

# LA PINE CITY PLANNING COMMISSION MEETING AGENDA

Wednesday, April 21, 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 March 17, 2010 - Planning Commission Meeting Minutes
6. Future Transition of Planning Review to the City of La Pine  
  
Nick Lelack, Deschutes County
7. Update on Name the Neighborhood Contest  
  
Deborah McMahan
8. Update on Transportation Advisory Committee and Planning Commissioner Applicants
9. La Pine Historical Commission Discussion  
  
John Thomas and Gloria Fleming
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, April 21, 2010 - 6:00 p.m.  
51340 Highway 97, La Pine, Oregon 97739  
South County Building Meeting Room

1. Call to Order

The meeting was called to order at 6:04 pm.

2. Establish Quorum

Roll Call

Present Were:

Chair Thomas  
Vice Chair Fleming  
Cmsr. Classen  
Cmsr. Maggard

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.

11a) Selection of Planning Commissioner to sit on the Utilities Committee

5. Approval of March 17, 2010 - Planning Commission Meeting Minutes

John Thomas asked for the following corrections to be made:

- On Page 5, Section 10...delete 'or' change commission to commissioner
- On Page 5, Section paragraph, restate the sentence concerning Tag at the County level.

**A motion was made by Vice Chair Fleming and seconded by Commissioner Maggard to Approve the March 17, 2010 Minutes with two corrections as noted.**

*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>Commissioner Classen</i>	<i>X</i>	
<i>Commissioner Maggard</i>	<i>X</i>	

**Motion passed unanimously.**

00:07:20

6. Future Transition of Planning Review to the City of La Pine  
Nick Lelack, Deschutes County

Mr. Lelack stated that the City of La Pine can use a staff planner or a consultant planner for handling some of the planning reviews. He also passed out a handout entitled Checklist of Creating a Development Review System. Mr. Lelack said it is good to think about what type of system the City will want ahead of time to make plans, etc. He also said that state law determines when things have to happen in the review process. Mr. Lelack stated that most of the cities in Central Oregon have fees to support their system. He also said the electronic submittal of plans is a future item that they will want to think about down the line.

Mr. Lelack said once the application is complete, if staff need something they have not asked for, the decision much be based on the materials provided when complete. He said the first 30 days of the application being submitted is not counted in the 120 day review time period that starts after the first 30 days. Mr. Lelack advised public hearings on any land use issue that regards conditional use.

00:19:05

John Thomas discussed how helpful it has been to receive the historical data for the City of La Pine from the County.

Mr. Lelack stated that before the County can sign off on a building permit the particular City involved has to approve the legal use for the building.

Tom Anderson, Manager of the Community Planning Department for Deschutes County, stated to make the distinction between land use and building. He said building is a little different; there is a separate process under state law to establish your own building department. Mr. Anderson stated that perhaps they will be able to automate the process so the City will have the opportunity to sign off on any building permit, small or large, prior to a building permit being issued.

In response to a question from Chair Thomas regarding costs of Deschutes County planning consultant services, Mr. Anderson stated that they have interagency service agreements with other Counties were they hire out on an hourly rate as hired staff. He said with Deschutes County's contract with Redmond they agreed on a percentage.

00:27:10

Nick Lelack discussed code enforcement, another step in the development of a system. Chair Thomas discussed that the City will not initially have the budget to hire a code enforcement officer and it will probably have to be handled on a more casual basis.

In response to a question from Councilor McAfee regarding licensing to include the City of La Pine so the City could utilize electronic submittal of plans. Tom Anderson stated that they have an in-house system and would be happy to share it with the City of La Pine.

Mr. Le Lack suggested forming a citizen task force to facilitate communication about planning issues to the community. He also suggested that as the Planning Commission goes through the ordinance process they should be open to making some minor adjustments to the comprehensive plan. James Lewis said that it was built into the comp plan to go back and re-visit it every two years for

flexibility. He also discussed that the land use review will have specific issues of authority and be dependent on budget decisions. Mr. Lewis said if the Planning Commissioners are utilized, it can relieve the cost of hiring some additional City staff.

00:56:19

In response to a question from Vice Chair Fleming regarding some recent information from Deschutes County about the Urban Growth Boundaries, Mr. Le Lack stated that developments proposed in the City of La Pine that are not in compliance would have to apply for a variance. Vice Chair Fleming said that the variance helps to keep a small town feel in La Pine. Mr. Lewis said that you do not want to sell out to the developers.

Vice Chair Fleming stated that she would like to see a future joint work session between the City Council and the Planning Commission so they know why we are asking for what we are and then can voice their concerns as well. In response to a question from Councilor McAfee, Mr. Le Lack stated that he can provide the Planning Commissioners with some flow charts on the land use process the County utilizes.

01:16:01

7. Update on Name the Neighborhood Contest

Deborah McMahan

James Lewis stated that there have only been one or two submittals at this point in time. Chair Thomas said that on May 8<sup>th</sup> he and Dan Varcoe, Chamber of Commerce, plan to canvass the neighborhoods with a group of volunteers to pass out flyers and hand out to residents. Patti Morgan, Administrative Assistant, did confirm that flyers had been distributed at the local schools to encourage student participation in the contest. It was also confirmed that the local newspapers have contributed to the contest by providing public service announcements.

