

# LA PINE CITY PLANNING COMMISSION MEETING AGENDA

## Regular Meeting

Wednesday, August 17, 2011 – 6:00 PM  
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. Public Comments for Items not on the Agenda
6. Approval of Planning Commission Meeting Minutes  
- July 20, 2011 Meeting Minutes
7. Little Deschutes Lodge, Phase II  
- Update from Chair Thomas
8. Goals and Objectives for the Coming Year
9. Recruitment of Two Commissioners
10. Starting Time for Meetings
11. Planning Commissioner Reports
12. Other Matters  
Only those matters properly added to this Agenda under line item No. 4
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 Patti Morgan at (541) 536-1432.

LA PINE CITY PLANNING COMMISSION MEETING MINUTES

Regular Meeting

Wednesday, August 17, 2011 – 6:00 PM  
51340 Highway 97, La Pine, Oregon 97739  
South County Building Meeting Room

1. Call to Order

Chair Thomas called the meeting to order at 6:00 pm.

2. Establish Quorum

Roll Call

- Chair John Thomas
- Vice Chair Gloria Fleming – absent by prior arrangement
- Cmsr. Linda Maggard - absent
- Cmsr. Rene Schifano
- Cmsr. Doug Ward

Also present was Planner Deborah McMahon via telephone conference. City Manager Rick Allen was also in attendance.

3. Pledge of Allegiance

Chair Thomas 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.

None.

5. Public Comments for Items not on the Agenda

None

6. Approval of Planning Commission Meeting Minutes

- July 20, 2011 Meeting Minutes

Commissioner Doug Ward noted that on Page 5 under the motion to adjourn it should read ‘Vice Chair Fleming made a motion to adjourn’ and not have Doug Ward’s name as making the motion only seconding the motion.

**A motion was made by Commissioner Ward and seconded by Commissioner Schifano to approve the Minutes with one change and to accept the Minutes for July 20<sup>th</sup>.**

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

**Motion passed unanimously.**

7. Little Deschutes Lodge, Phase II  
- Update from Chair Thomas

Chair Thomas stated he had a conversation with Rob Roy regarding the Phase II of the project. He said that due to issues with the State of Oregon the project was indefinitely put on hold. Commissioner Ward discussed the items (walk way to Bi-Mart, landscaping and also the Resident's Park area) that were promised to be completed in Phase I by the developer of Little Deschutes Lodge. Deborah McMahon stated she would suggest contacting the Deschutes County Planning Department to see if this file is still open. If it has been closed then they could request that the County do another site evaluation to see if everything has been completed. She recommended doing this before sending out a letter to the developer. Deborah McMahon said she would contact the County Planner that is handling the Little Deschutes Lodge.

00:05:09

8. Goals and Objectives for the Coming Year

Chair Thomas read a letter from Vice Chair Fleming who was unable to attend the meeting. She said regarding the objectives for the coming year it looks like the Commission will still be involved in tweaking the zoning ordinances until the gap period is expired and they become official. Vice Chair Fleming also said she hoped there could be a La Pine Corridor study to beautify the City and make it more attractive to tourist. She said there are a variety of groups working on this item as well as the issues with Hwy 97 and Reed Road. Vice Chair Fleming said it would be nice if the Commission could be the device to bring all the groups together. She also e-mailed that it would be good to get community participation on the wayside and how it would be affected by the Wickiup Junction by-pass. Vice Chair Fleming said priority should be given to the downtown area since they may get cooperation from ODOT.

Deborah McMahon gave a brief overview of the projected wayside that would be an area for tourist to stop and pickup information about the area by having a kiosk there. It is currently BLM land involved in the land transfer. Deborah McMahon said that they were looking at the land for various uses in the Comprehensive Plan.

City Manager Allen stated that the ODOT plan brings a whole overpass about a mile south of Burgess Road and will impact that wayside area. He said that may not work with a wayside as trucks would need to start up a hill (the overpass) from a standstill which is something ODOT would not allow. City Manager Allen also mentioned that the location of the wayside would be a good bathroom stop but the City is already divided into two sections and most people will not want to unload twice in a mile distance. Deborah McMahon asked if Gary Farnsworth was going to make an announcement on the TSP (Transportation System Plan). City Manager Allen said that the announcement had already been made. City Manager Allen said that they have some way to add the TSP to another one to speed up the process. Deborah McMahon stated that they wanted to look at Cagle and look at some City street grids that could be possible for that area (creating more roads so it is easier to get around).

Deborah McMahon stated that the Planning Commission is the primary citizens group. She said they hold the role of dealing with citizens that have issues about land use but they do not have budgetary authority. Ms. McMahon said that the Planning Commission goals need to mirror the City Council goals. She said that the number one goal is having good responses to citizens. Ms. McMahon said the second goal is to have continuing education regarding the role of the planning commission and possible ethical issues. She said number three is being aware of what is happening in the economy and look for ways to remove obstacles and change the code to accommodate the economy. Ms. McMahon said the fourth goal is to address livability issues in the community consistent with the Comprehensive Plan. She said that livability in the community was of main concern from the public that attended the Comp Plan meetings.

