LA PINE CITY PLANNING COMMISSION AGENDA

Wednesday February 19, 2014 6:00 PM City Hall

16345 Sixth St, La Pine, Oregon 97739

- 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
- 6. <u>Approval of Meeting Minutes</u>
- 7. Review of Land Use Permits
 - (sent out under separate cover)
- 8. Review of Nuisance Ordinance
- 9. <u>Potential Budget Expenditures</u>
- 10. Discussion of Term Expiration Dates and Election of Officers
- 11. Other Matters

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

- 12. Planning Commissioner Comments
- 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 Patti Morgan at (541) 536-1432.

LA PINE CITY PLANNING COMMISSION MINUTES

Wednesday February 19, 2014 6:00 PM

City Hall

16345 Sixth St, La Pine, Oregon 97739

1. Call to Order

Chair Ward called the meeting to order.

2. Establish Quorum

Roll Call

Chair Doug Ward

Commissioner Norman McClung

Commissioner Don Greiner

Vice Chair Commissioner Gloria Fleming

Commissioner Rolando Alonzo

Quorum Established

3. Pledge of Allegiance

Commissioner Don Greiner led the Pledge of Allegiance. Chair Ward welcomed the two new Planning Commissioner's Don Greiner and Rolando Alonzo. Also in attendance was City Planner Deborah McMahon. Interim City Manager Rick Allen was in attendance.

4. Added Agenda Items

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

Deborah McMahon stated she wanted to talk about presentations and goals.

5. **Public Comments**

Kitty Shields, former Mayor, stated that it was nice to see a full commission seated. Karen Ward, City Councilor, stated she wanted to thank the new Commissioners for being on the Planning Commission.

6. Approval of Meeting Minutes

A motion was made by Commissioner Fleming and seconded by Commissioner McClung to approve the Meeting Minutes.			
Vote as follows:	AYE	NAY	
Chair Doug Ward	\boldsymbol{X}		
Commissioner Norman McClung	\boldsymbol{X}		
Commissioner Rolando Alonzo	\boldsymbol{X}		
Commissioner Gloria Fleming	\boldsymbol{X}		
Commissioner Don Greiner	Abstained		

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7. Review of Land Use Permits

- (sent out under separate cover)

Deborah McMahon discussed the plans for enlarging the Best Western Motel in La Pine. It will add twenty hotel units to the motel. She said not all needed information was collected at time of application. She also said because of this there is an increase in the cost to the applicant for staff time and materials. Ms. McMahon said that they need to capture all the information in the form of conditions and approval for a land use permit. She said the problem she has with the site is that there are no areas for drainage control, there's also a lot of paving and not many landscaping features. Ms. McMahon said that drainage must occur on the property site. She has asked the applicant to give her a revised site plan showing that 15% of the site is landscaped and showing where the drainage will occur. Ms. McMahon said that the decision will be sent to people living within 100 feet of the site. She said there will be a 12 day appeal period. Ms. McMahon said that the criteria for approval is based on the zoning ordinance. She said she is also concerned that on this site there is enough fire flow (enough water to protect this structure by fire hydrants). Ms. McMahon said that the Fire Chief has to sign off on the application. She has also requested information on the lighting structures from the applicant. Ms. McMahon requested information on the maintenance for the landscaping. She said all SDC's (System Development Charges) are to be paid prior to occupancy. A bond will also be requested if the landscaping cannot be done prior to occupancy. Ms. McMahon said that the permit period is for two years as codes will not change within that time period. She also said that the plans allow for semi-truck parking in the parking lot, but it is a little tight. Ms. McMahon said that once the application has been approved for the City, then the County does their own permitting process. Interim City Manager Allen stated that expansion of a motel is very good for a city with the transient room tax and also for other businesses that will be utilized by motel guests.

Ms. McMahon said that she has also received information on a company that wants to expand its storage business. Mr. Allen said that there is also a car storage business that is exploring a site in the business park.

