



MEETING AND WORK SESSION AGENDA

Planning Commission & Council Work Session
Tuesday, October 8, 2024, 4:30 p.m.

Held in person at the Maupin Civic Center (507 Grant Ave.) and on Zoom:
<https://us02web.zoom.us/j/88696740794?pwd=NWtZQkhka05WZmREQzZSZ09ES2FHUT09> or
dial 1-253-215-8782 (Meeting ID: 886 9674 0794 Passcode: 572571)

PUBLIC COMMENT: Individuals wishing to address Planning Commission on items not already listed on the Agenda may do so during the Public Comment item on the Agenda. The maximum amount of time for all public comments under the Agenda item will be 15 minutes. Please limit comments from three to five minutes, unless extended by the Commission Chair.

PLEASE NOTE: With the exception of Public Hearings, the Agenda is subject to last minute changes; times are approximate – please arrive early. Meetings are ADA accessible. For special accommodations please contact the City Recorder in advance at 541-395-2698. *Las reuniones son ADA accesibles. Por tipo de alojamiento especiales, por favor póngase en contacto con la registrador de la ciudad 541-395-2698.*

4:30 p.m.	Call to Order / Roll Call of Planning Commission and Staff / Pledge of Allegiance
	Consent Agenda
	Work Session: Street Design Standards Plan & Donkey Trail Plan
	Adjourn



CONSENT AGENDA

Items of a routine and non-controversial nature are placed on the Consent Agenda to allow the Planning Commission to spend its time on significant items and issues. Any Planning Commission member may request that an item be withdrawn from the Consent Agenda and be placed in the business section of the agenda.

DOCUMENTS

[Draft Planning Commission Minutes March 14, 2024](#)

[Draft Planning Commission Minutes April 23, 2024](#)

[Draft Planning Commission Minutes June 11, 2024](#)

[Draft Planning Commission Minutes June 18, 2024](#)

MOTION

I move to approve the Consent Agenda as presented.



MINUTES

Planning Commission Meeting & Work Session

Thursday, March 14, 2024

Maupin Civic Center (507 Grant Ave.) and virtually on Zoom

Call to Order / Roll Call of City Council and Staff / Pledge of Allegiance	Chair Lauren Whitaker called the meeting to order at 4:35 p.m. Roll Call of Planning Commission and Staff was conducted by Administrative Assistant Bronte Dod <i>Presiding:</i> Lauren Whitaker <i>Commission Present:</i> Andy Kreipe, Jessy Rose, Suze Riley <i>Commission Absent:</i> Michael Jones (excused absence) <i>Staff Present:</i> City Manager Nick Smith, Administrative Assistant Dod, City Planner Dan Meader, <i>Visitors Present:</i> Mark John, Heather John, Colleen Strohm, Robin Austin, David Farris
Consent Agenda	Commissioner Riley made a motion to approve the consent agenda as presented. Commissioner Kreipe second. No further discussion. The motion passed unanimously on a 4-0 vote. (Ayes: Riley, Whitaker, Kreipe, Rose; Nays: None)
Public Comment	Medy Gantz stated the connection isn't very good. Reminder the Miles RV Park is underway and would like to see the evacuation plan for the RV Park.
Elect New Chair, Vice Chair, and Secretary	Commissioner Whitaker nominated Andy Kreipe for chair, Commissioner Riley second. Vote was unanimous with a 4-0 vote. (Ayes: Riley, Whitaker, Kreipe, Rose; Nays: None) Commissioner Kreipe nominated Lauren Whitaker, Rose second. Vote was unanimous with a 4-0 vote. (Ayes: Riley, Whitaker, Kreipe, Rose; Nays: None) Commissioner Riley nominated Christine Wolfe as secretary, Whitaker second. Vote was unanimous with a 4-0 vote. (Ayes: Riley, Whitaker, Kreipe, Rose; Nays: None)
Adjourn Regular Session	Regular session adjourned at 4:43 p.m. and commissioners moved into a work session.
Work Session	Work Session was called to order at 4:44 p.m.
Staats Avenue – Second Street Area	Planner Meader explained the garage that Mr. Kreipe is using is on city right of way and it has bounced back and forth between Planning and Council. Commissioner Rose asked for clarification on topic and make sure she is up to speed. Commissioner Whitaker asked Meader about consideration of other options. Commissioners looked at map of the area for utilities and the garage is in the right of way. Other structures have been removed that are seen on the map. Meader and Riley walked the area today and realized the plans would not work and is sorry he brought it up. Meader explained the old plans don't fit now, due to a

