

## LA PINE CITY PLANNING COMMISSION MEETING AGENDA

Wednesday Dec. 16th - 6:00 PM

51340 Highway 97, La Pine, Oregon 97739

South County Building Meeting Room

1. Call to Order
2. Establish Quorum
3. Pledge of Allegiance
4. Added Agenda Items  
Any matters added to the agenda at this time will be discussed during the “Other Matters” portion of this Agenda.
5. Public Comments for Items not on the Agenda
6. Approval of Oct. 21, 2009 and November 12, 2009 Planning Commission Meeting Minutes
7. Final discussion and recommendation to the City Council of the Draft City of La Pine Comprehensive Plan and Urban Growth Boundary.
8. Discussion on Transportation Systems Committee
9. Planning Commissioner Reports and Staff Update
10. Other Matters  
Only those matters properly added to this Agenda under line item No. 4
11. Adjourn

Pursuant to ORS 192.640, this notice includes a list of the principal subjects anticipated to be considered or discussed at the above-referenced meeting. This notice does not limit the ability of the Planning Commission to consider or discuss additional subjects. The meeting is subject to cancellation without notice. The meeting is open to the public and interested citizens are invited to attend. The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Luana K. Damerval at (541) 536-1432.

**LA PINE CITY PLANNING COMMISSION MEETING MINUTES**

**Wednesday Dec. 16th - 6:00 PM**

51340 Highway 97, La Pine, Oregon 97739

South County Building Meeting Room

1. Call to Order

The Meeting was called to order at 6:01 pm by Chair John Thomas.

2. Establish Quorum

Roll Call

Present Were:

Commissioner Virginia Classen

Chair John Thomas

Commissioner Renee Clark

Vice Chair Gloria Fleming

Commissioner Linda Maggard

**Quorum established.**

Planning Secretary Patti Morgan was in attendance as well as Deborah McMahon and James Lewis from DMC Consulting Inc.

3. Pledge of Allegiance

Commissioner Renee Clark led the Pledge of Allegiance.

4. Added Agenda Items

Any matters added to the agenda at this time will be discussed during the "Other Matters" portion of this Agenda.

None.

5. Public Comments for Items not on the Agenda

None.

6. Approval of Oct. 21, 2009 and November 12, 2009 Planning Commission Meeting Minutes

**A motion was made by Vice Chair Fleming and seconded by Cmsr. Maggard to approve the Oct 21, 2009 and Nov 12, 2009 Planning Commission Meeting Minutes:**

**Vote as follows:**

	<b>AYE</b>	<b>NAY</b>
<b>Planning Commissioner Clark</b>	<b>X</b>	
<b>Chair John Thomas</b>	<b>X</b>	
<b>Planning Commissioner Classen</b>	<b>X</b>	
<b>Planning Commission Maggard</b>	<b>X</b>	
<b>Vice Chair Fleming</b>	<b>X</b>	

**Motion passed unanimously.**

7. Final discussion and recommendation to the City Council of the Draft City of La Pine Comprehensive Plan and Urban Growth Boundary.

James Lewis from DMC Consulting Inc., began the discussion reviewing the memo he had prepared for the Commissioners with additional policies that the Commissioners had requested. Deborah McMahon, from DMC, Consulting Inc., stated that there are no dramatic changes from what the city residents had forwarded. She said they have just been doing some fine tuning to the original Draft Comp Plan.

Deborah McMahon explained that the Deschutes Planning Commission would like to hold a Joint Meeting with the La Pine Planning Commission to review the Comp Plan. She said in the meantime, the Comp Plan would also be forwarded to the La Pine City Council for them to review.

James Lewis stated that the Deschutes Planning Commission would probably not be making any changes to the La Pine Comp Plan at the Joint Meeting. Deborah McMahon said that they did not expect the County process to be lengthy. James Lewis stated that the Deschutes Planning Commission will be looking more at how the La Pine Comp Plan will affect the citizens living on the urban fringe of the City.

