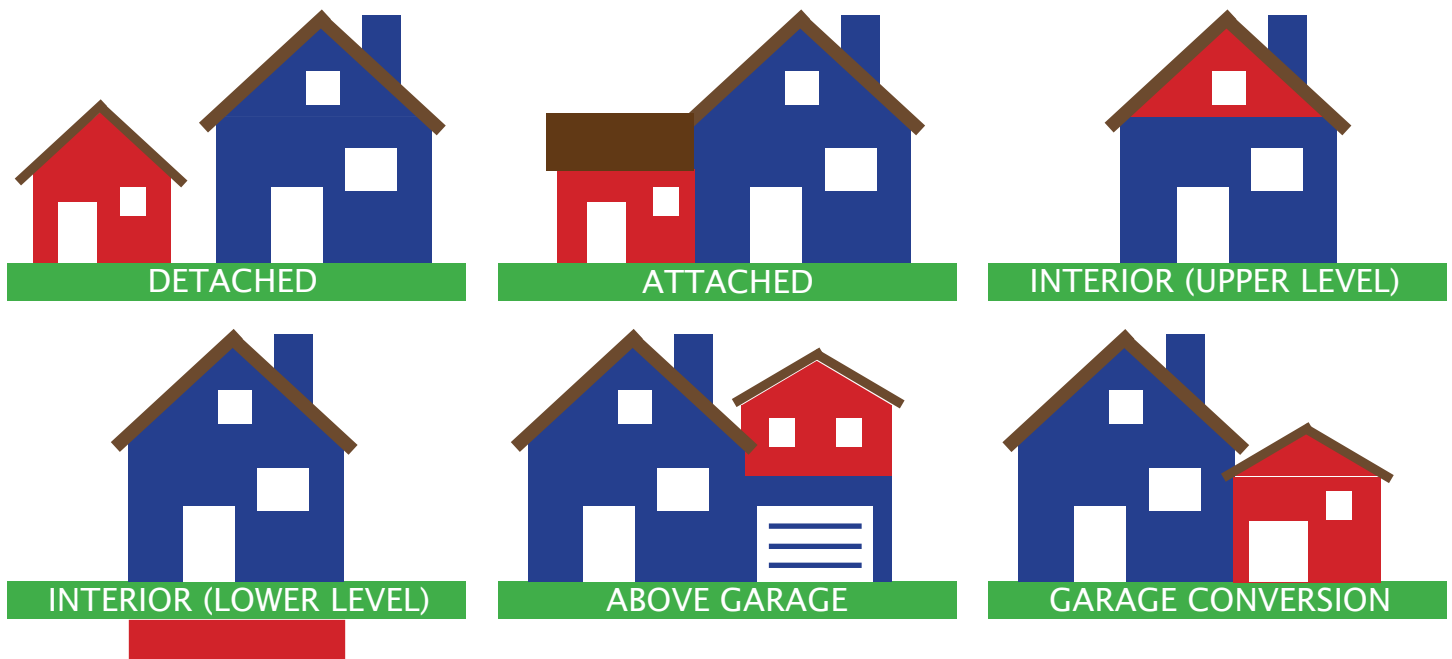
Section 2.45.110- Permitted Uses, Conditional Uses and Structures: Consider revising this section to table format such as Table 2.2.110, 2.3.110 and 2.5.110.

Consider specifically exempting the Mixed Use District from any type of density calculations for the residential portions of development, allowing the market to guide the number and size of dwelling units proposed with a project. This has the potential to increase the number of dwelling units provided with mixed use developments.

Section 2.5: Industrial Districts

Table 2.5.110- Permitted Uses: Consider adding “single family residences built before January 1, 2006” as a permitted use, subject to 2.5.125, for clarity and consistency with Special Status standards in Section 2.5.125. Add ADUs as a permitted use, limited to homes meeting these standards.

Section 2.5.125- Special Status for Single Family Residences: Consider updating to include consistency with proposed changes to Section 5.3- Non-conforming uses and development.



▲ Accessory dwelling units come in many shapes and styles.