house in the middle of the road that was just built. We still have an issue of encroachment of the garage. Meader's instructions to the commission from the City attorney, although Mr. Kreipe is the chair, he needs to recuse himself or we need to end the meeting. Commissioner Kreipe restated what Meader said and is fine with that, he can keep personal and city commissioner business separate. He is also open to answer any questions and willing to share his side of this issue and knowledge he has. Commissioner Rose clarified that Andy can't make a decision but can be part of the conversation as a public. Planner Meader voiced his concern and thought it would be best to end this meeting and have the City Attorney present, so we don't get into ethic issues. Commissioner Whitaker wanted clarity on Commissioner Riley and ethics with her realtor business. Riley read ethics statement and doesn't see an issue with this. Meader voiced again the meeting should be closed. Commissioner Whitaker listed setback, emergency access, road width, there are a lot of issues in this area/neighborhood. The immediate issue is the encroachment of the garage. There is still an area to vacate and close Staats that crosses Hwy 197. Discussion circled back around to the garage, and it is blocking the sewer/water line placement. Mr. Kreipe asked to bring up a compromise; instead of tearing the garage down, he would like to move it by turning it and vacant a section of property and the garage would set solely on his property. Mark John stated that he would be in favor of this move. Conversation between guests and commissioners about the history of this property. City Manager Smith stated with this idea, the sewer lines would still have to be moved. Smith and Kreipe talked about road width and make it 20 feet wide and SDC's cannot be used at this time because this area is not in the capital improvement plans, Council can add this area into the plan. Commissioners want to consider re-platting / vacating with time and funds to do so, to go back to the engineers to re-do the plans for the sewer and water lines Meader voiced again the meeting should be closed. Chair Whitaker stated we need something concrete to take to Council and this is the only way I know how to do it while everybody is here, and everyone is willing to compromise but you, right now. Commissioner Rose stated she feels they should be making the decisions and asking the Planner to bring them back, not the Planner bringing things to them to accept.

Admin Asst Dod stepped in stated that we respect our consultants and Planners for the work they have put in over the years. Thank you, Dan for all that you are doing and trying to explain this very complicated situation. We can take back to council your ideas and recommendations and go from there.

Mark John submitted an email to officially inform the city they are opposed to the vacating of public land on Staats Ave. and leave the garage in place. This would create an undue burden on their ability to use their property. There is an Oregon Statute 271.190. that states that consent of owners of adjoining property is required.

Communication and Announcements

Administrative Assistant Dod spoke about the Transportation & Growth Management program grant that is currently in progress. The grant allows the City to work with consultants to update the Street Design Standards Plan and create a plan for the long-envisioned Donkey Trail. An advisory committee was formed and has met once. Commissioner Riley volunteered herself to join the committee. Commissioners will see the draft plans and recommendations in the fall. A public open house will be held in May. Staff will share the project website with the commissioners so they can make recommendations and comments regarding issues they have seen, particularly in the Staats-Second area.

Commissioner Rose would like to have a conversation regarding the city allowing chickens.

Rose also stated that she meant no disrespect to our Planner, she explained the previous city manager would bring items to the Commissioners already packaged and decided what is to be done and they just need to vote on it. But feels the Commissioners should be more in the planning stages.

Adjourn

The next regular meeting will take place on Tuesday, April 9, 2024, at 4:30 p.m. The May meeting will take place on Tuesday, May 28 at 4:30 p.m. to align with the Transportation & Growth Management program advisory committee meeting and public open house. The meeting was adjourned at 5:39 p.m.