00:06:06

Cmsr. Classen discussed extending the transition area at Burgess and Huntington that went to the north of Burgess. Regarding a question from Chair Thomas, Deborah McMahon recommended that the revised Comp Plan Map be sent to the La Pine City Council without another Planning Commission Meeting beforehand, so that they can stay on schedule.

Chair Thomas asked why we would want a larger transition area. He said mixed use commercial is allowed, residential is not. Deborah McMahon said that the cross hatched areas served as a transition area between industrial and residential. She said if there is more mixed use along Huntington that would allow for all uses including industrial, commercial and residential. Deborah McMahon said that they should give some thought as to how that would benefit the community.

James Lewis stated most of the impacts for residential areas are at the intersections. He said it is not inappropriate for mixed use zone at those locations. Deborah McMahon stated that they could extend the cross hatching and have a caveat in the area that would require a Master Plan. She said you would not have to worry about the zoning right now. Chair Thomas stated that the transition areas will be restrictive to developers. Chair Thomas said the developers could be granted variances if the Commission decided to allow them.

James Lewis stated that base zoning still dictates what is intended to go on that property but it adds an extra step in the planning process which requires a Master Plan relating to all other uses of that property and the adjoining properties. Chair Thomas stated that the new elementary school is a prime example of a transition area. Cmsr. Classen discussed the BLM land transfer that will probably eventually become City property.

00:27:00

Chair Thomas said to keep in mind that the transition areas will be tough to develop and a Master Plan will need to be created. James Lewis stated that mixed use is usually for primarily commercial focus with some residential uses such as first floor level commercial use and upper floor level residential. Deborah McMahon stated that designating a whole lot of commercial is difficult because you do not

have users on the other side of the street. She said staff's recommendation is that having alternate future choices based on performance and livability is the best way. Ms. McMahon stated that Master Planning gives a higher value on the property but requires the owner to do a little bit more to show how it is organized because there are usually two or three property owners involved and they have to work together to create a Master Plan.

Cmsr. Maggard abstained from voting on the following motion due to a possible conflict of interest.

**A Motion was made by Cmsr. Classen and seconded by Cmsr. Clark to revise the Final Comp Plan Map with the transition area north of Burgess extending west toward the east border of Huntington Road and to exclude any property west of Huntington that is within City Limits:**

	<b>AYE</b>	<b>NAY</b>
<b>Planning Commissioner Clark</b>	<b>X</b>	
<b>Chair John Thomas</b>	<b>X</b>	
<b>Planning Commissioner Classen</b>	<b>X</b>	
<b>Planning Commission Maggard</b>	<b>Abstained</b>	
<b>Vice Chair Fleming</b>	<b>X</b>	

**Motion passed unanimously.**

Deborah McMahon stated that staff will make those changes on the Comp Plan map and also back it up with text so there will be no misunderstanding about what was decided. James Lewis stated that once the map and zoning is approved by the City Council, the Planning Commission will review the matter again. Ms. McMahon stated that the Planning Commission may allow other uses when they review the matter at a later point in time.

00:41:47

Deborah McMahon stated that the State of Oregon has assistance grants for developers that want help designing properties but they also want a collaborative process. She said that having cross hatched areas are good for both developers and the public.

**A Motion was made by Cmsr. Classen and seconded by Cmsr. Maggard to Approve the South Transition Area as it is on the Comp Plan Map.**

<b>Vote as follows:</b>	<b>AYE</b>	<b>NAY</b>
<b>Chair John Thomas</b>	<b>X</b>	
<b>Vice Chair Fleming</b>	<b>X</b>	
<b>Cmsr. Clark</b>	<b>X</b>	
<b>Cmsr. Classen</b>	<b>X</b>	
<b>Cmsr. Maggard</b>	<b>X</b>	

**Motion passed unanimously.**

**A Motion was made by Cmsr. Classen and seconded by Cmsr. Maggard to adopt the cross hatching along Huntington Road as shown on the original Comp Plan Map.**

<b>Vote as follows:</b>	<b>AYE</b>	<b>NAY</b>
<b>Chair John Thomas</b>	<b>X</b>	
<b>Vice Chair Fleming</b>	<b>X</b>	
<b>Cmsr. Clark</b>	<b>X</b>	
<b>Cmsr. Classen</b>	<b>X</b>	
<b>Cmsr. Maggard</b>	<b>X</b>	

**Motion passed unanimously.**

Vice Chair Fleming stated we will need to decide what we want buildings to look like in the future. She said to maintain a certain feel in the City it will take a lot of discussion. Vice Chair Fleming stated that if the developers want to come in, they will have to work with what the public has decided regarding development.