01:23:09

8. Update on Transportation Advisory Committee and Planning Commissioner Applicants

Cmsr Classen suggested, encouraging more applicants for the committees, perhaps asking some transportation related questions in the advertisements. She also said that there could be a statement of what the committees will be working on in the next year. There was also a discussion that the Chamber of Commerce representative does not have to be a resident of the City, just a member of the Chamber and not a board member either.

Chair Thomas discussed a conversation he had with Dennis Davis, an applicant for the Transportation Advisory Committee, who he is trying to encourage to apply for a Planning Commission position. He said there is a need to have the Planning Commission complete prior to filling vacancies on sub-committees.

01:45:00

Chair Thomas suggested having the new Transportation Advisory Committee meeting start after the Planning Commission meeting so the meetings could be back to back. He also said that they need to

explore with the Council how meeting minutes will be handled for subcommittee meetings in regard to the need for City staff to be present or not and also what locations the meetings can be held at. It was also suggested to have committees meet during the day time hours to avoid any possible staff overtime issues.

There was also consensus to move the start time for the Planning Commission meeting to 4 pm on the third Wednesday of each month. It was also agreed that the Planning Commission will oversee the agendas for any subcommittee meetings in order to assure direction and clarity.

**A motion was made by Vice Chair Fleming and seconded by Cmsr. Maggard to change the starting time of the Planning Commission meetings to 4 pm on the third Wednesday of each month.**

<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>Commissioner Classen</i>	<i>X</i>	
<i>Commissioner Maggard</i>	<i>X</i>	

**Motion passed unanimously.**

**A motion was made by Vice Chair Fleming and seconded by Cmsr. Maggard that the Transportation Advisory Committee meetings will commence on June 16<sup>th</sup>, 2010 and that the meetings will start at 6 pm, following the Planning Commission Meetings, on the third Wednesday of each month.**

<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>Commissioner Classen</i>	<i>X</i>	
<i>Commissioner Maggard</i>	<i>X</i>	

**Motion passed unanimously.**

02:03:47

9. La Pine Historical Commission Discussion

John Thomas and Gloria Fleming

Chair Thomas stated that he and Vice Chair Fleming were appointed at the last City Council Meeting to do the La Pine Historical Commission which will be a subcommittee under the Planning Commission. Chair Thomas then read a statement he had written to advertise the new committee and look for volunteers. There was support for a landmark kiosk or historical marker for the original location of Roslyn. Vice Chair suggested that Linda Stevenson, who has been working on the 100

year celebration, would be a good resource for this commission. Chair Thomas said he wants to be sure the commission is not restricted in anyway and encourages participation from all of the community. James Lewis stated that it would be similar to any land use application that comes through the County, anything effecting historical property that goes through the Historical Landmarks Commission. He said the review would go through the Chair and Vice Chair of the Planning Commission.

02:17:15

10. Planning Commissioner Reports and Staff Update

Chair Thomas asked for an update on the Utilities Committee from Councilor McAfee. Councilor McAfee said that the City is currently in negotiations with the two IGA (Intergovernmental Agreements) with the Water and Sewer Districts. She also said that the City Attorney is preparing a legal memorandum that will outline all the steps that will need to be taken to extinguish the Districts.

02:28:18

11. Other Matters

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

There was a discussion and it was agreed to present the Planning Commission budget for fiscal year 2010-2011 to the City Council at the Council Meeting on April 28, 2010.

11a. Selection of Planning Commissioner to sit on the Utilities Committee

**A motion was made by Vice Chair Fleming and seconded by Chair Thomas to Appoint Cmsr Classen to the City of La Pine Utilities Committee.**

<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>Commissioner Classen</i>	<i>X</i>	
<i>Commissioner Maggard</i>	<i>X</i>	

**Motion passed unanimously.**

The Commissioners then discussed the budget for fiscal year 2010-2011. Chair Thomas stated that there are planning and zoning publications that the City will need to start acquiring for their future planning department. Vice Chair Fleming discussed that since they are just getting started there are more expenses for the first year. Chair Thomas also discussed the monthly magazine and training opportunities for the Planning Commissioners.

Chair Thomas discussed the training opportunities for the Commissioners like a field trip to a Planning Department. Councilor McAfee suggested some of the land use classes offered through the League of Oregon Cities at various locations that could also assist with training needs.

**A motion was made by Cmsr Classen and seconded by Chair Thomas to submit the proposed Planning Commission budget for fiscal year 2010-2011 with a request that Deborah McMahon submit a staff report with the budget.**

<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>Commissioner Classen</i>	<i>X</i>	
<i>Commissioner Maggard</i>	<i>X</i>	

**Motion passed unanimously.**

12. Public Comments for Items not on the Agenda

None

13. Adjourn

**A motion was made by Commissioner Classen and seconded by Vice Chair Fleming to adjourn the 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>Commissioner Classen</i>	<i>X</i>	
<i>Commissioner Maggard</i>	<i>X</i>	

**Motion passed unanimously.**

Chair Thomas adjourned the meeting at 9:04 pm

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Chair John Thomas

Attest:

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City Recorder Luana Damerval