Respectfully Submitted by Christine Wolfe, City Recorder

SIGNED: _____
Andy Kreipe, Planning Commission Chair

ATTEST: _____
Christine Wolfe, City Recorder



MINUTES

Planning Commission Meeting

Thursday, April 23, 2024

Maupin Civic Center (507 Grant Ave.) and virtually on Zoom

Call to Order / Roll Call of City Council and Staff / Pledge of Allegiance

Chair Andy Kreipe called the meeting to order at 6:00 p.m. Roll Call of Planning Commission and Staff was conducted by City Recorder Christine Wolfe

Presiding: Andy Kreipe

Commission Present: Michael Jones, Suze Riley

Commission Absent: Jessy Rose, Lauren Whitaker (excused absence)

Staff Present: City Manager Nick Smith, City Recorder Christine Wolfe, City Planner Dan Meader,

Visitors Present: Rob Miles, Colleen Strohm, Doug Lowell, John Bildsoe, Medy Gantz, Kathy Ringo, Rod Woodside

Medy Gantz stated She could not hear at the beginning of the meeting.

Recorder Wolfe clarified this meeting was not an emergency meeting, as some were calling it, it was my oversight not putting Public Comment on the agenda. Chair Kreipe opened Public Comments.

Doug Lowell stated there needed to be more advertisement on meeting dates and times. Mr. Lowell read a statement he prepared regarding the Oregon State Law for planning goals and asked the Commission what they are doing to live up to these standards and responsible.

John Bildsoe agreed with Lowell and asked about the water and sewer is there an increase in usage and is the city installing meters.

Manager Smith stated that meters are in most places. We install with all new development. There maybe approx. 30 still to put in.

Commissioner Jones stated the comment regarding the dereliction of duty by the Planning Commission is pretty harsh, when it's hard to find citizens to volunteer for these seats.

Manager Smith and Planner Meader are planning to have more in depth training.

Medy Gatz suggested that big developments should have a Town Hall.

Public Comment

Rob Miles Subdivision Final Plat

Planner Meader read Staff report:

The primary purpose of the meeting is to review the Final Plat of the McLucas Upriver Estates Subdivision. This is an administrative procedure, not a public hearing. The Commission is simply reviewing the Final Plant to ensure

that it correctly follows the previously approved Preliminary Plat with respect to the lot configurations and dimensions, street design and improvement requirements. Mr. Miles, the developer is requesting Final Plat approval so that he may file the Final Plat with Wasco County Clerk's office and create saleable lots. Mr. Miles previously offered a bond in lieu of the final construction. This afternoon Mr. Miles will put up cash into escrow instead of a bond in the amount of \$108,560.00. A construction agreement has been signed between the City and the developer. This will give him one year to complete the project.

City Manager went over the list of improvements and cost. The review of the Final Plat by the City Engineer and City Staff has been completed and the recommendation is for approval by the Planning Commission.

Planner Meader recommends that the Subdivision Ordinance be updated, and Preliminary Plat and Final Plat go before council at the very least as informational.

Commission Riley moved to authorize Commission Chair Kreipe to sign the Miles Subdivision Final Plat and approve the service agreement. Commissioner Kreipe second. Vote was unanimous with a 4-0 vote. (Ayes: Riley, Whitaker, Kreipe, Jones; Nays: None)

Adjourn

The next regular meeting will take place on Tuesday, May 28, 2024, at 4:30 p.m. to align with the Transportation & Growth Management program advisory committee meeting and public open house. The meeting was adjourned at 6:48 p.m.

Respectfully Submitted by Christine Wolfe, City Recorder

SIGNED: _____
Andy Kreipe, Planning Commission Chair

ATTEST: _____
Christine Wolfe, City Recorder



MINUTES

Planning Commission Meeting

Thursday, June 11, 2024

Maupin Civic Center (507 Grant Ave.) and virtually on Zoom

Call to Order / Roll Call of City Council and Staff / Pledge of Allegiance

Chair Andy Kreipe called the meeting to order at 4:30 p.m. Roll Call of Planning Commission and Staff was conducted by City Recorder Christine Wolfe

Presiding: Andy Kreipe

Commission Present: Michael Jones, Suze Riley

Commission Absent: Jessy Rose, Lauren Whitaker (excused absence)

Staff Present: City Manager Nick Smith, City Recorder Christine Wolfe, City Planner Dan Meader, City Planner Jamie Crawford

Visitors Present: Rob Miles, Colleen Strohm, Doug Lowell, Kathy Peck, Medy Gantz, Kathy & Joe Ringo, Karen Miller, Donna Henderson, Rich Sutliff, Madline Rhoades, Gray Digger (Way Yin?)

