



**City of Sutherlin
Planning Commission Meeting
Tuesday, December 15, 2015
7:00 p.m. – Sutherlin Civic Auditorium**

Agenda

- **Pledge of Allegiance**
- **Welcome and Introductions**
- **Introduction of Media**
- **Approval of Minutes:**
 - * November 17, 2015
- **Natural Hazard Mitigation Plan (update)**
- **Monthly Activity report(s)**
- **Public Comment**
- **Commission Comments**
- **Adjournment**

**CITY OF SUTHERLIN
PLANNING COMMISSION MEETING
CIVIC AUDITORIUM – 7PM
TUESDAY, NOVEMBER 17, 2015**

COMMISSION MEMBERS PRESENT: Mike Flick, Patricia Klassen, John Lusby, and Floyd Van Sickle

COMMISSION MEMBERS EXCUSED: Michelle Sumner

COMMISSION MEMBERS ABSENT: Adam Sarnoski

CITY STAFF: Kristi Gilbert, Community Development Specialist

AUDIENCE: None

Meeting called to order at 7:00 pm by Chair Lusby.

FLAG SALUTE

INTRODUCTION OF MEDIA: None

APPROVAL OF MINUTES

A motion made by Commissioner Klassen to approve the minutes of the October 20, 2015 Planning Commission meeting; second made by Commissioner Flick.

In favor: Commissioners Flick, Klassen, Van Sickle and Chair Lusby

Opposed: None

Motion carried unanimously.

NATURAL HAZARD MITIGATION PLAN UPDATE

Kristi Gilbert, Community Development Specialist, provided the Commission with brief update to the Sutherlin Natural Hazard Mitigation Plan (NHMP), as outlined in Lisa Hawley's memo to the Commission. She indicated that the Steering Committee held their first meeting and generated a list of essential services and facilities within the community, as well as reviewed the previous list of identified hazards for inclusion in the updated NHMP document. The Steering Committee's next meeting will probably be in January.

STAFF REPORTS

Gilbert provided a report on behalf of Director Luther in an effort to keep the Planning Commission apprised of recent land use and other relevant activities. (See Attached).

Gilbert indicated, in follow up the Commission's requests regarding meeting time and frequency of meetings, the Commission has the option of moving their meetings to 6:30 p.m. if desired. The Commission agreed to table the matter to the next meeting, in hopes of having a full panel to make the decision. Gilbert then noted that Director Luther would be preparing an Ordinance to propose to the City Council in regards to the monthly meeting requirements.

PUBLIC COMMENT – None.

COMMISSION COMMENTS –

Commissioner Van Sickle asked if there were any cost overruns for Red Rock Trail. Gilbert indicated that she would follow up with Director Luther to get him that information.

Commissioner Van Sickle expressed concerns regarding a few blighted commercial properties along Central. Discussion ensued regarding tree screening at the corner of Central and Comstock. Commissioner Van Sickle also raised the concern of downtown commercial activities taking place along the sidewalks and parking areas creating a hazard.

ADJOURNMENT

With no further business the meeting was adjourned at 7:17 pm.

Respectfully submitted,

Kristi Gilbert

APPROVED BY COMMISSION ON THE _____ DAY OF _____, 2015

John Lusby, Commission Chair



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

City of Sutherlin

Date: November 17, 2015
To: Sutherlin Planning Commission
From: CDD, Vicki Luther
Re: Monthly Activity Report

This report is provided in an effort to keep you apprised of recent land use and other relevant activities.

TRANSPORTATION

Red Rock Trail, Phase 2 (Waite Street to Nicholas Court) – Construction completed. An interagency walk through took place a few weeks ago.

UTILITIES

Wastewater Treatment Plant Improvements – Pre-design contract awarded to Dyer Partnership and scheduled for completion by the end of this year. Dyer provided Council with a power point presentation at their September 28th meeting. Financing has been secured.