8. Review of Nuisance Ordinance

Ms.McMahon stated that the City Attorney prepared a bullet-proof nuisance ordinance that was recently approved by the City Council. She said there will be a priority system to control costs for the City with enforcing the ordinance. Mr. Allen said the Homestead Tavern building will be affected by the new ordinance. He also said people living in camp trailers will be affected by the ordinance.

9. Potential Budget Expenditures

Ms. McMahon stated that planning commissioner training falls under the expenditures. She said that material wise they are in pretty good shape with their technical equipment. Ms. McMahon also discussed the books that are available for the planning commissioners. There was a discussion on various training opportunities based on priorities. Ms. McMahon said she would like the Park's Department to give a presentation to the Commissioners regarding their plans. She said it is important that agencies work together with the City.

10. <u>Discussion of Term Expiration Dates and Election of Officers</u>

Ashley Williams, Utility Billing Specialist, gave the following expiration dates for each of the Commissioners:

- Gloria Fleming, Dec. 31, 2016
- Norman McClung, Dec. 31, 2015
- Rolando Alonzo, Dec. 31, 2014
- Doug Ward, Dec. 31, 2016
- Don Greiner, Dec. 31, 2015

Ms. Williams said the planning commissioner terms are for four years each. Vice Chair Fleming nominated Doug Ward for Planning Commissioner Chair.

A motion was made by Commissioner Fleming and seconded by Commissioner McClung to approve Doug Ward as Chair of the Planning Commission. Vote as follows: AYE NAY Chair Doug Ward did not vote Commissioner Norman McClung \boldsymbol{X} Commissioner Rolando Alonzo \boldsymbol{X} Commissioner Gloria Fleming \boldsymbol{X} Commissioner Don Greiner X Motion passed unanimously, 4-0.

Vice Chair Fleming nominated Norm McClung for Vice Chair.

A motion was made by Commissioner Fleming and seconded by Commissioner Greiner to approve Norm McClung as Vice Chair of the Planning Commission.

Vote as follows: AYE NAY

Chair Doug Ward X

Commissioner Norman McClung Did not vote

Commissioner Rolando Alonzo X
Commissioner Gloria Fleming X
Commissioner Don Greiner X

Motion passed unanimously, 4-0.

11. Other Matters

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

Interim City Manager Allen discussed the Urban Renewal Project. He said that they have selected a consultant and there will be a temporary committee that will be formed to work with them. Mr. Allen said eventually an Urban Renewal Board will be created that will have regular meetings. He said the consultant will give a presentation to the Planning Commission probably sometime in July. Mr. Allen stated that a presentation will also be made to the County. He said that the amount of projects would be around \$5-10 million over approximately twenty years.

Interim City Manager Allen also noted that the City has a new website and it will contain Planning Commissioner information on it. He said garage sales will be a feature on the new website. Mr. Allen said the website will also promote economic development. There will also be on-line bill pay for the first time.

Public Comment

Kitty Shields asked about the shielding of lights. Ms. McMahon said it is a requirement that all new lights be shielded. Ms. Shields asked about if existing buildings need to shield their lights. Ms. McMahon said that it would be on a case by case basis. Ms. Shield also asked if nuisance complaints would be public record. Ms. McMahon said that they would be public record except if it is a fire issue as those can be anonymous.

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Planning Commission

12. <u>Planning Commissioner Comments</u>

Vice Chair McClung praised the new website and also urban renewal. Commissioner Fleming said that she was pleased to see Urban Renewal. In response to a question from Chair Ward, Mr. Allen said he did not know what Gordon Wanek was going to do with the commercial property he purchased across from the Shell station.

13. Adjourn

A motion was made by Commissioner Fleming and seconded by Commissioner McClung to adjourn the meeting.			
Vote as follows:	AYE	NAY	
Chair Doug Ward	\boldsymbol{X}		
Commissioner Norman McClung	\boldsymbol{X}		
Commissioner Rolando Alonzo	\boldsymbol{X}		
Commissioner Gloria Fleming	\boldsymbol{X}		
Commissioner Don Greiner	\boldsymbol{X}		

Chair Doug Ward

Attest

Rick Allen, City Recorder