Section 2.6: Special Use Standards

Section 2.6.100- Accessory Dwellings: one attached or detached ADU is allowed per single-family lot, through building permit (Type I) review. ADUs may have a floor area of up to 600 SF, must provide one off-street parking space, must comply with underlying lot development standards and must be designed and constructed of “similar or better quality and type of materials as used in the principal structure on the same lot”, with additional design standards.

- ◆ As stated in the Commercial and Industrial sections above, consider expanding the zones in which ADUs are permitted to include all zones where single-family detached housing is permitted for compliance with SB 1051, or as accessory to any existing dwelling in any zoning district, even nonconforming uses.
- ◆ Allow one (or more) ADU per single family detached dwelling unit, rather than per lot to comply with updated state law (SB 1051).
- ◆ Explore feasibility of allowing one attached and one detached ADU per house.
- ◆ Review maximum square footage for ADUs, consider increasing the maximum size to 800 SF consistent with industry best practices, with additional allowance for the entire floor area of a converted level or floor for internal ADUs. If there is concern about the relative size of ADUs and the primary dwelling, consider adding a standard that ADUs may not exceed 75% of the primary dwelling’s square footage.
- ◆ Remove portion of 2.6.100.C that states, “Second dwellings on a lot or parcel are not permitted in the RH or R-1 zones” to comply with SB 1051, or at a minimum revise to state that second *primary* dwellings are not permitted. Consider eliminating all language around duplexes and second dwellings for greater clarity, and simply applying the maximum size standard for ADUs.
- ◆ Revise the architectural standards for compliance with the clear and objective requirement. Remove the statement in 2.6.100.F that, “Accessory dwellings in all residential zones shall be constructed of similar or better quality and type of materials as used in the primary structure on the same lot,” because it is not clear and objective. The specific materials standards themselves appear to be clear and objective.
- ◆ Consider removing the statement in 2.6.100.F that states, “Accessory dwellings shall not be in a manufactured home. Accessory dwellings shall be stick-built,” which limits more affordable options such as manufactured homes or pre-fabricated ADUs.

Section 2.6.140- Special Residences: Establishes standards for residential care homes and facilities, including requirement for Type I Development Review. Standards comply with state requirements; no changes recommended.

Section 2.6.160- Manufactured Homes on Individual Lots: Establishes standards for manufactured homes on individual lots, such as floor plan minimums, roof pitch, building materials, garages and carports, thermal envelope and placement.

- ◆ Update ORS reference to ORS 197.307(8).
- ◆ Revise the size minimums for manufactured homes in subsection (B) that require an enclosed floor area of not less than 1,000 SF in R-2 and R-3 zones and 1,200 SF in RH zones to a 1,000 SF minimum in all zones, or eliminate minimum size requirements entirely. ORS 197.307(8)(a) does not permit a city to establish a minimum enclosed floor area greater than 1,000 SF.



- ◆ Consider revisions to subsections (D) and (E) that regulate building materials and garages/ carports for greater clarity. Because code language mirrors state statute in ORS 197.307(8), the discretionary elements of these sections do not appear to violate the clear and objective requirements for housing generally, but add complexity for staff to administer to try to determine what predominate construction types are in surrounding residences. Consider expanding examples provided in subsection (D), perhaps in table format, for ease of use by staff. Consider adding clear specifications for when a carport or garage is required, such as when 50% of residences within 200 feet of the lot have carports or garages.

Section 2.6.170- Manufactured Home Parks: Establishes standards for manufactured home parks. Standards are generally compliant with ORS 446.100. No significant changes anticipated.

Section 2.6.210- RH Zone and slopes greater than 12% - Development Standards: Establishes geotechnical review requirements and approval criteria for development on steep slopes.

- ◆ Subsections (C) and (D) allow for a ministerial and discretionary review option, based on the review required for the underlying development. Consider revising the requirement for a project subject to administrative review (Type II) to be reviewed as Type III or IV hillside development permit, and instead allow projects subject to a Type II permit to also be reviewed as a Type II hillside development permit, to ensure residential projects have a clear and objective review option.
- ◆ Criteria in subsections (E), (F) and (G) include discretionary language that could be difficult to apply to residential projects in a clear and objective manner. Consider developing alternative approval criteria for residential projects with a clear and objective pathway.