LAND USE ACTIVITY

Building Worksheets approved –

- 119 E Second – Duplex restoration
- 550 S State #110 – Mobile Home Placement
- 1200 E Central #A13 – Shed
- 611 Brooks Loop – Single family home
- 144 Arch Avenue – Single family home
- 1099 Southside – Shed

Commercial changes

Kim's Court – Removing 15 old mobile homes and replacing with new Park Models. These homes are to be 14' wide and either 28' or 32' long. Each unit to have a minimum ten-foot wide landscaped side yard, a front sidewalk with one parallel parking space. They are placing the first units now with more to come in 2016 (total of 15). New sidewalks will be installed along N. State Street between First and Second Avenue – after all units have been placed.

Active Land Use Application status

SUB 13-01: Brooks Village (Avery) subdivision: 151 Pear Lane **Extension awarded**

SUB 13-02: Fairway Ridge (Galpin) subdivision: Scardi Blvd. Plan is to begin infrastructure this spring/summer. (***some clearing has occurred; conditions still in process***)

VAR 14-01: 716 Sandpiper Court – (Wilson) variance to setbacks. (***on hold***)

BLA 15-07: 855 Magnolia – (Shorey) Requesting boundary line adjustment to accommodate city set back requirements. (***on hold***)

15-S008 482 Oak Street – (Habitat for Humanity) Lot Line Adjustment (in process)

15-S009 535 S. State – (Brown) partition – 3 parcels (in process)

Right of Way

None

College of Urban and Public Affairs
Population Research Center

Post Office Box 751
Portland, Oregon 97207-0751
780 Urban Center
506 SW Mill Street

503-725-3922 tel
503-725-5199 fax
askprc@pdx.edu
www.pdx.edu/prc

– IMPORTANT NOTICE –

Preliminary 2015 Population Estimate

November 15, 2015

To: **Sutherlin city**

Listed below is the preliminary population estimate for July 1, 2015. Also included are the certified 2014 estimate and 2010 Census figure. The July 1, 2015 estimate will be certified by December 15, 2015.

PRELIMINARY POPULATION ESTIMATE:

JULY 1, 2015: **7,975**

CERTIFIED POPULATION ESTIMATE:

JULY 1, 2014: **7,945**

CERTIFIED CENSUS FIGURE:

APRIL 1, 2010: **7,810**

The 2015 CERTIFIED population estimates will be posted to our web site by the close of business December 15, 2015 at the following page URL:

www.pdx.edu/prc/population-estimates-0

If you have any questions, please contact:

Risa S. Proehl
Population Research Center
Portland State University
PO Box 751
Portland, OR 97207-0751

Telephone: (503) 725-5103
E-mail: proehlr@pdx.edu

RECEIVED
NOV 18 2015


FOR YOUR INFORMATION

LAND USE APPLICATIONS

15-S008 – UMPQUA VALLEY HABITAT FOR HUMANITY – LOT LINE
ADJUSTMENT



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

City of Sutherlin

November 25, 2015

Umpqua Valley Habitat for Humanity
PO Box 1391
Roseburg, OR 97470

Re: **UMPQUA VALLEY HABITAT FOR HUMANITY**, request for a Property Line Adjustment between two units of land: Unit 1 being 3,300± sq. ft. and Unit 2 being 3,300± sq. ft. After the proposed adjustment, Adjusted Units 1 and 2 will each remain 3,300± sq. ft. in size. Unit 1 is described as part of Tax Lot 600 in Section 17CD, T25S, R5W, W.M.; Property I.D. No. R52201 (part, Lot 1). Unit 2 is described as part of Tax Lot 600 in Section 17CD, T25S, R5W, W.M.; Property I.D. No. R52201 (part, Lot 2). The subject properties are located on Oak Street at its intersection with Fourth Avenue inside the City of Sutherlin. Units 1 and 2 are designated Medium Density Residential by the Sutherlin Comprehensive Plan and zoned (R-2) Medium Density Residential. **Planning Department File No. 15-S008.**

Dear Applicant,

Official notice is hereby given of the Administrative decision of the Sutherlin Community Development Director in the matter of your request for approval of a Property Line Adjustment for which Administrative action was completed on November 25, 2015.

