

## LA PINE CITY PLANNING COMMISSION MEETING AGENDA

**Work Session – 5:00 pm**

**Regular Session – 5:30 pm**

Wednesday, February 15, 2012

16345 Sixth Street, La Pine, Oregon 97739

City Hall, Council Chambers

1. Call to Order
2. Establish Quorum
3. Discussion on Historical Preservation Code
4. Discussion on New Section of Comprehensive Plan regarding Historical and Cultural Resources
5. Adjourn Meeting

### **A. Regular Session – 5:30 pm**

1. Call to Order
2. Establish Quorum
3. Pledge of Allegiance
4. Added Agenda Items
5. Public Hearing on Historical Preservation Code and new section of Comprehensive Plan regarding Historical and Cultural Resources
  1. Open Public Hearing
  2. Staff Comments
  3. Public Comments
  4. Close Public Hearing
  5. Planning Commission Deliberation
6. Approval of Planning Commission Meeting Minutes  
November 30, 2011 Meeting Minutes
7. Interview Applicant for Planning Commission
8. Elections for 2012
  - John Thomas
9. Planning Commissioner Reports
10. Other Matters  
Only those matters properly added to this Agenda under line item No. 4
11. Adjourn

# LA PINE CITY PLANNING COMMISSION MEETING MINUTES

Work Session – 5:00 pm

Regular Session – 5:30 pm

Wednesday, February 15, 2012

16345 Sixth Street, La Pine, Oregon 97739

City Hall, Council Chambers

## A. Work Session – 5:00 pm

### 1. Call to Order

Chair John Thomas called the meeting to order at 5:00 pm.

### 2. Establish Quorum

#### Roll Call

Chair John Thomas

Commissioner Doug Ward

Commissioner Norman McClung

Commissioner Justin Vetanen – absent by prior arrangement

**Quorum Established**

### 3. Discussion on Historical Preservation Code

Pat Kliewer, from Kliewer Engineering, stated that the first document the Commission had was the City of La Pine's Comprehensive Plan Chapter 5 – Historic areas and Historical Cultural Resources. She said the La Pine Cemetery and the Grange are the only two properties that were designated as historically significant resources by the County in 1991. Ms. Kliewer said the development of the area was held back because of transportation issues. She said the important part for the Commission is the section that is called La Pine's Historic Preservation Goal.

In response to a question from Deborah McMahon, DMC Consulting, Ms. Kliewer said that small changes (i.e., typos) do not have to go through the legislative process but if you add something in then the Board has to approve it.

### 4. Discussion on New Section of Comprehensive Plan regarding Historical and Cultural Resources

In response to a question from Chair Thomas, Ms. Kliewer said that there should be a separate Landmark's Commission apart from the Planning Commission if there are enough people interested to fill vacancies. She also said that five members is a good size for the Landmark's Commission. Deborah McMahon said that the Landmark's Commission must get trained and there is a training session on April 19, 2012. Ms. Kliewer stated that she would also be available to do a training session for the commission.

### 5. Adjourn Meeting

Chair Thomas adjourned the meeting at 5:30 pm.

**B. Regular Session – 5:30 pm**

1. Call to Order

Chair Thomas called the meeting to order at 5:30 pm.

2. Establish Quorum

Roll Call

Chair John Thomas

Commissioner Doug Ward

Commissioner Norman McClung

Commissioner Justin Vetanen – absent by prior arrangement

**Quorum Established**

3. Pledge of Allegiance

City Manager Rick Allen led the Pledge of Allegiance.

4. Added Agenda Items

None

5. Public Hearing on Historical Preservation Code and new section of Comprehensive Plan regarding Historical and Cultural Resources

1. Open Public Hearing

Chair Thomas Opened the Hearing and read the procedures for Public Hearings.

2. Staff Comments

Deborah McMahon stated that it was good that the City received a grant for Pat Kliewer to work and produce Goal Five the Historical Cultural Resources as well as the Historical and Cultural Preservation program and Landmark's Commission data that will go in the Ordinance. She said these two features helped complete the Comprehensive Plan and the implementing Ordinances.

Pat Kliewer stated one of the documents stated how to set-up a Landmark's Commission and then sets out the goals of the preservation code and tells how to designate new buildings and protect other buildings. Chair Thomas said that the Landmark's Commission will only apply to buildings that are in the City limits. Deborah McMahon stated that they can advertise for volunteers to sit on the Landmark's Commission and also inform them about the training that will occur in April. In response to a question from City Manager Allen it was stated that the Planning Commission can also be the Landmark's Commission. Ms. Kliewer said that provision is in the code.

3. Public Comments

Gary Shogar said his wife Cheryl is the Master of the Grange for La Pine. He said if the building is listed as historic then they would like to know what types of restrictions might apply. Pat Kliewer stated that there is nothing in the code that goes inside the building. There will be no regulations regarding the interior of the building. Any maintenance, including roofing, is allowable. Ms. Kliewer said that the Grange was designated in 1991 by Deschutes County as an historic building. Deborah McMahan suggested waiting to do the roofing on the building until the City's code is in effect as it is more liberal than the County's code.

4. Close Public Hearing

Chair Thomas closed the Public Hearing.

