

# LA PINE CITY PLANNING COMMISSION MEETING AGENDA

Wednesday February 17, 2010 - 6:00 p.m.

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. Approval of January 20, 2010 Planning Commission Meeting Minutes
6. Review of February 10, 2010 Comprehensive Plan Presentation Public Comments
7. February 16, 2010 Training Session and What Our Future Needs Might Be
8. County Planning Meetings Representation
9. Fee and Application Information
10. Planning Commissioner Reports and Staff Update
11. Other Matters  
Only those matters properly added to this Agenda under line item No. 4 will be discussed at this time.
12. Public Comments for Items not on the Agenda
13. 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 February 17, 2010 - 6:00 p.m.

51340 Highway 97, La Pine, Oregon 97739

South County Building Meeting Room

1. Call to Order

Vice Chair Gloria Fleming opening the meeting at 5:59 pm.

2. Establish Quorum

Roll Call

**Present Were:**

Vice Chair Fleming

Cmsr. Classen

Cmsr. Maggard

**Absent Were:**

Chair Thomas

**Quorum Established.**

Deborah McMahon and James Lewis from DMC Consulting, Inc., were also present via telephone conference. Admin Ass't Patricia Morgan was present to record and take minutes of the meeting.

3. Pledge of Allegiance

Linda Maggard 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.

Cmsr. Classen requested a discussion on the resignation of Rene Clark and where to go from here. She also reminded the Commissioners that Ms. Clark had been appointed to the Transportation Systems Committee so a replacement will have to be appointed. Cmsr. Classen also requested an update from City Hall regarding the recruitment for another Planning Commissioner.

5. Approval of January 20, 2010 Planning Commission Meeting Minutes

Cmsr. Classen requested in the future that a list of the present and also a list of the absent Commissioners be listed when establishing a quorum.

**A motion was made by Commissioner Classen and seconded by Commissioner Maggard to Approve the January 20, 2010 Meeting Minutes.**

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Vice Chair Gloria Fleming</i>	<i>X</i>	
<i>Commissioner Classen</i>	<i>X</i>	
<i>Commissioner Maggard</i>	<i>X</i>	

**Motion passed unanimously.**

6. Review of February 10, 2010 Comprehensive Plan Presentation Public Comments

Gloria Fleming brought up the comments made at the Hearing from both Barbeann Dodson-Nelson from the La Pine Water District and also from Pam Cosmos, area resident. Deborah McMahon stated that the changes that were suggested were minor but they will make those changes. She also said she could reference something on the Comp Plan Map regarding the amount of commercial industrial space per a request from Dan Varcoe. Ms. McMahon said right now there is enough property that could be converted to commercial use for the next twenty years.

James Lewis mentioned, from comments made by Pam Cosmos, that agricultural land in La Pine is really not a land use issue. He said traditionally there has been grazing areas for livestock in La Pine but very little agricultural growing of produce. The Commission did agree that vegetable gardens for personal use were something they wanted to see encouraged.

00:10:17

7. February 16, 2010 Training Session and What Our Future Needs Might Be

Vice Chair Fleming recapped the training session that all the Commissioners had attended the day before. She said it was good training for both them and the City Council but was purposely more for the City Council than the Planning Commission. Ms. Fleming said she had to really work to apply much of what was taught as it related to the Planning Commission.

Deborah McMahon discussed future training between DMC Consulting and the Planning Commission. She said the next meeting for the Planning Commission could include a training session on how to handle a land use application. Ms. McMahon said they would use a new land use application and walk the commissioners through the various processes of reviewing the applications. Vice Chair Commissioner Fleming then discussed the building and land use permit application that the Commissioners received from Deschutes County. James Lewis said that the land use applications are what the Planning Commission will be reviewing. He said to review a building permit application takes a specially trained person and would not be involved with the Planning Commission.

Deborah McMahon stated that as far as when the City will need to establish a Planning Department, the cash flow for permits will need to be reviewed to necessitate staffing, etc. Additionally, she said that after a zoning ordinance is in place, you want local people to be interpreting a local ordinance.

She said she and James could give the commission a good idea of what it costs to run a planning department. James Lewis stated that you have to look at revenue and if that would support a planning department. He also said that any permit fees collected cannot go to pay for other services such as staffing, etc. , according to a new State law.

Deborah McMahon said that handling the building permit process should be the last function that the City takes on because, in her experience, it is really involved and complicated. James Lewis said that some Cities contract out to private firms to handle their building permit reviews, etc.

00:23:49

Deborah McMahon stated that you want fees to be such that they encourage development. She reminded the Commissioners that developers as well as private individuals would be paying those fees. Ms. McMahon also advised that the Planning Commission wait until the 2011-2012 budget preparation time period to submit the creation of a Planning Department to the Council.

00:25:20

8. County Planning Meetings Representation

Vice Chair Fleming stated that someone from the La Pine Planning Commission should attend the February 25<sup>th</sup> meeting with the Deschutes County Planning Commission. Deborah McMahon stated that she and James Lewis will be at the meeting to request and inform them of the following:

- 1) Recognize that the City is incorporated and has its own Comprehensive Plan
- 2) La Pine is now proposing its own Urban Growth Boundary since incorporating.

Vice Chair Fleming stated that she will plan to attend the meeting, also.

9. Fee and Application Information

Commissioner Classen discussed the e-mails from Nick Lelack, Deschutes County Planning Dept., specifically about who on the Planning Commission has the time to come into City Hall to review copies of applications. She also asked if the Planning Consultants and/or City Attorney would need to assist with the review and response and if the Planning Commission would have to get permission from the City Council for that kind of paid for assistance.

Deborah McMahon stated that it would be very unusual for a City Attorney to assist in writing a response to the County. She also said that the commission should wait until she and James Lewis have reviewed the application process with the commissioners first to determine how much time is really involved in the process. Deborah McMahon advised the commissioners to send a transmittal to the Council regarding any responses to applications that they may send to the County. James Lewis suggested just having a two member committee made up of some of the commissioners that would review the applications, respond and also update the Planning Commission and Council as to their responses. He said it is important that if they take a position, it has been okay'd by both the City Council and the Planning Commission.

00:45:00

10. Planning Commissioner Reports and Staff Update

Vice Chair Fleming announced that Chair Thomas will be wrapping up his work in the valley in the near future and than will be able to attend more meetings. She said he did attend the Councilor Orientation Training that was held yesterday.

00:46:45

11. Other Matters

Only those matters properly added to this Agenda under line item No. 4 will be discussed at this time.

11a) Resignation of Cmsr Rene Clark

Cmsr Classen stated that in addition to Cmsr Clark resigning, Ms. Classen does not plan to reapply for the Planning Commission when her term expires in December 2010. She also reminded the Commission that both positions are for residents of the City, only. Cmsr. Clark said she hopes City Hall will begin advertising for the current open position very soon and also perhaps get a pool of candidates for future vacancies.

Cmsr Classen also mentioned that the Commission had appointed former Cmsr Clark to be on the Transportation Systems Committee. The Planning Commission decided to check with Chair Thomas and see if he would be interested in being on that committee.

12. Public Comments for Items not on the Agenda

None

13. Adjourn

**A motion was made by Commissioner Classen and seconded by Commissioner Maggard to Adjourn the Meeting.**

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Vice Chair Gloria Fleming</i>	<i>X</i>	
<i>Commissioner Classen</i>	<i>X</i>	
<i>Commissioner Maggard</i>	<i>X</i>	

**Motion passed unanimously.**

Vice Chair Fleming adjourned the meeting at 6:50 pm.

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Chair John Thomas

Attest:

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City Recorder Luana Damerval