



CITY OF LA PINE, OREGON PLANNING COMMISSION

Wednesday, May 1, 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/84612885606>

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 City Hall at (541-536-1432). For deaf, hearing impaired, or speech disabled dial 541-536-1432 for TTY.

AGENDA

CALL TO ORDER

ESTABLISH QUORUM

PLEDGE OF ALLEGIANCE

ADDED AGENDA ITEMS

Any matters added at this time will be discussed during the “Other Matter” portion of this agenda.

APPROVAL OF PRIOR MEETING MINUTES

- 1. 03.06.2024 Regular Planning Commission Minutes 3

PUBLIC HEARING

None.

OLD BUSINESS

None.

NEW BUSINESS

- 1. Memorandum of Understanding – CPAW
 - a. Staff Report 7
 - b. Memorandum of Understanding 10
- 2. Long Range Planning Update (Discussion Only)
- 3. Administrative Land Use Application Update (Discussion Only)

OTHER MATTERS

Only Items that were previously added above in the Added Agenda Items will be discussed.

PUBLIC COMMENTS

STAFF AND COMMITTEE COMMENTS

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



CITY OF LA PINE, OREGON PLANNING COMMISSION

Wednesday, March 6, 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/83208287872>

MINUTES

CALL TO ORDER

Commission Vice Chair Myers called the meeting to order at 5:30 p.m.

ESTABLISH QUORUM

Commissioners

Commission Vice Chair Myers

Commissioner Hatfield

Commissioner Bauman

Present Via Zoom

Commissioner Poteet

Staff Members

Brent Bybee – Principal Planner

Rachel Vickers – Associate Planner

Amanda Metcalf – City Recorder

PLEDGE OF ALLEGIANCE

Commission Vice Chair Myers led the Pledge of Allegiance.

ADDED AGENDA ITEMS

None.

APPROVAL OF PRIOR MEETING MINUTES

1. 02.07.24 Planning Commission Meeting Minutes

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

PUBLIC HEARING

A. Open Public Hearing

Commission Vice Chair Myers opened the public hearing at 5:32 p.m.

B. Staff Report/Agenda Request

Associate Planner Vickers presented the staff report and the hearing procedure. Commission Vice Chair Myers asked the Commission if they had any conflict of interest, or bias. The Commission unanimously said no. Commission Vice Chair Myers asked the public if there were any challenges to the Commission’s lack of bias or conflict of interest. There were no challenges from the public. She asked the public if there were any procedural objections, there were no objections.

Associate Planner Vickers presented the staff report for the modification to the Approval B from land use file 03ZC-19. The modification is a right-of-way dedication for a roundabout at Huntington and Memorial. The modification is to reduce the diameter of the roundabout from 200 square feet to 175 square feet. She informed the Commission that the public hearing was adequately noticed through the Bend Bulletin, and staff has not received any public comments.

She read aloud the code provisions. She stated that the applicant provided an analysis for the reduction in the roundabout that was reviewed by the City’s engineer. He found it to be in compliance with Local and State code. Staff recommended that the Commission close the hearing and public record, commence deliberations, and recommend approval of 02MOD-23.

C. Open Public Testimony

Commission Vice Chair Myers opened for public testimony. There was no public testimony.

D. Close Testimony

Commission Vice Chair Myers closed the public testimony at 5:41 p.m.

There were no deliberations among the Planning Commission.

Commissioner Bauman moved to approve file 02MOD-23, with the conditions of approval included in the staff report. This action will modify the condition of approval B from land use file 03ZC-19. The proposed modification would reduce the required right of way dedication in relation to the roundabout’s diameter from 200 feet to 175 feet. *Commissioner Hatfield seconded the motion.* Motion passed unanimously.

CLOSE OF PUBLIC HEARING

Commissioner Bauman made a motion to close the public hearing. *Commissioner Hatfield seconded the motion.* Motion passed unanimously.

Commission Vice Chair Myers closed the public hearing at 5:43 p.m.

OLD BUSINESS

None.

NEW BUSINESS

1. Long Range Planning update (Discussion Only)

Principal Planner Bybee updated the Commission on long range planning. He gave an update on the La Pine 2045 project and said that the Steering Advisory Committee (SAC) and the Technical Advisory Committee (TAC) had their first meetings. He stated that there are in person meetings for both Committees scheduled in May. He also informed the Commission that the public summit that is also scheduled in May will be open for the community to join and participate in La Pine 2045.

He gave an update on 3J and how they have been reviewing the City's existing Comprehensive Plan documents and submitted a background summary.

He stated that 3J is assisting staff with the Transportation System Plan (TSP) grant application which is due at the beginning of April. If the City gets approved it will cover the cost for the TSP update. He clarified that the Comprehensive Plan Update and the TSP update are separate, but they will be processed simultaneously.

He stated that Community Planning Against Wildfire (CPAW) will present to at the next City Council meeting.

He answered a question from the Commission about the future dates for the Comprehensive Plan Update, he stated that there is not a set schedule for the SAC and TAC meetings, but he will update the Commission once the dates are finalized.

