

LA PINE CITY PLANNING COMMISSION MEETING AGENDA

Wednesday January 20, 2010 - 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 December 16, 2009 Planning Commission Meeting Minutes
7. Commissioner Training on Ordinances and Permits – Deborah McMahon
8. Transportation Systems Committee – Discussion on Process of Selecting Members
9. Planning Commission Agenda - Who on Commission is responsible for Agendas, how to get items on the Agenda and also Agenda deadlines.
10. Planning Commissioner Reports and Staff Update
11. Other Matters
Only those matters properly added to this Agenda under line item No. 4
12. 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 January 20, 2010 - 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 by Chair John Thomas at 6:01 pm.

2. Establish Quorum

Roll Call

Present Were:

- Commissioner Virginia Classen
- Commissioner John Thomas
- Commissioner Renee Clark - absent
- Commissioner Gloria Fleming
- Commissioner Linda Maggard

Quorum established.

James Lewis, DMC Inc., was present via telephone. Patti Morgan, Planning Commission Secretary was also in attendance.

3. Pledge of Allegiance

The Pledge of Allegiance was led by Virginia Classen.

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 December 16, 2009 Planning Commission Meeting Minutes

A motion was made by Commissioner Classen and seconded by Vice Chair Fleming to Approve the December 16, 2009 Meeting Minutes.

Vote as follows:

	<i>AYE</i>	<i>NAY</i>
<i>Chair John Thomas</i>	<i>X</i>	
<i>Vice Chair Gloria Fleming</i>	<i>X</i>	
<i>Cmsr Virginia Classen</i>	<i>X</i>	
<i>Cmsr Linda Maggard</i>	<i>X</i>	

Motion passed unanimously.

7. Commissioner Training on Ordinances and Permits – Deborah McMahon

James Lewis, DMC Inc., presented this training as Deborah McMahon had a prior commitment. Mr. Lewis discussed the handout he had provided to the Commissioners entitled, “Land Use Permit Application Review – Basics”.

James Lewis stated he will provide a basic direction of how the ordinance and permit process works from start to finish in this training. Mr. Lewis stated that essentially the land use application under the State law is any application to develop a piece of property that relies on discretion by the decision makers. He said a procedures code will need to be adopted. Mr. Lewis said the procedure’s code gives the directions and rules. He said a lot of it is guided by State law.

Mr. Lewis stated the codes will tell you how property should be developed. He said this is what is implemented in the policies of the comprehensive plan. Mr. Lewis said that sometimes it will require that the City to make a judgment call.

James Lewis discussed the application process done by the applicant. He said the jurisdiction establishes the guidelines and rules. Mr. Lewis said it is the applicant’s responsibility to meet those rules and guidelines. He said traffic engineers, when necessary, will be submitting their report in the application as well.

In response to a question from Vice Chair Fleming, Mr. Lewis stated that a notice of application will be sent to the City from the County when an application is made. Chair John Thomas stated that the County has not been providing the La Pine Planning Commissioners with a fully submitted application. James Lewis recommended requesting a full application packet be sent to the Planning Commissioners.

Mr. Lewis stated that the Hearings Officer or Staff Planner will look at all the comments they have received from the public, the Deschutes and La Pine Planning Commissioners and any others. He said they will also look at all the materials they have received from the applicant. Mr. Lewis stated that they will determine if the applicant met all or most of the criteria.

James Lewis stated that an appeal goes to the elected body. He said if it is inside the City of La Pine, the ultimate appeal will go the City Council. He said that appeals can go beyond the local level to the State Land Use Appeals all the way up the State Supreme Court of Appeals.

Mr. Lewis stated that number of staff needed for planning needs should be enough to process the applications and permits. He said by law the application and permit fees collected are suppose to just cover the expenses of administering those duties.

In response to a question from Vice Chair Fleming regarding planning for next year’s fiscal budget, Mr. Lewis stated that it will become more pertinent once you have all of your local codes. He recommended that the Planning Commission ask the Council if they can start evaluating the need for a Planning Department for the next fiscal budget year.

00:30:35

Chair Thomas stated he would prefer the County Planning Department forward the application to the Planning Commission and also have it reviewed by the La Pine Planning Commission, first. Commissioner Classen asked how can we make sure that the application does not automatically get approved by a County Planner because it appears to meet their criteria. James Lewis recommended asking the County to provide the Planning Commission the complete application package as soon as it becomes available. He also said if the Commission needed to review a particular application because of a deadline they could convene a Special Meeting.

James Lewis recommended establishing a protocol with Deschutes County about how and when they forward the La Pine Planning Commission applications and materials for properties inside the City of La Pine. Mr. Lewis stated he will be

meeting with planning representatives from the County and will advise them of this request from the La Pine Planning Commissioners.

00:54:00

8. Transportation Systems Committee – Discussion on Process of Selecting Members

Chair Thomas introduced this discussion on the make-up of the members for the Transportation Systems Committee. Vice Chair Fleming stated that the City Council decided, at the January 13th Meeting, to direct City Attorney Green to develop a formal application for the committee. Chair Thomas suggested that in the future the La Pine Utilities Committee and the Transportation Systems Committee will probably work closely together.

