



# CITY OF LA PINE, OREGON PLANNING COMMISSION

Wednesday, February 7, 2024 at 5:30 PM

La Pine City Hall: 16345 Sixth Street, La Pine, Oregon 97739

Online access via Zoom: <https://us02web.zoom.us/j/82115220623>

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## MINUTES

### CALL TO ORDER

Commission Chair Hatler called the meeting to order at 5:34 p.m.

### ESTABLISH QUORUM

#### Commissioners:

Commission Chair Hatler

Commission Vice Chair Myers – Absent

Commissioner Hatfield

Commissioner Bauman – Excused

Commissioner Poteet

#### Staff Members:

Geoff Wullschlager – City Manager

Brent Bybee – Principal Planner

Rachel Vicker – Associate Planner

Amanda Metcalf – City Recorder

Tina Kemp – Office Clerk

### PLEDGE OF ALLEGIANCE

Commission Chair Hatler led the Pledge of Allegiance.

### ADDED AGENDA ITEMS

None.

### APPROVAL OF PRIOR MEETING MINUTES

12.06.23 Planning Commission Meeting Minutes

Commissioner Hatfield made a motion to approve the minutes. *Commissioner Poteet seconded the motion.* Motion passed unanimously.

**PUBLIC HEARING**

None.

**OLD BUSINESS**

None.

**NEW BUSINESS**

**1. La Pine 2045 Comprehensive Plan Update Overview**

Principal Planner Bybee presented the Commission with an overview of the schedule for the Comprehensive Plan update. He stated that both the Steering Committee (SAC) and the Technical Advisory Committee (TAC) have been formed with members from the community. The TAC will be comprised of City Staff and partner agency officials. This committee will review and comment on work products and guide the engagement efforts. The SAC will be comprised of 12-15 individuals from the community with backgrounds in specific categories he listed. This committee will have a charter that establishes roles, shared ground rules, and decision-making procedures.

He informed the Commission of the upcoming dates for the introductory meetings for both committees, in addition he listed what each committee will accomplish and the timeline for the meetings throughout the year.

He addressed a concern from the Commission regarding clear cutting of trees from developers. He informed them that this is a goal in the Comprehensive Plan Update. City Manager Wullschlager clarified that all new codes will be in compliance with State Statute.

**2. Zoning Permit for Residential Development**

Principal Planner Bybee presented the Commission with the current zoning permit requirements for residential development. He stated that the process for building permits should be reviewed by the City prior to it being sent to the County's Building Department. Historically, this process has not been enforced, and the concern is that the City's criteria may not be met after the structure is built.

He proposed that a possible solution would be a zoning permit requirement for all new residential development. In addition, an update to the fee schedule which will have a tiered option for different types of structures could address staff review and administration of the process.

He answered a question regarding cost from the Commission stating that he will conduct a fee schedule study to see how La Pine compares to the surrounding Cities or communities of similar size. There was a discussion on Advanced Planning Fees and our current zoning permits.

**3. Manufactured Dwelling Park Discussion**

Associate Planner Vickers presented a staff report regarding a code amendment regarding Manufactured Dwelling Parks requested by the Commission at the last meeting. She read from the La Pine Development Code and gave background with respect to the City's current manufactured home park section.

The Commission gave suggestions for staff to research which included requirements for enclosed garbage areas, playgrounds, and ground cover.

**4. Administrative Land Use Application Update (Discussion Only)**

Associate Planner Vickers updated the Commission on the current planning applications. She stated that there are currently four sign permits including the La Pine Community Health Center, Legend Cider, La Pine Tax and Liquor, and Mountain Star relief nursery. She also shared that staff have received a zoning permit for food trucks on Morson.

With the water wastewater expansion in the Cagle subdivision development there have been three new applications for partitions. She said that there was a zone change at Gordy's that is incomplete and indicated that staff requires more information from the applicant. Two decisions will be mailed out this week which includes a 44 unit manufactured home development and the Habitat for Humanity partition. The modification from Danco's apartment complex roundabout is being processed as well in addition to an application for storage unit expansion in the industrial park. She stated that staff have had pre-application meetings for new development.

Planner Bybee answered a question from the Commission stating that the City has not received applications from developers regarding properties on Huntington and highway 97 that have been of community interest. There was discussion about the downtown overlay and the design standards.

City Manager Wullschlager answered a question from the Commission regarding the walking path along highway 97, the City now has permission to install improvements. He stated that recreational immunity needs to be considered before improvements are made. He provided background on recreational immunity, its current status given a legal precedent per a case in Newport, and how this protection may develop following the short legislative session currently underway.

**OTHER MATTERS**

None.

**PUBLIC COMMENTS**

None.

**STAFF AND COMMITTEE COMMENTS**

Principal Planner Bybee informed the Commission that the Comprehensive Plan update consultant 3J will help assist staff in applying for grant opportunities for the Transportation System Plan (TSP) grant process. Staff spoke with a Department of Land Conservation and Development (DLCD) planner, and it was recommended that the City submit the current TSP for review and audit. After the recommendations are received the City can then apply for the correct grants needed for a TSP Update.

He also spoke about Community Planning Assistance with Wildfire (CPAW). He stated that CPAW will perform an audit of the City and inform staff of recommendations to incorporate in planning with respect to wildfire. The analyst from CPAW will also make recommendations that the City could potentially implement. In addition, this program is federally funded and will be of no cost to the City. This will coincide with La Pine 2045, and it will help with the natural disaster goals. If it is decided to proceed with this program, a presentation by CPAW will be brought to the Commission.

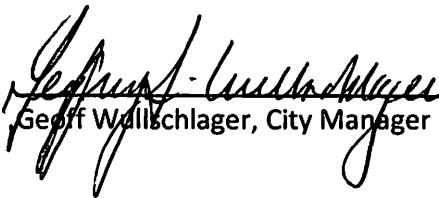
**ADJOURN**

Commission Chair Hatler adjourned the meeting at 6:45 p.m.

**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 - Canceled to consider or discuss additional subjects. This meeting is subject to cancellation without notice. The regular meeting is open to the public and interested citizens are invited to attend.

 Date: 3/6/24  
Teri Myers, Vice Chair

ATTEST:

 Date: 3/6/24  
Geoff Wallischlager, City Manager