Section 2.6.240- Agriculture, Livestock: Establishes type of animals permitted in FR-20 zoning district. Though not related specifically to housing, consider adding types of agriculture permitted in addition to livestock.

Section 3.2: Access and Circulation

Establishes standards for access and circulation for pedestrians and vehicles. No significant changes anticipated.

Section 3.3: Parking Area Screening, Landscaping, Street Trees, Fences and Walls

Establishes standards for parking area screening, landscaping, street trees, fences and walls. No significant changes anticipated.

Section 3.4: Vehicle and Bicycle Parking

Table 3.4.120.A- Vehicle Parking Minimum Standards: Provides required minimum number of parking spaces per use type. Single family detached housing requires 2 parking spaces per detached unit or manufactured home on an individual lot. Two- and three-family housing requires 1.5 spaces per dwelling unit. Multi-family and single-family attached housing requires spaces based on unit configuration:

- ◆ Studio, 1-br units > 500 sq. ft., 55+ and ADUs require 1 space/du
- ◆ 1-bedroom units 500 sq. ft. or larger require 1.5 spaces/du
- ◆ 2-bedroom units require 1.75 spaces/du
- ◆ 3-bedroom or greater units require 2 spaces/du
- ◆ Visitor parking is required for over 10 units (and 1-9 units with no on-street parking) at a rate of 1 space/10 du
- ◆ On-street parking credits, off-site parking and shared parking permitted.
- ◆ Maximum parking in ground surface parking lots may not exceed minimum required by more than 30%.

No significant changes anticipated for vehicle parking standards for residential uses, based on staff feedback that standards are not perceived as a barrier to housing development and that on-street parking alternatives are extremely limited.

Consider renaming and expanding the standard for “Two- and three-family housing” to “Duplexes and Multifamily dwellings with 3 or 4 dwellings” for consistency with the use categories in Table 2.2.110.

Section 3.4.130- Bicycle Parking Requirements: Bicycle parking is required for multifamily uses of 4 or more dwellings at a rate of 1 sheltered bicycle space per dwelling unit. No bicycle parking requirements for single-, two- and three-family developments.

No significant changes anticipated for bicycle parking standards.

Consider changing applicability of bicycle parking standards to apply to multifamily uses of 5 or more dwellings consistent with the use categories in Table 2.2.110.

Section 3.5: Infrastructure Standards

The City should determine the balance between the infrastructure improvement standards that should be located in this chapter of the development code, and those that should be located in the engineering design criteria. While a complete audit of infrastructure standards is outside the scope of this land use audit, some general guidelines include:

- ◆ Design issues that relate to land use approvals, such as tentative subdivision plans and site plan approval, should be included in the development code, while design and construction details should be located in the engineering design criteria. For example, street spacing and widths should be included in the Sutherlin Development Code (SDC), but street cross sections could be located in the engineering design criteria and referenced in the SDC. This would allow the city more flexibility in updating street design standards without a zoning code text

- amendment but hold developments accountable to meet the minimum right-of-way standards.
- ◆ Some regulatory requirements are driven by state and federal standards, such as stormwater, and may change more quickly than the development code is updated. Where possible, reference outside standards rather than integrating into the development standards.

Section 4.2: Types of Applications and Review Procedures

Develop fast track permitting process for regulated affordable housing projects, to meet the requirements of SB 1051. “Affordable” is defined as projects where 50% of the units are priced at 60% MFI or below for a minimum of 60 years, and such projects should have an option to be reviewed in 100 days or less, rather than the typical 120-day rule that applies to most land use permits. Standards could potentially be located in Section 4.2.170, Special Procedures.

A sample of the Development Code language for a fast track permitting process is: “A one-hundred day maximum review period from the date at which the application is deemed complete applies for affordable housing projects where:

1. The project includes five or more residential units, including assisted living facilities or group homes;
2. At least 50% of the residential units will be sold or rented to households with incomes equal to or less than 60% of the median family income for Douglas County or for the state, whichever is greater; and
3. Development is subject to a covenant restricting the owner and successive owner from selling or renting any of the affordable units as housing that is not affordable for a period of 60 years from the date of the certificate of occupancy.”