There was a question from the Commission about the CPAW assessment and if they will be walking around the City. He clarified that CPAW will conduct the audit by reviewing our City Code and give recommendations.

2. Administrative Land Use Application update (Discussion Only)

Associate Planner Vickers updated the Commission on the current Type I land use files. She stated that there has been an increase in sign permits, and mobile food unit applications. Legend Cider was recently approved for two mobile food units. Morson Street was also approved for two mobile food units.

City Recorder Metcalf answered a question from the Commission regarding business licenses. She clarified the process that is needed to be approved and how many departments are involved in the application process. She also stated that the City is currently performing an audit on current licenses so that the City's files are up to date.

Associate Planner Vickers informed the Commission that there are three lot line adjustment applications that are under review in the Evergreen neighborhood. This is for the preparation of the Water and Wastewater Expansion Project.

She gave an update on the type two land use files which include the Danco modification that will be presented to the City Council at their public hearing. She stated that there is a storage facility expansion in the industrial park. They have a zone change application by Gordy's Truck Stop. In addition, there are six active partition applications in the Cagle subdivision.

City Recorder Metcalf answered a question regarding the Water and Wastewater Expansion Project and informed the Commission that the project is scheduled to be completed this summer.

Associate Planner Vickers said that staff received an application for an eleven-unit mobile home park on Preble.

Lastly, she clarified about the code update information that was requested and stated it will be presented to the Commission in April.

She answered a question from the Commission about ADUs in the Cagle subdivision. She said that multifamily development is permitted, but any application will be reviewed in a site plan review.

OTHER MATTERS

None.

PUBLIC COMMENTS

None.

STAFF AND COMMITTEE COMMENTS

There were no comments from the Commission.

There were no comments from Staff.

ADJOURN

Commission Vice Chair Myers adjourned the meeting at 6:03 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:
Teri Myer, Vice Chair

ATTEST:

Date:
Amanda Metcalf, City Recorder



CITY OF LA PINE

STAFF REPORT

MEETING DATE: May 1, 2024
TO: Planning Commission
FROM: Brent Bybee, Principal Planner
SUBJECT: Community Planning Assistance for Wildfire (CPAW) Memorandum of Understanding

- | | | | |
|-------------------------------------|-------------------------|--------------------------|-----------------------------------|
| <input type="checkbox"/> | Resolution | <input type="checkbox"/> | Ordinance |
| <input type="checkbox"/> | No Action – Report Only | <input type="checkbox"/> | Public Hearing |
| <input checked="" type="checkbox"/> | Formal Motion | <input type="checkbox"/> | Other/Direction: Please see below |
-

Commissioners,

As directed by the City Council, staff has begun the process of initiating our work with the CPAW program. As part of the process, they require a memorandum of understanding (MOU), to be completed before the work can be initiated. I have attached this document for your review.

Discussion

Some major points to highlight from the MOU are the separate roles and responsibilities of the City and CPAW. As detailed in the MOU, the roles and responsibilities are as follows:

Lapine

By accepting this Memorandum and participating in CPAW, La Pine commits to working with CPAW on the following tasks:

- Provide background information, plans, regulations, wildfire data and related documentation, and knowledge of local issues to help CPAW identify and understand appropriate planning and wildfire challenges facing the community;

- As needed, host community site visit(s) to help CPAW meet with local stakeholders to discuss planning and wildfire topics;
- Engage in the review process of drafted products, tools, and documents by providing timely feedback, as requested;
- Liaise with other local stakeholders, elected officials, and the public, as appropriate, to engage them in the CPAW process and share final deliverables;
- Actively engage in the CPAW process, including attending scheduled meetings, responding to email inquiries, co-presenting at events, and participating in other requests, as needed.

CPAW

Headwaters Economics/CPAW engages the technical services of additional organizations to provide CPAW services. All consulting team members who work directly with the community will be clearly identified throughout the CPAW process.

CPAW commits to providing the following assistance to La Pine:

- 1. Enhance community wildfire risk-reduction communications.**
 - a. Assist local leaders in providing community-wide awareness and education on effective wildfire mitigation strategies for homes and property.
 - b. Provide recommendations for developing a wildfire-resilient community including who needs to be involved, why wildfire resiliency is relevant to different groups of stakeholders, and key messages that resonate with diverse stakeholders.
 - c. Provide resources such as model language, best practices, and examples from peer communities.
- 2. Increase land use planning capacity.**
 - a. Provide recommendations and support for strengthening wildfire risk-reduction standards in the City of La Pine Development Code update.
 - b. Work closely with land use code contractors updating the Comprehensive Plan to ensure wildfire risk-reduction measures are considered in document development.
 - c. Prepare a Community Wildfire Audit that will review the City's current community plans and provide recommendations on strengthening wildfire resiliency. Provide recommendations and model ordinances for wildfire risk reduction within the urban core residency, commercial areas, and business district considering the need to retain aesthetics of place and building preferences.
 - d. Provide recommendations on the alignment of current and proposed land use codes and plans with existing City, County and State requirements, including Oregon SB 762.
 - e. Analyze flow paths in the development review process and make

recommendations that support a more comprehensive risk reduction review.