**A Motion was made by Cmsr. Classen and seconded by Cmsr. Maggard to adopt the previous Comp Plan Map cross hatching and put that back into the current Comp Plan Map.**

<b>Vote as follows:</b>	<b>AYE</b>	<b>NAY</b>
<b>Chair John Thomas</b>	<b>X</b>	
<b>Vice Chair Fleming</b>	<b>X</b>	
<b>Cmsr. Clark</b>	<b>X</b>	
<b>Cmsr. Classen</b>	<b>X</b>	
<b>Cmsr. Maggard</b>	<b>X</b>	

**Motion passed unanimously.**

00:58:20

**A Motion was made by Cmsr. Maggard and seconded by Cmsr. Classen to approve the Draft Comp Plan Map with the additional changes that were discussed this evening.**

<b>Vote as follows:</b>	<b>AYE</b>	<b>NAY</b>
<b>Chair John Thomas</b>	<b>X</b>	
<b>Vice Chair Fleming</b>	<b>X</b>	
<b>Cmsr. Clark</b>	<b>X</b>	
<b>Cmsr. Classen</b>	<b>X</b>	
<b>Cmsr. Maggard</b>	<b>X</b>	

**Motion passed unanimously.**

Deborah McMahon stated that staff will proceed to make those final adjustments. She also said that once these changes have been made, the Planning Commission needs to approve the Comp Plan and Map and forward them to the La Pine City Council and the Deschutes Planning Commission for review.

**A Motion was made by Cmsr. Maggard and seconded by Cmsr. Clark that the Final Comp Plan with changes should then go to the La Pine City Council and the Deschutes Planning Commission for Final Approval.**

<b>Vote as follows:</b>	<b>AYE</b>	<b>NAY</b>
<b>Chair John Thomas</b>	<b>X</b>	
<b>Vice Chair Fleming</b>	<b>X</b>	
<b>Cmsr. Clark</b>	<b>X</b>	
<b>Cmsr. Classen</b>	<b>X</b>	
<b>Cmsr. Maggard</b>	<b>X</b>	

**Motion passed unanimously.**

Deborah McMahon stated that staff will continue to submit to the Planning Commission some choices for joint meetings and work sessions and any potential Hearings.

Meeting was temporarily adjourned at 7:08 pm for a five minute break. Meeting resumed at 7:17 pm after the break.

01:04:00

8. Discussion on Transportation Systems Committee

Deborah McMahon stated that staff prepared an outline of how the committee would function and what it might look like. The prepared paperwork was distributed to the Commissioners. She said the City of La Pine is comprised of three primary neighborhoods. Deborah McMahon stated that they have organized the committee membership along those three lines. She also recommended a member from the Chamber of Commerce, a City Staff person, some professionals as well a representative from each of the three City neighborhoods to be on that committee.

Deborah McMahon also recommended some ex officio members participate but do not vote, they are technical people like staff and also an ODOT staff person and a Deschutes County staff person. She also recommended a seven member committee with three ex officio members. She said one from the Chamber, one from the Planning Commission, one from the City Council, one from each of the three designated neighborhoods and then the three ex officio members. Ms. McMahon stated that the ODOT and Deschutes County staff persons will probably only attend when an issue involves them.

Chair Thomas asked Councilor Ward his opinion on the proposed set-up of the Transportation System Committee. Councilor Ward stated that the member number for the Transportation Systems Committee should be no more than five. He said the Council believes that a Transportation Systems Committee well be helpful.