Public Comment

No public comments

Rob Miles Subdivision Final Plat

Planner Meader stated the primary purpose of the meeting is to clarify the city's ordinance regarding development and what a floodplain permit is and presented a federal permit reconstructed to be the City of Maupin's floodplain permit.

Mr. Meader stated there has been a bit of confusion regarding the floodplain and permits. When there are no structures being built in a floodplain there are normally no permits to be issued. The City of Maupin ordinance states a permit shall be issued for development (regardless of structures) Anderson Perry Engineer has presented a "no net rise" using the Baker 1984 map. The floodplain permit was submitted by Rob Miles. Some information is needed between the City Engineer and Developer's Engineer to move forward.

Commission Riley recommends continuing this meeting on Tuesday June 18, 2024 at 6:00 p.m. Commissioner Jones second. Vote was unanimous with a 3-0 vote. (Ayes: Riley, Kreipe, Jones; Nays: None)

Commissioner Jones would like to have all commissioners present at this meeting.

Discuss future activities and educational opportunities

List of items: General meeting practices, Public Hearing, Comments, Conversations among Commissioners, Ethics.

Adjourn

Meeting adjourned at 5:03 p.m.

The next meeting will take place on Tuesday, June 18, 2024, at 6:00 p.m.

Respectfully Submitted by Christine Wolfe, City Recorder

SIGNED: _____
Andy Kreipe, Planning Commission Chair

ATTEST: _____
Christine Wolfe, City Recorder

DRAFT



MINUTES

Planning Commission Meeting

Thursday, June 18, 2024

Maupin Civic Center (507 Grant Ave.) and virtually on Zoom

Call to Order / Roll Call of City Council and Staff / Pledge of Allegiance

Chair Andy Kreipe called the meeting to order at 6:00 p.m. Roll Call of Planning Commission and Staff was conducted by City Recorder Christine Wolfe

Presiding: Andy Kreipe

Commission Present: Michael Jones, Suze Riley, Lauren Whitaker

Commission Absent: Jessy Rose (excuse absent)

Staff Present: City Manager Nick Smith, City Recorder Christine Wolfe, City Planner Jamie Crawford, Zach Meiring with Anderson Perry

Visitors Present: Rob Miles, Colleen Strohm, Doug Lowell, Kathy Peck, Medy Gantz, Kathy & Joe Ringo, Karen Miller, Donna Henderson, Rich Sutliff, Madline Rhoades, Mike Johnston, Gray Digger / Way Yin, Ron Walp, rtrai ?

Public Comment

Commissioners are allowing public comments tonight. No comments at this time.

Rob Miles Subdivision Final Plat

Planner Crawford opened with introducing herself and Zach Meiring Anderson Perry engineer. Planner Crawford stated this is a continuation from a Planning Commission Meeting on June 11, 2024, Permit Review.

Mr. Miles is requesting approval of a Floodplain Development Permit to allow the creation of an RV park partially within the floodplain of the Deschutes River, just east of the US 197 bridge. Grading and utility undergrounding activities are proposed. Structures and fill or removal activities are not proposed.

Floodplain Development Permits are administratively issued by the Planning Commission. A public hearing is not required, and this meeting is not considered a public hearing for purposes of Oregon Revised Statutes 197.

The City Engineer is an expert, and the Planning Commission can rely on expert testimony to support their decision.