5. Planning Commission Deliberation

Commissioner McClung stated that the code is very comprehensive and not too heavy handed. He said it was very thorough and he would highly recommend it. Commissioner Ward stated that he had two recommendations to consider. He said number one is to recommend to the City Council that the Planning Commission becomes the Landmark Commission until such time as there are resident volunteers for the Landmark Commission. Commissioner Ward also recommended that La Pine have a Historical District. Pat Kliewer stated that an Historical District would not have to include every building located in the District. She also said the code already has procedures for creating a Historical District.

**A motion was made by Commissioner Ward and seconded by Commissioner McClung to approve the documents presented which are the ordinances approving the addition to the comprehensive plan and the addition to the implementing ordinances as amended with the exchange of the photo, the recommendation that the Planning Commission serve as the Landmarks Commission and that one of the first tasks be the study and determination of the City's first Historic District.**

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Chair John Thomas</i>	<i>X</i>	
<i>Commissioner Doug Ward</i>	<i>X</i>	
<i>Commissioner Norman McClung</i>	<i>X</i>	

**Motion passed unanimously.**

6. Approval of Planning Commission Meeting Minutes  
November 30, 2011 Meeting Minutes

**A motion was made by Commissioner Ward and seconded by Commissioner McClung to approve the Minutes from November 30, 2011.**

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Chair John Thomas</i>	<i>X</i>	
<i>Commissioner Doug Ward</i>	<i>X</i>	
<i>Commissioner Norman McClung</i>	<i>X</i>	

**Motion passed unanimously.**

7. Interview Applicant for Planning Commission

The Commission interviewed Patti King, non-resident. Ms. King said she had lived in La Pine for three years. Kathy Agan, City resident, also was interviewed and she had been in La Pine for 4-1/2 years. Ms. Agan stated that there is a lot of work to be done as a new City. She said her vision is what the future will be for a new City. It was also discussed about the time commitment that would be required for the position. Chair Thomas thanked them for volunteering their services. Ms. King said she was glad that the City was retaining its roots while growing and developing. She was eliminated because the open position is for a resident. Ms. Agan, a City resident, has also applied to be on the City Council so no decision was made on her application at this point in time. Ms. King's application will remain on file for when a non resident vacancy position opens up.

**A motion was made by Chair Thomas and seconded by Commissioner Ward that if Kathy Agan decides to become a member of the Planning Commission that they would recommend her to the City Council since she has already completed the interview process.**

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Chair John Thomas</i>	<i>X</i>	
<i>Commissioner Doug Ward</i>	<i>X</i>	
<i>Commissioner Norman McClung</i>	<i>X</i>	

**Motion passed unanimously.**

8. Elections for 2012

- John Thomas

**A motion was made by Commissioner McClung and seconded by Chair Thomas to make Commissioner Ward the Chair of the Planning Commission.**

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Chair John Thomas</i>	<i>X</i>	
<i>Commissioner Doug Ward</i>	<i>X</i>	
<i>Commissioner Norman McClung</i>	<i>X</i>	

**Motion passed unanimously.**

Commissioner Ward thanked Chair Thomas for all the hard work he and the previous members of the Planning Commission had done.

**A motion was made by Commissioner McClung and seconded by Chair Ward to make Chair Thomas the Vice Chair of the Planning Commission.**

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Chair John Thomas</i>	<i>X</i>	
<i>Commissioner Doug Ward</i>	<i>X</i>	
<i>Commissioner Norman McClung</i>	<i>X</i>	

**Motion passed unanimously.**

01:31

9. Planning Commissioner Reports

None

10. Other Matters

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

City Manager Allen gave an update on the Water and Sewer District withdrawal. He also discussed the new City Manager, Steve Hasson, and his experience of being a Director of Planning. City Manager Allen said he has been dealing with complaints about multiple trailers with people living in them on a parcel of land in one of the neighborhoods.

Deborah McMahon said that the Comprehensive Plan needs to be fully approved by DLCD (Department of Land Conservation Development) and she is working on the issues that they wanted addressed. She said there would need to be a Hearing and recommendation to the Council to go over the issues and the responses and then it would go to DLCD for review. Ms. McMahon said once the Comprehensive Plan is fully accepted they could modify or recognize the current IGA (Intergovernmental Agreement) with the County and assume responsibilities. She said the target date for this is July 1, 2012.

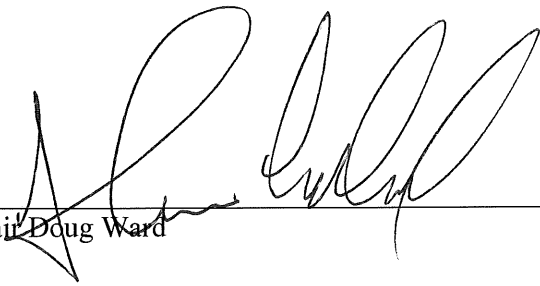
11. Adjourn

**A motion was made by Vice-Chair Thomas and seconded by Chair Ward to adjourn the meeting.**

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Chair John Thomas</i>	<i>X</i>	
<i>Commissioner Doug Ward</i>	<i>X</i>	
<i>Commissioner Norman McClung</i>	<i>X</i>	

**Motion passed unanimously.**

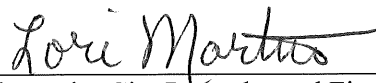
Vice Chair Thomas adjourned the meeting at 6:47 pm.



---

Chair Doug Ward

Attest:



---

Lori Martin, City Recorder and Finance Officer