The above application has been **APPROVED**, subject to the following conditions:

1. The final Property Line Adjustment must substantially conform to the application and map submitted. Any alteration must be reviewed by the Community Development Department.
2. Existing and future structures must maintain the required setbacks for the R-2 zone relative to this property line adjustment.
3. Prior to final approval, a covenant or deed of conveyance conforming to the approved line adjustment shall be recorded with the County Clerk. A line adjustment deed shall contain the names of the parties, the description of the adjusted line, references to original recorded documents and signatures of all parties with proper acknowledgments.
 - a. The document(s) shall be reviewed by the Planning Department prior to being recorded. A copy of the recorded document(s) shall be provided to the Planning Department.

November 25, 2015

4. A survey map (which complies with ORS 209.250) entitled Property Line Adjustment Survey and showing monuments to mark the adjusted line is required.
 - a. The survey map shall show all structures within ten feet of the adjusted line.
 - b. The survey map must be reviewed and signed by the Community Development Director prior to being filed with the County.
 - c. The survey map and a copy of the recorded covenant or deed(s) of conveyance shall be filed with the Douglas County Surveyor. When the map is filed, the County Surveyor shall indicate the filing information and the recording number for the deed(s) of conveyance on the face of the final map.
 - d. The applicant shall submit the copy of the recorded property line adjustment survey map to the city, Douglas County Assessor's office, and Douglas County surveyor's office within fifteen (15) days of recording and prior to the issuance of any building permits on the re-configured lots.

This Property Line Adjustment approval is valid for ninety (90) days from the date of this decision. If the conditions of this approval have not been satisfied within that time, this approval will become void and will require another application.


The property line adjustment shall be effective when the survey map is filed by the County Surveyor with an instrument reference of the recorded covenant or deed(s) of conveyance denoted on the face of the map.

There may be no further notice from the Community Development Department regarding expiration of this approval for a Property Line Adjustment.

A copy of the Findings of Fact, Conditions and Decision is attached to this notice. The Findings, Conditions and Decision were signed by the Sutherlin Community Development Director on November 25, 2015. This decision becomes final upon notification from the Sutherlin Community Development that the conditions of approval have been met.

Sincerely,

Vicki Luther
Community Development Director


Lisa Hawley
Community Services Planner

ADMINISTRATIVE REVIEW AND DECISION

Umpqua Valley Habitat for Humanity, Findings of Fact and Decision, Planning Department File No. 15-S008.

This matter was reviewed by the City of Sutherlin on November 24, 2015, for the Community Development Department in Sutherlin, Oregon.

The applicant, Umpqua Valley Habitat for Humanity, submitted the proper application and evidence sufficient to warrant Administrative review as a Type I action, as provided for in Sections 4.2.120 and 4.4.210 of the Sutherlin Development Code.

The City takes official notice of the following:

1. The City of Sutherlin Comprehensive Plan, including the implementing City of Sutherlin Development Code, adopted and amended by the Sutherlin City Council July 2007, and as later amended.

PROCEDURAL FINDINGS OF FACT

1. Application was filed with the Sutherlin Community Development Director on October 19, 2015, and was deemed complete on October 29, 2015. All applicable fees were paid to the City.
 - a. This application is subject to the applicable criteria of the Sutherlin Development Code, including Sections 2.2.100, Residential Districts; 2.2.120, Development Standards; 3.2.110, Vehicular Access and Circulation; 3.5.100, Infrastructure Standards; 3.5.110, Transportation Standards; 4.2.120, Type I Procedures; and 4.4.210, Property Line Adjustment Criteria.

FINDINGS OF FACT

1. Project Location: Umpqua Valley Habitat for Humanity, request for a Property Line Adjustment between two units of land: Unit 1 being 3,300± sq. ft. and Unit 2 being 3,300± sq. ft. After the proposed adjustment, Adjusted Units 1 and 2 will each remain 3,300± sq. ft. in size. The subject properties are located on Oak Street at its intersection with Fourth Avenue inside the City of Sutherlin.
2. Property Description:
 - a. Unit 1: Tax Lot 600 (part) in Section 17CD, T25S, R5W, W.M.; Property I.D. No. R52201 (part); Lot 1, Block 8, Amended Plat of S.L. & W. Co, Plat O.
 - b. Unit 2: Tax Lot 600 (part) in Section 17CD, T25S, R5W, W.M.; Property I.D. No. R52201 (part); Lot 2, Block 8, Amended Plat of S.L. & W. Co, Plat O.
3. Property Development: There is one single family dwelling on the properties, which currently lies over the property line between Units 1 and 2. This dwelling is in the process of being demolished. The applicant plans to construct a single family attached (duplex-style) dwelling, with the fire wall following the new property line between the

two adjusted units of land. Each unit of land is or can be serviced by the City of Sutherlin for public water and sanitary sewer service.

