



CITY OF LA PINE, OREGON PLANNING COMMISSION

Wednesday, June 5, 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/87427048590>

MINUTES

CALL TO ORDER

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

ESTABLISH QUORUM

Commission

Commission Chair Myers – Excused

Commission Vice Chair Poteet

Commissioner Bauman

Commissioner Hatfield

Commissioner Accinelli

Staff

Geoff Wullschlager – City Manager

Brent Bybee – Principal Planner

Rachel Vickers – Associate Planner

Amanda Metcalf – City Recorder

PLEDGE OF ALLEGIANCE

Commission Vice Chair Poteet led the Pledge of Allegiance.

CONSENT AGENDA

1. 05.15.24 Planning Commission Meeting Minutes

An amendment to the minutes, Commissioner Hatler needs to be changed to Commissioner Hatfield.

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

ADDED AGENDA ITEMS

None.

PUBLIC HEARING

None.

OLD BUSINESS

None.

NEW BUSINESS**1. Code Update Work Session (Discussion Only)**

Principal Planner Bybee presented to the Commission a work session regarding a code update. The Commission had a discussion on the following items:

1. Drive up and drive thru facility and mobile food unit definitions

Principal Planner Bybee stated that the code does not define what a drive up, drive thru facilities, or mobile food unit within the Downtown overlay. He presented an amendment that would include definitions that were similar to surrounding cities.

He also presented an amendment that would include criteria for drive up and drive thru facilities will need to be permanently affixed to the ground and connected to city water and sewer. This is to ensure these businesses are treated equitably with other commercial uses in the City, and that the public health, safety, and welfare of the community is protected.

There was discussion about the criteria needed to determine how these facilities will be connected to water and sewer.

The Commission agreed with the staff recommendations and did not add or change the presented amendments.

2. Partition, property line adjustment, and replats definitions

He stated that the La Pine Development Code is missing definitions for certain land divisions and contains definitions that differ from ORS92-Subdivisions and Partitions. He said that the recommended amendment would be that the definitions mirror state code ORS 92.010.

There was discussion on the difference between a subdivision and a partition. Associate Planner Vickers clarified the development standards for partitions.

He also presented an amendment to remove references to "boundary" line adjustments, remove replat criteria and create a separate chapter for replats. In addition, match the replat criteria to that of state statute, and link to the procedures for partitions.

The Commission agreed with the staff recommendations and did not add or change the presented amendments.

3. Flag lot definition

He proposed an amendment to create a definition for flag lots, which defines the "flag" and "pole" portions of a lot. The proposed definition matches the current definition in the City of Redmond's Development Code.

He also said that an amendment is needed to include criteria that requires the “pole” portion of a flag lot to match the frontage requirements of the development standards.

The Commission agreed with the staff recommendations and did not add or change the presented amendment.

4. Self-service storage paving requirements

He said that currently, self-service storage facilities in the commercial and industrial zones are not regulated in terms of property size and surfacing requirements. He proposed that the 5-acre minimum property size requirement match that of the Residential Zone. In addition, staff proposed that asphalt surfacing be required for areas utilized by tenants.

City Manager Wullschlager gave a clarification on self-service storage facilities.

The Commission agreed with the staff recommendations and did not add or change the presented amendment.

5. Existing tree retention and multifamily development

He stated an amendment to remove references to multi-family “dwelling complexes” to better reflect uses defined within the code.

In addition, to ensure the goals and policies of the Comprehensive Plan are met, he proposed an amendment that would ensure mature trees within the city are preserved and if they must be removed for development they will need to be replaced.

There was discussion about the percentages that would need to be landscaped on new development. It was asked if staff can present landscaping standards from surrounding cities to compare them to the City of La Pine’s code.

6. Pedestrian access materials

He proposed to the Commission an amendment, for pedestrian access materials, to remove the options for asphalt, brick or masonry pavers, and match width requirements to that of the Public Works design standards. This is to ensure ADA requirements are met for proposed developments.

Associate Planner Vickers clarified that this is just for sidewalks and that multiple use walkways, with the direction from Public Works and the City Engineer, can still be made of asphalt.

The Commission agreed with the staff recommendations and did not add or change the presented amendment.

7. Type 1 review procedures (review timeline)

He said that ORS 197.015 does not require timelines for Type 1 decisions as they are not land use decisions nor limited land use decision. He presented the amendments to clarify that Type 1 decisions are not land use decisions and remove the 30-day decision timeline.

The Commission agreed with the staff recommendations and did not add or change the presented amendment.

8. Mobile food unit approval

Lastly, he presented an amendment to remove the section that is already addressed by article 7. This section of the code outlines the application procedures and timelines that are followed for mobile food units. He stated that there is a contradiction in information and recommends removing the code criteria for clarity.

The Commission agreed with the staff recommendations and did not add or change the presented amendment.

2. Long Range Planning Update (Discussion Only)

Principal Planner Bybee gave an update on the public summit that happened May 21st, 2024. He stated that 3J is currently compiling the maps that were created during the exercise and create one map. He stated that at the end of the month 3J will present a handout to provide to citizens.

He listed the community events that the Planning Department will be attending this summer.

He stated that the Department of Land Conservation and Development (DLCD) and Oregon Department of Transportation (ODOT) will be having an online presentation regarding the transportation system plan (TSP) grant and how to present your city stand so it will stand out from other applicants. He clarified that staff will be coordinating with 3J and a representative from ODOT to finalize the grant application.

He gave an update on Community Planning Assistance for Wildfire (CPAW) he will be coordinating with CPAW to start the next steps so their evaluation can be included with the comprehensive plan update.

3. Administrative Land Use Application Update (Discussion Only)

Associate Planner Vickers gave an update on the current land use applications. This includes 4 preapplication meetings that have been completed to potential applicants.

She stated that she will start communicating all future Type 1 decisions to the Council.

She informed the Commission that the industrial life station is at capacity. Per the city code, if a public works representative states that a public facility is not adequate then the planning department can list it in the conditions of approvals. City Manager Wullschlager clarified that this lift station is the oldest in the City and it has had critical failures. He also stated that staff are trying to include the rebuilding of the lift station with the water wastewater expansion project. This will have USDA add the cost to rebuild the station to the project's funds. There was discussion on the conditions of approval and how it will affect new development.

Associate Planner Vickers answered a question about La Pine Realty and their decision to move into an existing building versus the original plan to build one.

OTHER MATTERS

None.

PUBLIC COMMENTS

None.

STAFF AND COMMITTEE COMMENTS

Commission Vice Chair Poteet did not have any comments.

Commissioner Bauman did not have any comments.

Commissioner Hatfield did not have any comments.

Commissioner Accinelli did not have any comments.

Principal Planner Bybee commented that the public hearing that was scheduled for June 19th will need to be postponed due to the Federal Holiday. He stated that all notices will need to be sent out again and the new hearing will be scheduled for July.

City Manager Wullschlager did not have any comments.

Associate Planner Vickers did not have any comments.

City Recorder Metcalf did not have any comments.

ADJOURN

Commission Vice Chair Poteet adjourned the meeting at 7:00 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.



Teri Myers, Chair

Date: 7/17/24

ATTEST:

Date:
Amanda Metcalf, City Recorder