

**CITY OF SUTHERLIN  
PLANNING COMMISSION MEETING  
CIVIC AUDITORIUM – 7:00 PM  
TUESDAY, SEPTEMBER 15, 2020**

**COMMISSION MEMBERS PRESENT:** William Lee, Sam Robinson, Norm Davidson and Chuck Brummel

**COMMISSION MEMBERS EXCUSED:** None

**COMMISSION MEMBERS ABSENT:** Richard Price, Adam Sarnoski and Elainna Swanson

**CITY STAFF:** Kristi Gilbert, Community Development Supervisor, Jamie Chartier, City Planner and Brian Elliott, Community Development Director

**AUDIENCE (via Zoom):** None

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

**FLAG SALUTE**

**INTRODUCTION OF MEDIA:** None

**APPROVAL OF MINUTES**

A motion made by Commissioner Davidson to approve the minutes of the May 15, 2020 Planning Commission meeting; second made by Commissioner Robinson.

In favor: Commissioners Davidson, Robinson, Brummel and Chair Lee

Opposed: None

Excused: None

Motion carried unanimously

**INTRODUCTION OF NEW PLANNING COMMISSION MEMBER**

Chair Lee welcomed Chuck Brummel to the Planning Commission. Mr. Brummel then introduced himself and gave a brief background on himself.

**SUTHERLIN DEVELOPMENT CODE (DISCUSSION/WORKSHOP)**

**Kristi Gilbert, Community Development Supervisor**, stated this discussion and workshop is to review Chapter's 1-3 of the Sutherlin Development Code. Referring back to the proposed updates from the Code Audit conducted in 2019, definitions of uses that need added too and miscellaneous amendments that will help staff streamline the existing code and/or modify the language to make items easier to reference or clarify them.

Mrs. Gilbert then proceeded to review Chapter 1, giving highlights to the new definitions that might be added. Asking the Commission to give there input or opinion on items. Discussion

ensued between Caretaker Dwelling and Watchman's Quarter. A consensus of the commission and staff was that the Watchman's Quarter proposed definition is a better fit, easier to follow and gives a better perimeter for authorizing and also enforcing.

Mrs. Gilbert continued through Chapter 1, noting that with the new definitions being added staff will need to insert them into the appropriate zoning section(s) within Chapter 2. In reviewing of Chapter 2, Mrs. Gilbert explain explained that the Forestry Resource (FR-20) District is being moved to be consistent and together with all the other zoning districts in the chapter. Also discussed the increase in Accessory Dwelling Unit's (ADU) from 600 sq ft to 800 sq ft. Noting this was a recommendation from the consultant that conducted the audit. Staff explained to the commissioners that an ADU still must meet the underlying zoning requirements (lot coverage, setbacks, etc).

Continuing with Chapter 3, having minimal changes. Mrs. Gilbert did explain that staff needs to review the vehicle parking table on page 3-23 and add parking standards for any permitted use that is currently not located within the table.

After reviewing the first three (3) chapters, Mrs. Gilbert stated that at the next Planning Commission meeting we will review Chapters 4 and 5 and to bring any questions, comments or ideas one might have on what was discussed tonight.

**ACTIVITY REPORT – Jamie Chartier, City Planner**, asked the commission if they had a chance to review the activity report and if they had any questions. **Brian Elliott, Community Development Director**, noted that since sending the activity report out that with current fire levels all work at Ford's Pond and Schoon Mountain has stopped. With this both these projects will be delayed and the timelines noted are no incorrect.

**COMMISSION COMMENTS** – Mr. Brummel asked what the attendance requirement is for Planning Commission members. Mrs. Gilbert informed him that three (3) absences are allowed in a calendar year.

**ADJOURNMENT** - With no further business the meeting was adjourned at 8:18 pm.

Respectfully submitted,  
*Jamie Chartier*

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Jamie Chartier, City Planner

**APPROVED BY COMMISSION ON THE 20<sup>th</sup> DAY OF October, 2020.**

*William Lee*

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William Lee, Commission Chair