4. Reason for Adjustment: The application states that the reason for the proposed adjustment is to accommodate two new homes, each with [shared] direct access from Oak Street.
 - a. Upon completion of this adjustment, Adjusted Unit 1 will remain 3,300± sq.ft. and Adjusted Unit 2 will remain 3,300± sq.ft. in size.
5. Comprehensive Plan: Unit 1 and Unit 2 are designated Medium Density Residential by the Sutherlin Comprehensive Plan.
6. Zoning: Unit 1 and Unit 2 are designated (R-2) Medium Density Residential by the Sutherlin Development Code.
7. Services and Structures: City services and other infrastructure currently serve the area of the subject parcels.

RESIDENTIAL DISTRICTS

8. Purpose and Applicability (Section 2.2.100): In summary, the purpose of the residential districts is to provide for neighborhoods ranging in densities from very low to moderately high. The (R-2) Medium Density Residential 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 spaces that is meant to conform to systems and facilities which support the residential quality of the area.
9. 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. This proposed adjustment is between two units of land zoned (R-2) Medium Density Residential.
 - a. For the R-2 zone, the minimum lot area is 6,000 sq.ft. for a single family non-attached lot and 3,000 sq.ft. for a single family attached lot, with the minimum lot width is 40 feet at the frontage and lot depth is 80-90 feet, depending if the lot is adjacent to an alley. The maximum lot coverage for development is 60 percent.
10. **FINDINGS:**
 - a. The City finds that Unit 1 and Unit 2 are each pre-existing nonconforming lots in an existing subdivision (Lots 1 and 2, Block 8 of Amended Plat of Sutherlin Land and Water Co., Plat O). Unit 1 and Unit 2 are both 30' x 110' (3,300 sq.ft.) and front onto Fourth Avenue. Both lots do not conform to the current minimum dimensions for the R-2 zone.

November 24, 2015

- b. The City finds that the subject parcels are zoned R-2. Upon completion of the property line adjustment, Lot 1 and Lot 2 will each be 55' x 60' (3,300 sq.ft.) in size, and will continue to be nonconforming in size and dimension. However, neither of the two nonconforming lots will be reduced further in size by the adjustment. Adjusted Unit 1 will front onto Oak Street with an exterior side frontage onto Fourth Avenue. Adjusted Unit 2 will front onto Oak Street.
- c. There is an existing residence on the subject properties, which is in the process of being demolished. The applicant plans to construct a single family attached (duplex-style) dwelling, with the fire wall following the new property line between the two adjusted units of land. The access to the dwelling units will be via a shared driveway onto Oak Street. At the time of a new building proposal, compliance with the setbacks and lot coverage standards of the R-2 zone will be required.

DESIGN STANDARDS

11. Design Standards (Section 3.1)

- a. 3.2.100 Vehicular Access and Circulation
- b. 3.5.100 Infrastructure Standards
- c. 3.5.110 Transportation Standards

12. Unit 1 has access onto Oak Street, a local residential street, and Unit 2 has frontage for access onto Fourth Avenue, a local residential street. Upon completion of this adjustment, both adjusted units of land will access onto Oak Street via a new shared access driveway.

13. FINDINGS:

- a. The City finds that this request does not include a development proposal that would trigger a review of access, circulation, public facilities or transportation in the area. The Community Development Director finds that the BLA is adjusting an existing lot line between two legal pre-existing lots and overall the properties remain in compliance with the Sutherlin Development Code.