The City may also consider general land use decision timeframe language, such as: “Pursuant to ORS 227.178, the City will reach a final decision on an application within one hundred twenty calendar days from the date that the application is determined to be or deemed complete unless the applicant agrees to suspend the one hundred twenty calendar day time line or unless State law provides otherwise.”

Section 4.3: Development Review and Site Plan Review

Section 4.3.110 identifies two processes, a Type I Development Review and a Type II Site Plan Review. No significant changes anticipated; approval criteria for each review type are generally clear and objective.



Section 4.4: Land Divisions and Property Line Adjustments

Requires a two-stage review process for subdivisions and partitions: Type II review for preliminary plat and Type I review for final plat. Final plat must be filed within two years of approval of the preliminary plat. The approval criteria and standards are generally clear and objective, with the following additional recommendations:

- ◆ Section 4.4.140.E.4 states, “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.” Consider revising to a clear and objective standard and limit criterion to apply to referenced standards.
- ◆ Section 4.4.140.N states, “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).” Consider revising to clear and objective standard that establishes where and what type of landscape screening and access reserve strips are required.

Section 4.5: Conditional Use Permits

Requires a Type III review for conditional use permits. The Conditional Use Permit process allows the City to require discretionary standards and additional conditions when an applicant proposes certain uses which, due to the nature of their impacts on surrounding land uses and public facilities, require a case-by-case review and analysis. No significant changes anticipated.

Section 4.6: Planned Unit Developments

A three-step review process for a PUD applies upon submittal for review of a PUD- no minimum site size is required. The three steps may be combined for notification and public hearings. PUDs in residential districts are required to contain at least forty percent (40%) open space. PUDs are an optional process for projects that desire more flexibility than a subdivision, and are permitted to apply discretionary criteria. City staff indicated that the PUD process is used with some frequency.

- ◆ Consider clarifying allowed uses in the underlying commercial and industrial zoning districts (4.6.130.B and .C).
- ◆ Consider allowing maximum density to be adjusted through the PUD process, which is a common feature of PUDs and allow for greater flexibility and efficiency in land development. (4.6.140.A.1) Consider reducing the amount of open space required in a PUD in residential districts. (4.6.170.D)

Section 4.7: Modifications to Approved Plans and Conditions of Approval

Establishes a minor (Type I) and major (same type as original review) review procedure for modifications to approved plans and conditions of approval. Review threshold between minor and major modifications. No significant changes anticipated.

Section 4.8: Zoning District Map Amendments

Establishes Type III review procedure for quasi-judicial zoning map amendments. The review procedure for a zoning map amendment is appropriate. However, City staff has identified the issue that the Zoning Map and Comprehensive Plan Land Use Designation are the same, and therefore a Type III quasi-judicial zoning map amendment *always* requires a Type IV comprehensive plan map amendment.

The City could consider an update to the Comprehensive Plan Map to generalize land use designations. For example, the Comprehensive Plan Map can be updated to identify land uses generally, such as “residential”, as opposed to zone-specifically, such as “RH, R-1, R-2 and R-3”.

Section 4.10: Miscellaneous Permits

Identifies process for obtaining temporary use permits and temporary manufactured dwelling medical hardship permit. No significant changes anticipated.

Section 4.11: Amendments to the Sutherlin Development Code and Land Use Plans

Requires a Type IV review for amendments to the city’s development code or a land use plan, including amendments to the comprehensive plan text or map, annexations and amendments to the urban growth boundary. No significant changes anticipated.

Section 5.2: Variances

Establishes three classes of variance: Class A (Type I review), Class B (Type II review) and Class C (Type III review). No significant changes anticipated.

Section 5.3: Non-Conforming Uses and Development

Prohibits expansion of non-conforming uses and developments. Limits ability to rebuild non-conforming uses in situations where more than 75% of structure is destroyed. Requires full compliance with code and underlying zone if use is discontinued or abandoned for any reason for a period of more than 12 months.