Chair Thomas stated that what the committee will do is begin to discuss where the priorities are following in line with the citizen's of La Pine. Councilor Ward discussed the Hwy 97 and Reed Road intersection that the City has been working with the County, LIGI, and ODOT. He said it is a very sensitive issue.

It was then discussed that there would be one member from each of three neighborhoods and that would mean that three out of five committee members would have to live inside the City of La Pine. The other

two specifically recommended members were one from the Planning Commission and one from the Chamber of Commerce (which may or may not be from within City limits). That means that only two voting members could possibly be from outside the City limits. Ex-officio (non voting members) included one Tag (Transportation Area Group) Member and one City Council Member. Others such as ODOT (Oregon Department of Transportation) and Deschutes County would be considered under regular invitees.

Chair Thomas suggested that the committee may need a Secretary but he recommends not using City staff for that position due to workload. Deborah McMahon suggested just taping the transportation systems committee meetings. The City Council will determine the recording and transcription needs.

01:24:33

During a discussion about TAG (Transportation Action Group), Deborah McMahon stated that the City will need their own transportation systems committee, anyway. She said that the existing TAG is more than likely going to morph into focusing on areas outside the City limits. Ms. McMahon said that TAG has a huge amount of issues outside the City limits. Chair Thomas stated that he would like to combine the two transportation groups in some way. He said he would like some ex officio members from TAG to be on the new Transportation System Committee. Councilor Ward stated that the City Council has stated that TAG should concentrate their issues on the areas outside of the City limits but still there would be communication between both transportation groups.

**A Motion was made by Cmsr. Fleming and seconded by Cmsr. Maggard to direct Planning Commission Staff to develop a Letter of Recommendation and to also Appoint Members to the Transportation Systems Committee and have it presented for review to the City Council.**

<b>Vote as follows:</b>	<b>AYE</b>	<b>NAY</b>
<b>Chair John Thomas</b>	<b>X</b>	
<b>Vice Chair Fleming</b>	<b>X</b>	
<b>Cmsr. Clark</b>	<b>X</b>	
<b>Cmsr. Classen</b>	<b>X</b>	
<b>Cmsr. Maggard</b>	<b>X</b>	

**Motion passed unanimously.**

01:40:05

9. Planning Commissioner Reports and Staff Update

Deborah McMahon stated that they have put in a placeholder for a TGM (Traffic Growth Management) Grant that would be money that comes to the City, probably in the next Fiscal Year, and that would support and augment the corridor plan and would also produce for the City the first Transportation System Plan (TSP). She said the City would have only a very minimal amount of capital contribution. Deborah McMahon stated after receiving the grant they could then hire a Traffic Engineer to do the TSP. She also announced that the City has received a grant for the Zoning Ordinance work and the contract was in the process of being written.

10. Other Matters

Only those matters properly added to this Agenda under line item No. 4

None

The next meeting of the Planning Commission will be held on Wednesday, January 20th starting at 6 pm. Chair Thomas stated some of the agenda for the next meeting would involve the continuing implementation of the Transportation Systems Committee. James Lewis said there should also be more discussion on the Comp Plan and the review process with the County.

Administrative Assistant Morgan announced the League of Oregon Cities governmental training will be held in La Pine during the month of February. The Planning Commission, as well as other City committee members are welcome to attend with the City Council.

11. Adjourn

**A Motion was made by Vice Chair Fleming and seconded by Cmsr. Maggard to Adjourn the Meeting.**

<b>Vote as follows:</b>	<b>AYE</b>	<b>NAY</b>
<b>Chair John Thomas</b>	<b>X</b>	
<b>Vice Chair Fleming</b>	<b>X</b>	
<b>Cmsr. Clark</b>	<b>X</b>	
<b>Cmsr. Classen</b>	<b>X</b>	
<b>Cmsr. Maggard</b>	<b>X</b>	

**Motion passed unanimously.**

Chair Thomas adjourned the meeting at 8:13 pm.

\_\_\_\_\_  
Chair John Thomas

Attest:

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City Recorder Luana Damerval