APPLICATION PROCEDURES

14. Type I Procedure (Section 4.2.120)

15. Application Requirements

- a. Application Forms & Requirements. The requested Property Line Adjustment was submitted on the required City forms with the required application materials, including preliminary map showing the proposed adjustment between the two units of land.

- i. This application has been processed as a Type I decision, which does not require notice. In addition, there were no citizens of record requesting notice of this application.
 - b. Community Development Director Decision. This decision by the Director addresses all of the relevant approval criteria and the facts contained within the record, in accordance with the requirements of Section 4.2.120.
 - c. Final Decision and Effective Date. The Director's decision shall be final and effective on the date it is mailed or otherwise provided in writing to the applicant, whichever occurs first. The decision is the final decision of the City.
16. **FINDING:** The Director finds that the applicant's application was complete and all applicable fees were paid to the city.

PROPERTY LINE ADJUSTMENT CRITERIA

17. **Property Line Adjustments (Section 4.4.210)** Property line adjustments include the relocation or elimination of a common property line between abutting properties when no new parcels or lots are created. The application submission and approvals process is as follows:
 - a. Application Requirements. The requested Property Line Adjustment application was submitted on the required City forms with the required application materials, including preliminary map showing the proposed adjustment between the two units of land.
 - b. Approval Procedures. Property line adjustments shall be processed using the Type I procedure, as provided by section 4.2.120, using approval criteria contained below.
 - c. Approval Criteria. The Director shall approve or deny a request for a property line adjustment in writing based on findings that all of the following criteria are satisfied:
 1. No additional parcel or lot is created by the property line adjustment. However the number of lots or parcels may be reduced;
 2. Lot standards. All lots and parcels comply with the applicable lot standards of the zoning district (Section 2) including lot area and dimensions and the flag lot standards of section 2.6.200, if applicable;
 3. Access. All lots and parcels comply with the standards or requirements of Section 3.2 – Access and Circulation;
 4. Setbacks. The resulting lots, parcels, tracts, and building locations comply with the setback standards of the zoning district (chapter 2); and
 5. Exemptions from dedications and improvements. A property line adjustment is not considered a development action for purposes of determining whether right-of-way dedication or improvement is required.

18. **FINDINGS:**

- a. The City finds that no new lots will be created and no lots will be eliminated by this adjustment.
- b. Furthermore, the City finds that each unit of land is a pre-existing nonconforming lot in the R-2 zone. Each lot does not comply with the applicable lot standards of the R-2 zone, but this adjustment does not increase the nonconformity of the two lots, as each unit of land will maintain the same lot area as before the adjustment (3,300 sq.ft.). No new flag lots will be created by this adjustment.
- c. The City also finds that the original access to each lot will not change. Upon completion of this adjustment, the two adjusted units of land will share access onto Oak Street.
- d. The City finds that the adjusted units of land will be unaffected by the required R-2 setback standards. At the time of a new building proposal, compliance with the setbacks and lot coverage standards of the R-2 zone will be required.
- e. In addition, a property line adjustment is not considered a development action for the purposes of determining whether right-of-way dedication or improvement is required.

19. Recording Property Line Adjustments (Section 4.4.210.D)

1. Expiration of approval. The property line adjustment approval shall be effective for a period of ninety (90) days from the date approval is final. The property line adjustment approval shall lapse if:
 - a. The property line adjustment is not recorded within the time limit set out above;
 - b. The property line adjustment has been improperly recorded with Douglas County without the satisfactory completion of all conditions attached to the approval; or
 - c. The final recording is a departure from the approved plan.
2. Covenant. Where all lots involved in a property line adjustment are under the same ownership, the owner shall sign and record a covenant accompanying the property line adjustment. The purpose of the covenant shall be to affect the completion of necessary tax lot adjustments in the Douglas County Assessor's Records to reflect the new boundaries.
3. Filing with City. The applicant shall submit the copy of the recorded property line adjustment survey map to the city, Douglas County Assessor's office, and Douglas County surveyor's office within fifteen (15) days of recording and prior to the issuance of any building permits on the re-configured lots.

