



# 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>

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## MINUTES

### CALL TO ORDER

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

### ESTABLISH QUORUM

#### Commissioners

Commission Chair Myers

Commissioner Hatfield

Commissioner Bauman

Commissioner Accinelli

\*Commissioner Poteet arrived after the quorum was established.

#### Staff Members

Brent Bybee – Principal Planner

Rachel Vickers – Associate Planner

Amanda Metcalf – City Recorder

### PLEDGE OF ALLEGIANCE

Commissioner Bauman led the Pledge of Allegiance.

### ADDED AGENDA ITEMS

### APPROVAL OF PRIOR MEETING MINUTES

1. 03.06.2024 Regular Planning Commission Minutes

Commissioner Accinelli abstained from approving the minutes, he was not present at the meeting.

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

### PUBLIC HEARING

None.

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**OLD BUSINESS**

None.

**NEW BUSINESS**

1. Memorandum of Understanding – CPAW
  - a. Staff Report
  - b. Memorandum of Understanding

Principal Planner Bybee presented the associated staff report for the memorandum of understanding (MOU) for Community Planning Assistance for Wildfire (CPAW). He stated that this is the first step in the process and the MOU is needed before work can be initiated by CPAW.

He asked the Commission if there were any items that they would like CPAW to review if La Pine would have a wildfire. There was a discussion about different subjects including escape routes and notification systems. There was a clarification from Principal Planner Bybee that some subjects may also be addressed in the La Pine 2045 Comprehensive Plan Update.

He explained in detail that separate roles and responsibilities of the City and CPAW that are listed on the MOU. He also clarified that the City is responsible for all implementation of any proposed recommendations, however, the City is not obligated to implement them.

Commissioner Bauman made a motion to accept the Community Planning Assistance for Wildfire Memorandum of Understanding, as presented by staff with the recommendations from the Commission that include, escape routes and recovery areas, and recommend review and approval by the La Pine City Council. *Commissioner Hatfield seconded the motion.* Motion passed unanimously.

2. Long Range Planning Update (Discussion Only)

Principal Planner Bybee gave an update on La Pine 2045 he stated that he has coordinated with ODOT on the grant for the TSP update. He said that the City is one of four applicants in our district. Other applicants include the City of Redmond, Wasco County, and The Dalles. He informed the Commission that only one jurisdiction would be awarded the grant.

He informed the Commission of the first community summit on May 21<sup>st</sup>. He stated the activities that will be presented to the community and asked the Commission if any of them would be a facilitator.

He gave an update on 3J's work with the City's current comprehensive plan.

He listed the upcoming community events that staff will be attending and the different news outlets that have promoted La Pine 2045.

3. Administrative Land Use Application Update (Discussion Only)

Associate Planner Vickers gave an update on the current land use applications. She listed the type one land use applications. She stated staff just approved the new Mid Oregon Credit Union Sign that needed to be replaced. There has been an increase in mobile food sites that have been approved. Currently there are two lot line adjustments, a zoning checklist for a mobile food unit. Lastly, we have a final plat review for Ponderosa Park, which is a residential subdivision.

She gave an update on type two land use applications. There is a zone change near Gordy's, she stated that there will be a public hearing at the next Planning Commission Meeting. She has received six

partitions; most are two or three lot partitions. Two of these partitions are in the Cagle neighborhood and the other four are north of Huntington Meadows. There are four site plan reviews which include an eleven-unit mobile home park, a replacement gas station canopy at Wickiup Junction, a storage facility expansion in the industrial park, and lastly, and the Bend La Pine School District applied for a site plan alteration for an ADA upgrade. She stated that Principal Planner Bybee has received an application for a 34-unit town home subdivision from Habitat for Humanity. And the last application update is for an 89-lot subdivision named Finley Butte ranch in the south east edge of town. They are still in their completeness check and decisions have not been sent out.

There was a question about the traffic increase with the new subdivisions. Rachel clarified that there will be traffic studies that may have conditions of approval.

She answered a question regarding pedestrian facilities, including sidewalks, and informed the commission about fee in lieu which allows the property owners to pay a fee instead of installing a portion of sidewalk.

### **OTHER MATTERS**

Principal Planner Bybee informed the Commission that a Chair and a Vice Chair will need to be elected.

Commissioner Hatfield made a motion to elect Teri Myers as Chair for the Planning Commission. *Commissioner Bauman seconded.* Vice Chair Myers asked for a roll call vote.

Commissioner Hatfield – Aye

Commissioner Accinelli – Aye

Commissioner Bauman – Aye

Commissioner Poteet – Aye

Motion passed unanimously.

Both Commissioner Poteet and Commissioner Accinelli were asked if they were interested in being nominated for Vice Chair. They were also asked to explain to the Commission their background and why they would like to become the Vice Chair.

Commissioner Hatfield made a motion to elect Jeff Poteet as Vice Chair for the Planning Committee. *Commissioner Bauman seconded.* Chair Myers asked for a roll call vote.

Commissioner Accinelli abstained from the motion.

Commissioner Hatfield – Aye

Commissioner Bauman – Aye

Commissioner Poteet – Aye

Motin passed unanimously.

### **PUBLIC COMMENTS**

None.

### **STAFF AND COMMITTEE COMMENTS**

Principal Planner Bybee did not have any comments.

Associate Planner Vickers did not have any comments.

City Recorder Metcalf did not have any comments.

Commission Chair Myers thanked the Planning Department for having public engagement.

Commissioner Hatfield did not have any comments.

Commissioner Bauman did not have any comments.

Commissioner Vice Chair Poteet did not have any comments.

Commissioner Poteet made a comment that he is excited that Chair Myers is the new Chair of the Planning Commission.

Commissioner Accinelli did not have any comments.


**ADJOURN**

Vice Chair Myers adjourned the meeting at 6:22 p.m.

  
Teri Myers, Chair

Date: May 15  
on June 10, 2024

ATTEST:

  
Amanda Metcalf, City Recorder