Ms. McMahon discussed that changes need to be made in the sign code, which is one objective of the Planning Commission. She said to collect the data, staff will give a report on what needs to be changed and why and then the Planning Commission can make recommendations for the changes to the City Council. City Manager Allen said there will be about two more meetings with the sign committee that is working on changes to the sign code. He said the time

that is being spent will save the Planning Commission spending their time on it. City Manager Allen said so far there have only been small changes to the sign code. He said the issues are really not big issues. It was suggested to have some information about the sign codes be put in the Newberry Eagle.

Deborah McMahon stated that signs are not suppose to be put on public property but they can have them in their yards. (If they get approval to have it on other private property that is okay). She said they need to be very strict on signs in the public right-of-way. Deborah McMahon stated that some public outreach needs to be done to educate the public.

City Manager Allen stated that when they have the Public Works Dept., there will be people to take down illegal signs but that probably will not be in existence until a year from now.

Ms. McMahon recommended looking at the four broad goals and seeing if anything is missing. She also said to check to see if there are objectives which may be projects that need to be completed like the sign code. Ms. McMahon suggested the Planning Commissioners think about the goals and then in December try to finalize them.

9. Recruitment of Two Commissioners

So far no applications have been received for the resident and nonresident positions. It was noted that Gloria Fleming will be writing an article for the Newberry Eagle about her experiences as a Planning Commissioner. Advertising will continue for the positions to fill Gloria Fleming and Linda Maggard's positions. Deborah McMahon stated it would be good to get a Commissioner from the school districts.

10. Starting Time for Meetings

A starting time of 5 pm was discussed. Deborah McMahon said to accommodate citizens that are working and want to attend a meeting have the meetings start at 5:30 pm.

<b>A motion was made by Commissioner Schifano and seconded by Commissioner Ward to start the Planning Commission meeting at 5:30 pm.</b>		
<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Chair John Thomas</i>	<i>X</i>	
<i>Commissioner Rene Schifano</i>	<i>X</i>	
<i>Commissioner Doug Ward</i>	<i>X</i>	
<b>Motion passed unanimously.</b>		

Chair Thomas asked the Commissioners if they would like to skip the meeting in September due to scheduling conflicts. Next meeting would be October 19 at 5:30 pm.

11. Planning Commissioner Reports

City Manager Allen stated that the sign committee would like to see the sandwich signs be separated from the other signs. He said in the rules nowhere is the sandwich signs referenced. City Manager Allen stated that the committee wanted the sandwich signs to be in front of businesses but not obstructing the walkway. He recommended doing a separate section in the sign ordinance code. Deborah McMahon will follow up on this item. City Manager Allen said it could later be brought back, after reviewing it with the sign committee, to the October Planning Commission meeting.

City Manager Allen stated that the Public Works Committee will be starting and they would like one member of the Planning Commission to serve on it. He asked Commission Ward if he would like to be the representative from the Planning Commission for the Public Works Committee. City Manager Allen said the Public Works committee would handle everything from TSPs (Transportation System Plans), sidewalks to water and sewer. He said the Chamber of Commerce and the three neighborhoods get a representative and then there would be two at-large representatives. Commissioner Ward said he would be willing to serve on the committee. City Manager Allen said he planned to have the meetings during the day time to accommodate staff.

**A motion was made by Commissioner Schifano and seconded by Chair Thomas to appoint Doug Ward to be the new Planning Commissioner representative on the Public Works Committee.**

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

**Motion passed unanimously.**

Chair Thomas gave a report on the Ford Foundation. He said the Ford Foundation put in the street lights last year and this year they are revitalizing the small park next to the library. Phase 1 will include a new entrance sign, new playground equipment, new landscaping and improvement to the covered areas. Chair Thomas said that it may not be completed before spring/summer of next year. He said Phase 2 will be the bathrooms sometime next year. He said no monies will be coming from Park and Rec because it was not in their budget. Chair Thomas said Park and Rec may maintain the area, later on. He said they received a grant of \$5,000 from the Ford Foundation.

- 12. Other Matters  
Only those matters properly added to this Agenda under line item No. 4

None


- 13. Adjourn

**A motion was made by Commissioner Ward and seconded by Commissioner Schifano 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 Rene Schifano</i>	<i>X</i>	
<i>Commissioner Doug Ward</i>	<i>X</i>	

**Motion passed unanimously.**

Chair Thomas adjourned the meeting at 7:05 pm.

  
 \_\_\_\_\_  
 Chair John Thomas

Attest:

  
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 City Manager/Recorder Rick Allen