James Lewis stated that it was his experience that if there is going to be long standing permanent committee it is usually handled the way the Planning Commission was set-up in La Pine and also adopted by the City Council.

Chair Fleming stated that she will try to put on the agenda for the next City Council Meeting a status report on the Transportation Systems Committee application.

01:12:40

9. Planning Commission Agenda - Who on Commission is responsible for Agendas, how to get items on the Agenda and also Agenda deadlines.

A motion was made by Chair Thomas and seconded by Commissioner Maggard to establish Vice Chair Fleming as the meeting agenda contact and for the Chair to receive copies of the agenda items prior to the Planning Commission Meeting.

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Chair John Thomas</i>	<i>X</i>	
<i>Vice Chair Gloria Fleming</i>	<i>X</i>	
<i>Cmsr Virginia Classen</i>	<i>X</i>	
<i>Cmsr Linda Maggard</i>	<i>X</i>	

Motion passed unanimously.

Vice Chair Fleming stated that no term length was ever established for the Chair and Vice Chair of the Planning Commission. Chair Thomas stated that they will add this item to Other Matters and as agenda item #11a.

James Lewis suggested adding as a regular agenda item the review of land use applications starting with the February 2010 agenda.

01:24:00

10. Planning Commissioner Reports and Staff Update

James Lewis stated that the City Council has accepted the \$80,000 zoning grant from the State of Oregon. He said the next step will be advertising for a Request for Proposal (RFP) to select a company to develop the zoning codes for the City of La Pine.

Mr. Lewis announced that the final Comprehensive Plan Public Hearing is scheduled for Wednesday, February 10th, starting at 6 pm. He said the written public record will be left open for approximately one month after the public hearing. He also recommended that someone from the Planning Commission attend the public hearing so they can answer questions and offer explanations.

Planning Secretary Patti Morgan announced that the Public Hearing will be held at the Senior Center on February 10th not at the South County Service Building. Vice Chair Fleming and Commissioner Classen plan to attend.

01:46:30

11. Other Matters

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

11a. Nominations for Chair and Vice Chair of the Planning Commission
and Also the Establishment of Term Lengths

Chair Thomas stated when officers were originally elected for the Planning Commission they were only elected for a temporary period of time. Vice Chair Fleming stated she would like the length of the Officer positions to be for one year.

A motion was made by Vice Chair Fleming and seconded by Commissioner Maggard to establish that the Officer term shall be one year with the election to be held in January for new Officers.

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Chair John Thomas</i>	<i>X</i>	
<i>Vice Chair Gloria Fleming</i>	<i>X</i>	
<i>Cmsr Virginia Classen</i>	<i>X</i>	
<i>Cmsr Linda Maggard</i>	<i>X</i>	

Motion passed unanimously.

A motion was made by Vice Chair Fleming and seconded by Commissioner Maggard to nominate Commissioner John Thomas for Chair of the Planning Commission for a period of one year.

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Chair John Thomas</i>	<i>X</i>	
<i>Vice Chair Gloria Fleming</i>	<i>X</i>	
<i>Cmsr Virginia Classen</i>	<i>X</i>	
<i>Cmsr Linda Maggard</i>	<i>X</i>	

Motion passed unanimously.

A motion was made by Chair Thomas and seconded by Commissioner Maggard to nominate Commissioner Gloria Fleming for Vice Chair of the Planning Commission for a period of one year.

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Chair John Thomas</i>	<i>X</i>	
<i>Vice Chair Gloria Fleming</i>	<i>X</i>	
<i>Cmsr Virginia Classen</i>	<i>X</i>	
<i>Cmsr Linda Maggard</i>	<i>X</i>	

Motion passed unanimously.

A motion was made by Chair Thomas and seconded by Commissioner Classen to nominate

Commissioner Rene Clark for Transportation Systems Committee Representative from the Planning Commission.

Vote as follows:

	<i>AYE</i>	<i>NAY</i>
<i>Chair John Thomas</i>	<i>X</i>	
<i>Vice Chair Gloria Fleming</i>	<i>X</i>	
<i>Cmsr Virginia Classen</i>	<i>X</i>	
<i>Cmsr Linda Maggard</i>	<i>X</i>	

Motion passed unanimously.

12. Adjourn

A motion was made by Commissioner Classen and seconded by Vice Chair Fleming to adjourn the meeting.

Vote as follows:

	<i>AYE</i>	<i>NAY</i>
<i>Chair John Thomas</i>	<i>X</i>	
<i>Vice Chair Gloria Fleming</i>	<i>X</i>	
<i>Cmsr Virginia Classen</i>	<i>X</i>	
<i>Cmsr Linda Maggard</i>	<i>X</i>	

Motion passed unanimously.

The next Planning Commission Meeting is scheduled for Wednesday, February 17, 2010 starting at 6:00 pm. The meeting was adjourned at 7:58 pm by Chair Thomas.

Chair John Thomas

Attest:

Planning Secretary Luana Damerval