3. Work in partnership and support other agencies' scopes of work as they relate to wildfire risk reduction.

The memorandum goes on to detail that La Pine is responsible for all implementation of any proposed recommendations, and that the City is not obligated to implement any of the proposed recommendations.

Staff Recommendation

Staff recommends a formal motion and vote from the Planning Commission stating, "I move to accept the Community Planning Assistance for Wildfire Memorandum of Understanding, as presented by staff, and recommend review and approval by the La Pine City Council."



MEMORANDUM OF UNDERSTANDING

La Pine, Oregon

Overview

This Memorandum of Understanding ("Memorandum") is dated May 1, 2024, and is between Headwaters Economics, Inc., a Montana nonprofit corporation with address of P.O. Box 7059, Bozeman, MT 59715 ("Headwaters Economics") and the City of La Pine, a political subdivision of the State of Oregon with address of P.O. Box 2460, La Pine, OR 97739. This Memorandum is valid through December 31, 2025, unless otherwise extended in writing by both signatories.

Purpose and Intent

In 2024, the City of La Pine was selected to receive technical assistance through Headwaters Economics' Community Planning Assistance for Wildfire (CPAW) program*. The purpose of this Memorandum is to clarify roles, responsibilities, and expectations associated with participation in CPAW. CPAW is a voluntary program. This Memorandum does not create a binding and legally enforceable agreement between Headwaters Economics and La Pine.

CPAW provides land use planning solutions, communications assistance, and customized research to better understand and manage wildfire-prone areas and reduce risk. CPAW services are provided at no financial cost to selected communities and all recommendations are adopted at the discretion of the community.

Roles and Responsibilities

La Pine

By accepting this Memorandum and participating in CPAW, La Pine commits to working with CPAW on the following tasks:

- Provide background information, plans, regulations, wildfire data and related documentation, and knowledge of local issues to help CPAW identify and understand appropriate planning and wildfire challenges facing the community;
- As needed, host community site visit(s) to help CPAW meet with local stakeholders to discuss planning and wildfire topics;
- Engage in the review process of drafted products, tools, and documents by providing timely feedback, as requested;

- Liaise with other local stakeholders, elected officials, and the public, as appropriate, to engage them in the CPAW process and share final deliverables;
- Actively engage in the CPAW process, including attending scheduled meetings, responding to email inquiries, co-presenting at events, and participating in other requests, as needed.

CPAW

Headwaters Economics/CPAW engages the technical services of additional organizations to provide CPAW services. All consulting team members who work directly with the community will be clearly identified throughout the CPAW process.

CPAW commits to providing the following assistance to La Pine:

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 - a. Assist local leaders in providing community-wide awareness and education on effective wildfire mitigation strategies for homes and property.
 - b. Provide recommendations for developing a wildfire-resilient community including who needs to be involved, why wildfire resiliency is relevant to different groups of stakeholders, and key messages that resonate with diverse stakeholders.
 - c. Provide resources such as model language, best practices, and examples from peer communities.
- 2. Increase land use planning capacity.**
 - a. Provide recommendations and support for strengthening wildfire risk-reduction standards in the City of La Pine Development Code update.
 - b. Work closely with land use code contractors updating the Comprehensive Plan to ensure wildfire risk-reduction measures are considered in document development.
 - c. Prepare a Community Wildfire Audit that will review the City's current community plans and provide recommendations on strengthening wildfire resiliency. Provide recommendations and model ordinances for wildfire risk reduction within the urban core residency, commercial areas, and business district considering the need to retain aesthetics of place and building preferences.
 - d. Provide recommendations on the alignment of current and proposed land use codes and plans with existing City, County and State requirements, including Oregon SB 762.
 - e. Analyze flow paths in the development review process and make recommendations that support a more comprehensive risk reduction review.
- 3. Work in partnership and support other agencies' scopes of work as they relate to wildfire risk reduction.**

Implementation

La Pine retains all responsibility for developing and implementing community and land use regulations and for authorizing actions to implement regulatory requirements, plan goals, policies, and actions for all property under its jurisdiction. Further, La Pine is under no obligation to use or implement any CPAW recommendations.

Final deliverables created by CPAW will be provided to La Pine and may also be shared publicly unless other arrangements are discussed by both parties in advance. Neither party anticipates financial contribution from the other party for any component of this Memorandum.

Contact

Questions or concerns about this Memorandum should be directed to:

Doug Green

Email: doug@headwaterseconomics.org

Phone: 541-749-0620

Signatures

Geoff Wullschlager, City Manager

Date

Daniel Richer, Mayor

Date

Headwater Economics

Date

***Community Planning Assistance for Wildfire Program**

Community Planning Assistance for Wildfire (CPAW) is a program of Headwaters Economics. It works with partners at the local, state, and federal level to create fire-adapted communities. Established in 2015, CPAW is funded by the U.S. Forest Service and private foundations. For more information on CPAW, visit <https://cpaw.headwaterseconomics.org/>.

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