20. Extension (Section 4.4.210.E) The city shall upon written request by the applicant and payment of the required fee grant an extension of the approval period not to exceed one year provided that:

November 24, 2015

1. No changes are made on the original plan as approved by the city;
2. The applicant has submitted a written intent of recording the approved property line adjustment within the one (1) year extension period;
3. The extension request is made before expiration of the original approved plan.

21. **FINDINGS:**

- a. The City finds that the applicant will have to comply with the above standards to complete the recording of the property line adjustment within the required approval period, including the submittal of the required covenant and survey map.
- b. The City finds that any extension of the submitted application will have to comply with the above requirement.

DECISION

Based on review of the material, exhibits received in evidence, and the above Findings of Fact, the requested Common Property Line Adjustment for Umpqua Valley Habitat for Humanity is hereby approved subject to the following conditions:

1. The final Property Line Adjustment must substantially conform to the application and map submitted. Any alteration must be reviewed by the Community Development Department.
2. Existing and future structures must maintain the required setbacks for the R-2 zone relative to this property line adjustment.
3. Prior to final approval, a covenant or deed of conveyance conforming to the approved line adjustment shall be recorded with the County Clerk. A line adjustment deed shall contain the names of the parties, the description of the adjusted line, references to original recorded documents and signatures of all parties with proper acknowledgments.
 - a. The document(s) shall be reviewed by the Community Development Department prior to being recorded. A copy of the recorded document(s) shall be provided to the Community Development Department.
4. A survey map (which complies with ORS 209.250) entitled Property Line Adjustment Survey and showing monuments to mark the adjusted line is required.
 - a. The survey map shall show all structures within ten feet of the adjusted line.
 - b. The survey map must be reviewed and signed by the Community Development Director prior to being filed with the County.
 - c. The survey map and a copy of the recorded deed(s) of conveyance shall be filed with the Douglas County Surveyor. When the map is filed, the County Surveyor shall indicate the filing information and the recording number for the deed(s) of conveyance on the face of the final map.

November 24, 2015

- d. The applicant shall submit the copy of the recorded property line adjustment survey map to the city, Douglas County Assessor's office, and Douglas County surveyor's office within fifteen (15) days of recording and prior to the issuance of any building permits on the re-configured lots.

APPROVED BY:



Vicki Luther

Community Development Director

Date: Nov. 24, 2015

APPEAL: In accordance with Section 4.2.120.C, this is a final decision by the City and there is no right of appeal.

FOR YOUR INFORMATION

LAND USE ACTIVITY WORKSHEETS

2015-74	1200 E CENTRAL SP #A13
2015-77	1099 SOUTHSIDE RD
2015-78	227 W CENTRAL
2015-79	115 W CENTRAL




Community Development
126 E Central Avenue
Sutherlin, OR 97479
(541) 459-2856


CITY OF SUTHERLIN
PRE-APPLICATION WORKSHEET
MANUFACTURED

WORKSHEET NUMBER 2015-74	APPLICANT SARA PERRY 1200 E CENTRAL SPACE A13 SUTHERLIN OR 97479 541-430-8181	OWNER ELSIE BELDT 827 BLACK DIAMOND WAY STE A LODI CA 95242 541-643-1241
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SITE INFORMATION

SITE ADDRESS 1200 E CENTRAL AVE SP#A13	TAX ACCOUNT NUMBER R42771	M-TL 25-05-16CD-00100	SIZE (ACRES) 23.71
IMPROVEMENT CONSTRUCT 10 X 12 STORAGE SHED AT SPACE A13 WITHIN EXISTING MH PARK			
EXISTING STRUCTURES (NUMBER AND TYPE) MH PARK		DISTANCE OF BUILDING SITE FROM SURFACE WATER >50 FEET	
DIRECTIONS FROM CENTRAL AVENUE APPROXIMATELY TWO MILES EAST ON CENTRAL FROM I-5 TO PROPERTY ON THE RIGHT.			
As, for, or on behalf of, all property owners:			
Applicant Signature: 		Date: <u>11-19-15</u>	