- ◆ City staff has identified this as an area of the Code needing review and potential revision. The City has many pre-existing non-conforming residential uses in commercial and industrial zones. The City would like to allow the owners of these uses some latitude in the use and development of their property.
- ◆ Consider allowing residential structures that are non-conforming to be reconstructed if destroyed.
- ◆ Consider allowing residential structures that are non-conforming to expand in floor area by not more than twenty percent (20%) and in lot coverage by not more than ten percent (10%), subject to underlying zoning district standards for setbacks, height, lot coverage, etc. This is similar to the standard utilized by the City of Medford, identified as a potential model for Sutherlin by DLCD staff.
- ◆ Consider requiring a Type II review process for expansion of a non-conforming residential use, including ADUs.

ADDITIONAL AUDIT FINDINGS

The City can ensure effective application of the development code during the residential development review process by implementing supportive policies, such as:

Coordination between City departments



The departments tasked with development review (Community Development/Planning and Public Works) coordinate closely in the City of Sutherlin. Like many cities in Oregon, Sutherlin does not have a City Engineer on staff and utilizes a contracted professional engineer (PE) to review and approve public improvements. Currently, the consulting PE is generally not engaged to review a project until after land use approval. The City may consider bringing the consulting PE into the project earlier in the process, at time of land use review or even pre-application. This would allow the PE to identify any major engineering issues with the development proposal that may be costly, timely or ultimately fatal to the development proposal at a later stage in the process.

Informational materials



Develop new or amend existing informational materials available for residential projects, including typical development projects and annexation procedures. Materials should be specific to the type of residential construction (e.g., ADUs or multifamily development) and written for the typical developers of such projects (e.g. homeowners constructing an ADU may require greater detail, but a developer building a 200-unit mixed-use project may require limited but precise information). Consider including review requirements, timelines, fees, SDCs, and applicable code sections. Recognize limitations of one-size-fits-all guides, and also focus resources on providing site-specific information through over-the-counter advice and pre-application conferences. Consider providing developers and property owners written summary notes after pre-application conferences.

System Development Charges (SDCs)



SDCs are currently under \$4,000 per dwelling unit in Sutherlin. There is no differentiation between types of dwelling units- a single-family detached home is charged the same SDCs as a unit within a multifamily housing development, a manufactured home or an accessory dwelling unit. The City is currently undertaking a feasibility study for a potential SDC rate increase. The City may consider charging different SDC rates for single-family residential than for other housing types, consistent with other jurisdictions in the state.