Timeline of events: June 7, 2024, a floodplain development permit application is received. June 11, 2024, The City Engineer reviewed Applicant Engineering memo dated June 7, 2024, and requested the following revisions: 1. Clarify which flood base map is being used by Applicant Engineer's analysis. 2. Include additional information such as a grading plan to support no-net fill grading. June 11, 2024, the Planning Commission met and decided to continue the meeting to allow for the requested revisions and additional review by the City Engineer.

The Applicant Engineer has submitted a revised memo that includes certification by a registered professional engineer (required by MMC 14.10.20), clarifies that the 1984 map is used for analysis and provides documentation that: "The grading for the RV park will result in a no net fill on site and all utilities regulated to be above the flood zone elevation will be above this elevation."

The City Engineer has agreed that proposed development activities will result in a no net rise. From communication from the City Engineer, dated June 17, 2024: "Based on the FEMA guidelines, the No-Rise Permit Certificate submitted by the applicant's engineer is approved with the provided documentation. It is important to note that FEMA's primary concern is the potential increase in flood water elevation upstream of the project site. The technical data and analysis provided by the engineer for the proposed RV park demonstrates that the project will not cause a rise in floodwaters during the 100-year flood event. This determination is further supported by the professional engineer's signature on the analysis. Based on the FEMA guidelines, a NO Rise Permit Certificate can be approved with the provided documentation. This determination is independent of whether the project employs a no-net fill grading approach or considers onsite floodwater displacement and management.

Planning Staff recommends approval of the Floodplain Development Permit, adopting the City Engineer's email dated June 17, 2024, as expert testimony to determine that the permit requirements of Title 14 have been satisfied, (MMC 14.10.140).

Does the Commissioners have any questions to the City Planner or City Engineer?

Commissioner Kreipe stated that along with the City's engineer and the developer's engineer, there is a hydrologist? Zach Meiring introduced himself and credentials. He reviewed what was submitted and the hydraulic model shown no-net rise during the 100-year flood period. No additional material will be brought in for grading.

Commissioners discussed everything before them and believe everything is in order and procedural.

Commissioner Whitaker recommends on behalf of the Planning Commission, approval of the Floodplain Development Permit, adopting the City Engineer's email dated June 17, 2024, as expert testimony to determine that the permit requirements of Title 14 have been satisfied, (MMC 14.10.140). Commissioner Jones second. Vote was unanimous with a 4-0 vote. (Ayes: Riley, Kreipe, Jones, Whitaker; Nays: None)

Public raised question regarding appeal of this action. Planner Crawford answered that Appeals of the recommended permit approval are heard by the Maupin City Council. "The city council shall hear and decide appeals when it is alleged there is an error in any requirement, decision or determination made by the planning commission in the enforcement or administration of this title." (MMC 14.10.150)

Public Comment

Public comments were opened by Planning Commission, and stating, they cannot respond or make decisions. Way Yin, 15015 Fishtail Road, feels that the taxpayers and water and sewer users will be subsidizing this development and consideration of the lack of involvement of elected city officials in the plan. Does long term rental change this from an RV park to a trailer park? Karen Miller said there is a lot more to look at than just development. There is a lot of training on floodplain areas. This issue was brought up in February, why has it taken this long? Medy Gantz asked about the emergency /evacuation plan and has this been made public? Donna Henderson agrees with Karen Miller.

Adjourn

Commissioner Kreipe thanked everyone for being at the meeting. Meeting adjourned at 6:40 p.m. The next meeting will take place on Tuesday, July 9, 2024, at 6:00 p.m.

Respectfully Submitted by Christine Wolfe, City Recorder

SIGNED: _____
Andy Kreipe, Planning Commission Chair

ATTEST: _____
Christine Wolfe, City Recorder



WORK SESSION:
STREET DESIGN STANDARDS PLAN
DONKEY TRAIL PLAN

DOCUMENTS

[Street Design Standards Plan - Draft](#)
[Donkey Trail Plan - Draft](#)

MOTION

N/A



ADJOURN

NEXT MEETING TIME & DATE

Wednesday, October 23, 2024, at 4:30 p.m. in person and virtual, Public Hearing

SUGGESTED TOPICS FOR NEXT MEETING

CHAIR ADJOURNS THE MEETING