PLANNING DEPARTMENT INFORMATION

ZONING R2		OVERLAYS None		
SETBACKS				
FRONT GARAGE 20FT	FRONT PROPERTY LINE 15FT	REAR 10FT	SIDE 5FT	EXT. SIDE 10FT
SIGN CODE N/A	SPECIAL SETBACK N/A	PARKING SPACES REQUIRED N/A		
BUILDING HEIGHT 10FT	FLOOD PLAIN NO	FLOOR HEIGHT ABOVE GRADE NA		
CONDITIONS OF APPROVAL:		REFER TO:		
AUTHORIZED TO CONSTRUCT 10 X 12 STORAGE SHED IN SPACE A13 OF EXISTING MH PARK AT 1200 E CENTRAL AVE. MUST MEET ZONE/SETBACK REQS, INCLUDING SECTION 2.6.170 OF THE DEVELOPMENT CODE. MUST MEET THE UBC FOR MH PARKS.				
APPROVED BY 	DATE OCTOBER 29, 2015	EXPIRATION DATE OCTOBER 29, 2016		
FEEES		RECEIPT		
PUBLIC UTILITES	CITY WATER NO	CITY SEWER NO	ACCESS PERMIT NO	

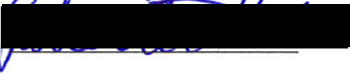


Community Development
126 E Central Avenue
Sutherlin, OR 97479
(541) 459-2856


CITY OF SUTHERLIN
PRE-APPLICATION WORKSHEET
CONSTRUCTION

WORKSHEET NUMBER 2015-77	APPLICANT PEDRO & DEBORAH CARRILLO 1099 SOUTHSIDE RD SUTHERLIN OR 97479 541-285-0279	OWNER PEDRO & DEBORAH CARRILLO 1099 SOUTHSIDE RD SUTHERLIN OR 97479 541-285-0279
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SITE INFORMATION

SITE ADDRESS 1099 SOUTHSIDE RD	TAX ACCOUNT NUMBER R135121	M-TL 25-05-16CD-01402	SIZE (ACRES) 0.40
IMPROVEMENT CONSTRUCT STORAGE SHED			
EXISTING STRUCTURES (NUMBER AND TYPE) SFD		DISTANCE OF BUILDING SITE FROM SURFACE WATER > 50 FEET	
DIRECTIONS FROM CENTRAL AVENUE EAST ON CENTRAL, TURN RIGHT ON WAITE STREET, LEFT ONTO SOUTHSIDE TO PROPERTY ON THE LEFT			
As, for, or on behalf of, all property owners: Applicant Signature:  Date: 11/12/2015			

PLANNING DEPARTMENT INFORMATION

ZONING R3		OVERLAYS None		
SETBACKS				
FRONT GARAGE 20FT	FRONT PROPERTY LINE 15FT	REAR 10FT	SIDE 5FT	EXT. SIDE 15FT
SIGN CODE N/A	SPECIAL SETBACK N/A	PARKING SPACES REQUIRED 2 - 9 X 18 SPACE		
BUILDING HEIGHT 20FT	FLOOD PLAIN NO	FLOOR HEIGHT ABOVE GRADE N/A		
CONDITIONS OF APPROVAL:		REFER TO: Douglas County		
AUTHORIZED TO CONSTRUCT STORAGE SHED. MUST MEET ZONE/SETBACK REQUIREMENTS.				
APPROVED BY 		DATE NOVEMBER 12, 2015	EXPIRATION DATE NOVEMBER 12, 2016	
FEEES	\$25.00	RECEIPT #		
PUBLIC UTILITES	CITY WATER NO	CITY SEWER NO	ACCESS PERMIT NO	



Community Development
126 E Central Avenue
Sutherlin, OR 97479
(541) 459-2856


CITY OF SUTHERLIN
PRE-APPLICATION WORKSHEET
CONSTRUCTION

WORKSHEET NUMBER 2015-78	APPLICANT LYNNE RALLS 613 VALLEY VIEW RD SUTHERLIN OR 97479 541-459-9694	OWNER LYNNE RALLS 613 VALLEY VIEW RD SUTHERLIN OR 97479 541-459-9694
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SITE INFORMATION