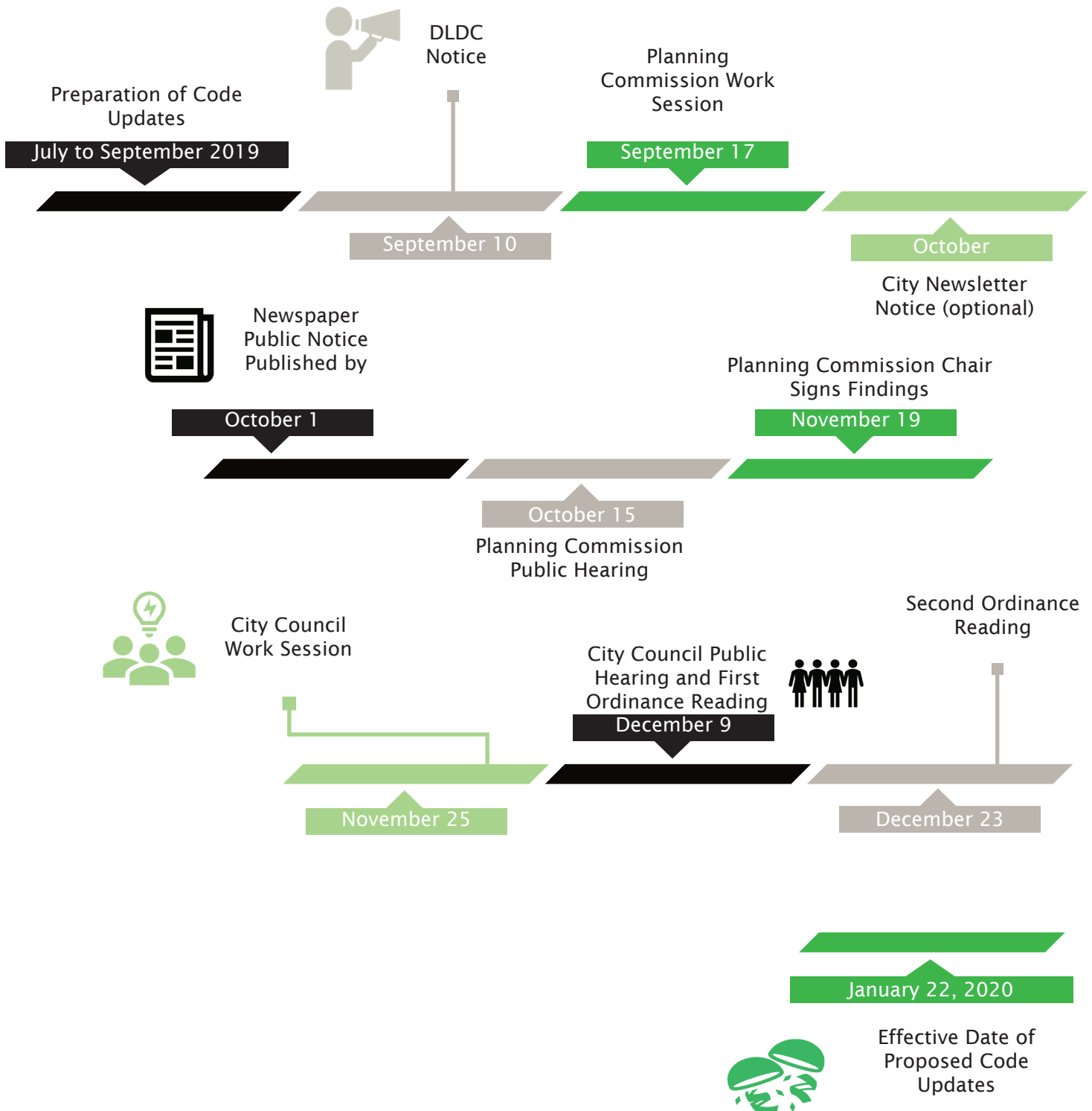
Land Use Fee Structure



The land use review fees in Sutherlin are typically lower than comparably sized and located jurisdictions. While high land use review fees can have a negative impact on a project's feasibility, they are typically a small percentage of the project's overall budget. The City may consider increasing fees as needed to recover City land use review costs, a common practice in many cities to ensure that "development pays for itself." For example, the above recommendation to include the consulting professional engineer (PE) at an earlier stage in the land use review process may result in the need to increase the pre-application conference fee. Private developers may also receive better value from services funded through higher review costs, such as the above recommendation to provide a written summary of the pre-application conference notes that would add value and knowledge to the project, allowing the property owner or developer to fully weigh the development cost against the projected revenue of the project at the feasibility stage.

PROPOSED CODE UPDATE SCHEDULE

The City of Sutherlin will be preparing code updates to address the recommendations in this audit. Although exact dates may shift to accommodate workload and public meeting agendas, the proposed code update schedule is as follows:





