

**CITY OF SUTHERLIN
PLANNING COMMISSION MEETING
CIVIC AUDITORIUM – 7:00 PM
TUESDAY, MARCH 16, 2021**

COMMISSION MEMBERS PRESENT: William Lee, Gary Dagel, Norm Davidson, Lisa Woods, Richard Price and Adam Sarnoski

COMMISSION MEMBERS EXCUSED: None

COMMISSION MEMBERS ABSENT: None

CITY STAFF: Kristi Gilbert, Community Development Supervisor and Jamie Chartier, City Planner

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 January 19, 2021 Planning Commission meeting; second made by Commissioner Dagel.

In favor: Commissioners Dagel, Woods, Davidson, Sarnoski and Chair Lee

Opposed: None

Excused: None

Motion carried unanimously, with Commissioner Price abstaining

LEGISLATIVE PUBLIC HEARING(S)

1. **Legislative Amendments** to the proposed 2021 Sutherlin Development Code (SDC). Proposed amendments to the text of the SDC include several general revisions to add, update and/or streamline the code to make it more effective; add general clarification text and update the Code to include 2019 Code Audit Findings. The miscellaneous general revisions include: revising or adding definitions to the SDC; modify, add and/or clarify the list of permitted uses in the zoning districts; clarify access and/or utility easement requirements; add and/or clarify minimum parking standard options to be consistent with permitted uses; separate subdivision and partition requirements for clarification; clarify types of applications and review procedures to include model code language; and update the nonconforming section to allow flexibility of single family dwelling alterations in the Commercial/Industrial zones.

Chair Lee opened the hearing, with the disclosure statement; all persons testifying shall be deemed parties to appeal the application and must provide full name and mailing address if they wish to be notified of the decision, continuances, appeals, or procedural actions.

Chair Lee asked the Commission if there were any conflicts of interest or personal bias; hearing none, and identifying there was no public present she asked for the Staff Report.

Kristi Gilbert, Community Development Supervisor, entered the Staff Report into the record and read the staff report to the Commission, noting that City Council was scheduled to have a workshop April 12, 2021 and hold their public hearing on May 10, 2021. Mrs. Gilbert stated the Planning Commission held four (4) workshops on September 15, 2020, October 20, 2020, November 17, 2020 and January 19, 2021 to review and discuss various items to be included in the proposed amendments. Notice of Proposed Amendments was mailed to the Oregon Department of Land Conservation and Development (DLCD) on February 8, 2021 and mailed to interested agencies and utility providers on February 23, 2021.

Mrs. Gilbert stated that after the mailing of the staff report two (2) responses were received. A copy of these responses was distributed to the Commission.

Commissioner Woods asked a question to City Staff regarding the proposed definitions and clarification about drive thru(s) (noting ones seen in town compared to the standards in the ordinance). Mrs. Gilbert responded that the proposed definitions help define the current and proposed uses within each zoning section. As for drive thru(s) that don't meet the standards in the current ordinance they are classified as pre-existing. Any new (proposed) development with a drive thru would be required to meet the current Sutherlin Development Code requirements.

Commissioner Dagele asked City Staff about a possible rebuild of an accessory structure. This question was tabled as it does not pertain to the Development Code updates.

Chair Lee identified that there was no one in the audience for public testimony; therefore, he closed the public portion of the hearing.

A motion made by Commissioner Price to recommend the proposed legislative amendments to City Council for adoption as proposed by Staff; second made by Commissioner Sarnoski.

In favor: Commissioners Dagele, Woods, Sarnoski, Price, Davidson and Chair Lee
Opposed: None
Motion carried unanimously

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. No questions were asked.

COMMISSION COMMENTS – No questions or comments were stated.

ADJOURNMENT - With no further business the meeting was adjourned at 7:22 pm.

Respectfully submitted,

Jamie Chartier

Jamie Chartier, City Planner

APPROVED BY COMMISSION ON THE 18th DAY OF May, 2021.

William Lee

William Lee, Commission Chair