ITE ADDRESS 227 W CENTRAL AVE	PROPERTY ID NO. R56065	M-TL 25-05-17DC-06400	SIZE (ACRES) 0.11
IMPROVEMENT INTERIOR REMODEL TO INCLUDE COMMERCIAL KITCHEN			
EXISTING STRUCTURES (NUMBER AND TYPE) COMMERCIAL BUILDING		DISTANCE OF BUILDING SITE FROM SURFACE WATER >50 FEET	
DIRECTIONS FROM CENTRAL AVENUE CENTRAL TO 227 W CENTRAL			
As, for, or on behalf of, all property owners: Applicant Signature: <u>SEE ATTACHED</u> Date: _____			

PLANNING DEPARTMENT INFORMATION

ZONING C-1		OVERLAYS None		
SETBACKS				
FRONT GARAGE 0 FT	FRONT PROPERTY LINE 0 FT	REAR 0 FT	SIDE 0 FT	EXT. SIDE 0 FT
SIGN CODE SEE CONDITIONS	SPECIAL SETBACK N/A	PARKING SPACES REQUIRED N/A		
BUILDING HEIGHT 50FT	FLOOD PLAIN NO	FLOOR HEIGHT ABOVE GRADE NA		
CONDITIONS OF APPROVAL:		REFER TO: Douglas County		
AUTHORIZATION OF INTERIOR REMODEL TO INCLUDE COMMERCIAL KITCHEN. NO INCREASE IN FOOTPRINT. MUST MEET ZONE/SETBACK REQS.				
APPROVED BY 	DATE NOVEMBER 18, 2015	EXPIRATION DATE NOVEMBER 18, 2016		
FEEES	\$0.00	RECEIPT #	N/A	
PUBLIC UTILITES	CITY WATER NO	CITY SEWER NO	ACCESS PERMIT NO	



Community Development
126 E Central Avenue
Sutherlin, OR 97479
(541) 459-2856


CITY OF SUTHERLIN
PRE-APPLICATION WORKSHEET
CONSTRUCTION

WORKSHEET NUMBER 2015-79	APPLICANT JULIE SEWARD 115 W CENTRAL SUTHERLIN OR 97479 831-524-5441	OWNER STAN MCKNIGHT 1750 E CENTRAL SUTHERLIN OR 97479
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SITE INFORMATION

ITE ADDRESS 115 W CENTRAL AVE	PROPERTY ID NO. R55981	M-TL 25-05-17DC-07100	SIZE (ACRES) 0.11
IMPROVEMENT AUTHORIZE BOUTIQUE STORE (RETAIL STORE)			
EXISTING STRUCTURES (NUMBER AND TYPE) COMMERCIAL BUILDING		DISTANCE OF BUILDING SITE FROM SURFACE WATER >50 FEET	
DIRECTIONS FROM CENTRAL AVENUE CENTRAL TO 115 W CENTRAL			
As, for, or on behalf of, all property owners: Applicant Signature: <u>SEE ATTACHED</u> Date: _____			

PLANNING DEPARTMENT INFORMATION

ZONING C-1		OVERLAYS None		
SETBACKS				
FRONT GARAGE 0 FT	FRONT PROPERTY LINE 0 FT	REAR 0 FT	SIDE 0 FT	EXT. SIDE 0 FT
SIGN CODE N/A	SPECIAL SETBACK N/A	PARKING SPACES REQUIRED N/A		
BUILDING HEIGHT 50FT	FLOOD PLAIN NO	FLOOR HEIGHT ABOVE GRADE NA		
CONDITIONS OF APPROVAL:		REFER TO: Douglas County		
AUTHORIZATION OF BOUTIQUE STORE WITHIN AN EXISTING COMMERCIAL BUILDING. NO STRUCTURAL DEVELOPMENT IS AUTHORIZED WITH THIS WORKSHEET. MUST MEET ZONE/SETBACK REQS.				
APPROVED BY 	DATE DECEMBER 3, 2015	EXPIRATION DATE DECEMBER 3, 2016		
FEEs	\$0.00	RECEIPT #	N/A	
PUBLIC UTILITIES	CITY WATER NO	CITY SEWER NO	ACCESS PERMIT NO	