LONG TERM BUDGET FORECAST





ADJOURNMENT





FOR YOUR INFORMATION



STRATEGIC PLAN - ACCOUNTABILITY BENCHMARKS

MONTH	DEPT	GOAL	ACTION	✓
APR 2019				
04/08/19	CDD/PW-Facilities/Parks	Continue Central Park improvements to include Christmas holidays lighting display	Funding - Report to Council	✓
04/22/19	CDD/PW-Transportation	Complete Valentine Avenue engineering and begin construction	Bid award - Council approval	✓
04/22/19	Admin	Complete and implement a new City Personnel Policy Handbook	Present update to Council	✓
04/22/19	CDD/PW-Development	Contract with an engineering firm for plan review/subdivision fees	Council Workshop - Proposed fees	✓
MAY 2019				
05/13/19	CDD/PW-Water	Nonpareil WTP Disinfection System	Bid process and present to Council	✓
05/28/19	CDD/PW-Facilities/Parks	Additional benches at Splash Park inside play area and unfenced section - kid friendly	Report to Council	✓
05/28/19	CDD/PW-Facilities/Parks	Central Park - Additional water features	Present to Council for Approval if needed	✓
05/28/19	CDD/PW-Transportation	Create a Street Management Masterplan w/funding options	Establish a methodology and timeline, report to Council	✓
05/28/19	CDD/PW-Development	Contract with an engineering firm for plan review/subdivision fees	Present findings to Council	✓
JUN 2019				
06/10/19	CDD/PW-Development	Contract with an engineering firm for plan review/subdivision fees	Present fee resolution for Council approval	✓
06/24/19	Admin	Complete union required class & comp survey prior to agreed 2019 COLA increase	Present update to Council (May 28th Executive Session)	✓
06/24/19	CDD/PW-Wastewater	Evaluate the current and potential use of Everett Avenue building	Report to Council (report provided at April 22nd Workshop Mtg)	✓
JUL 2019				
07/22/19	CDD/PW-Development	Comprehensive Plan Code Audit	Report to Council	✓
07/22/19	CDD/PW-Facilities/Parks	Central Park - Additional water features	Report to Council	✓
07/22/19	Finance	Create a long-term budget forecast	Report to Council	✓
07/22/19	CDD/PW-Wastewater	NPDES Permit renewal	Report to Council	✓
AUG 2019				
08/12/19	CDD/PW-Water	Nonpareil WTP modernization improvements	Bid process and present to Council	
08/26/19	CDD/PW-Water	Begin recertification process for Cooper Creek Storage and live-stream permits	Report to Council	
08/26/19	CDD/PW-Water	Consider new code language allowing for provision of water services outside city limits	Report to Council	
08/26/19	Fire	Enhance response capabilities for west side of town	Progress report to Council	
SEP 2019				
09/09/19	CDD/PW-Transportation	Complete Valentine Avenue engineering and begin construction	Report to Council	
09/09/19	Fire	Create backfill relief position	Finalize/prioritize options and present to Council	

Note: "Report to Council" can be a written Strategic Plan Update, Presentation or Workshop

Revised 7/15/2019

STRATEGIC PLAN - ACCOUNTABILITY BENCHMARKS

MONTH	DEPT	GOAL	ACTION	
09/23/19	Finance & CDD - Development	Examine System Development Charge Rates and develop SDC matrix	Present to Council	
09/23/19	CDD/PW-Facilities/Parks	Continue Central Park improvements to include Christmas holidays lighting display	Report to Council	
09/23/19	Fire	Maintain ISO (Insurance Service Office) rating	Report results to Council	
OCT 2019				
10/14/19	CDD/PW-Transportation	Install a crosswalk from Nicholas Ct to St John	Bid process, present to Council for approval	
10/14/19	CDD/PW-Water	Schoon Mt Pump Station improvements (pump replacement)	Bid process, funding approval and present to Council	
09/23/19	CDD-Development	Evaluate all new-development beneficiaries regarding System Development Charges and	Develop new SDC matrix and present to Council	
10/28/19	CDD/PW-Facilities/Parks	Community Center building - caulk and paint exterior	Report to Council	
10/28/19	CDD/PW-Facilities/Parks	Library building - caulk and paint exterior	Report to Council	
10/28/19	CDD/PW-Facilities/Parks	Implement a 10-year non-compliant ADA replacement ramp plan	Report to Council	
10/28/19	Police	Recruitment and retention	Report to Council	
NOV 2019				
11/12/19	CDD/PW-Transportation	Speed Zone Analysis-Waite Street to Southside Road	Report to Council	
11/12/19	CDD/PW-Transportation	Speed Zone Analysis-Ft McKay to west of intersection of Ft McKay and Church Rd	Report to Council	
11/12/19	CDD/PW-Transportation	Speed Zone Analysis-Intersection of Church Rd and Hwy 138 to Ft McKay	Report to Council	
11/12/19	CDD/PW-Transportation	Complete sidewalks from Beecroft to Quail Run and Central Avenue	Bid process and present to Council	
11/12/19	CDD/PW-Water	Nonpareil WTP Disinfection System improvement	Report to Council	
11/12/19	CDD/PW-Wastewater	Complete construction of new WTP	Report to Council	
11/12/19	Police	Integration of K9 program	Report to Council	
DEC 2019				
12/09/19	Finance	Earn a "clean audit"	Accept audited financials and present to Council	
12/09/19	CDD/PW-Transportation	Replace all old street signs so they match the new street sign design	Report to Council	
12/09/19	CDD/PW-Water	Consider new code language allowing for provision of water services outside city limits	Ordinance adoption	
12/09/19	CDD-Planning	Complete Mixed-Use Zoning of the Airport Industrial Lands	Present to Council	
12/09/19	CDD-Planning	Consider feasibility of commercial/multi-family Urban Renewal District	Present options to Council	
12/09/19	Fire	Grow volunteers & UCC Students	Report to Council	
JAN 2020				
01/13/20	CDD/PW-Water	Schoon Mt water storage tank upgrade	Bid process, bonding, funding agency and present to Council	
01/13/20	CDD/PW-Water	Sixth Ave and Oak St Pump Station upgrade	Bid process, funding agency approval and present to Council	

Note: "Report to Council" can be a written Strategic Plan Update, Presentation or Workshop

Revised 7/15/2019

STRATEGIC PLAN - ACCOUNTABILITY BENCHMARKS

MONTH	DEPT	GOAL	ACTION	
01/27/20	CDD/PW-Facilities/Parks	Install larger security signage and new, more reliable 24/7 cameras	Report to Council	
01/27/20	CDD/PW-Transportation	Install a crosswalk from Nicholas Ct to St John	Report to Council	
01/27/20	CDD/PW-Wastewater	Evaluate the current and potential use of Everett Ave building	Report to Council	
01/27/20	CDD/PW-Wastewater	Obtain certification NPDES permit from DEQ	Report to Council	
01/27/20	CDD/PW-Transportation	Develop a "plan-of-action" for upgrading Waite St from Central to Southside Rd	Report to Council	
FEB 2020				
02/10/20	CDD-Development	Commercial and industrial development recruitment and retention (large and small)	Present updated EDP to Council	
02/24/20	CDD/PW-Wastewater	Initiate a new in-flow and infiltration prevention program	Report to Council	
MAR 2020				
03/09/20	CDD/PW-Facilities/Parks	Identify and upgrade ADA accessibility around Central Park	Award Contract - Council Approval	
APR 2020				
04/13/20	CDD/PW-Development	Wastewater extension/reimbursement district	Bid process, present to Council to award	
MAY 2020				
05/11/20	Admin	Begin CBA agreements - AFSCME	Present to Council	
JUN 2020				
06/22/20	CDD/PW-Transportation	Transportation System Plan (TSP) update	Report to Council	
06/22/20	CDD-Development	Wastewater extension/reimbursement district	Report to Council	
06/22/20	CDD/PW-Water	Schoon Mountain Pump Station improvements (pump replacement)	Report to Council	
JUL 2020				
07/13/20	CDD/PW-Water	Nonpareil Water Treatment Plant modernization improvements	Bid process, funding approval and present to Council	
AUG 2020				
SEP 2020				
OCT 2020				
10/26/20	CDD/PW-Facilities/Parks	Identify and upgrade ADA accessibility around Central Park	Report to Council	
10/26/20	CDD/PW-Parks	Central Park - Repair or replace deteriorated sidewalks	Report to Council	
NOV 2020				
11/10/20	CDD/PW-Facilities/Parks	Improve drainage in Central Park (phase III)	Complete and report to Council	
11/10/20	CDD/PW-Transportation	Create a street management master plan with funding options	Report both the new plan and funding options to Council	
DEC 2020				
12/14/20	CDD/PW-Water	Seek funding and create a plan to install a secondary in-flow at Cooper Creek	Report to Council	

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Revised 7/15/2019

Melanie Masterfield

From: Melanie Masterfield
Sent: Tuesday, July 16, 2019 3:12 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 7.22.19 Agenda
Attachments: CC JUL 22.19 Workshop.docx

Good afternoon. Attached is the agenda for the Council Meeting on Monday, July 22, 2019. Thank you



Melanie Masterfield
Deputy City Recorder

City of Sutherlin
126 E Central Ave
Sutherlin, OR 97479
541-459-2856

m.masterfield@ci.sutherlin.or.us