

**MINUTES
MAUPIN PLANNING COMMISSION
MEETING
March 8, 2022
6:00 – 8:00 p.m.
Zoom only**

PRESIDING: Chair Riley and Chair Jones

COMMISSION PRESENT: Michael Jones, Andrew Kreipe, Lauren Austin, Suze Riley

COMMISSION ABSENT: Jessy Rose (excused)

STAFF PRESENT: City Manager Lewis, City Recorder Wolfe, Planner Kirk Fatland

VISTIORS PRESENT: Medy Gantz, Rod Woodside, Shelby Dumire, Jordan Belozar, Alex Carr, Susie & Rob Miles, Steve Mounts, Rich Sutliff.

CALL TO ORDER/ ROLL CALL/ PLEDGE OF ALLEGIANCE.

The meeting was called to order by Chair Riley at 6:00 p.m. Roll Call of Planning Commission was conducted by Recorder Wolfe. Chair Riley led the Pledge of Allegiance.

CONSENT AGENDA: Approval of Minutes of January 11, 2022:

It was moved by Commissioner Jones to approve January 11, 2022 minutes and consent agenda as presented, Seconded by Commissioner Kreipe, and passed unanimously on a 4 to 0 vote (Ayes: Austin, Kreipe, Riley, and Jones Nays: 0).

AUDIENCE PARTICIPATION.

None.

CONSIDER: Expired Commissioner seats, appoint new Chair and Vice Chair:

Commissioner Riley nominated Commissioner Jones for Chair. Commissioner Kreipe seconded the nomination.

Commissioner Kreipe nominated Commissioner Riley for Vice Chair. Commissioner Jones seconded the nomination.

Commissioner Kreipe nominated Recorder Wolfe for Secretary. Commissioner Riley seconded the nomination.

Commissioner Jones made a motion to approve Commissioner Jones for Chair, Commissioner Riley for Vice Chair, and Recorder Wolfe for Secretary. Commissioner Kreipe seconded the motion. Motion passed unanimously on a 4 to 0 vote (Ayes: Austin, Kreipe, Riley, and Jones Nays: 0).

Chair Jones and Riley are presiding the meeting.

SITE PLAN REVIEW: Deschutes RV LLC – RV Expansion

Commissioner Riley opened the discussion and called for the staff report.

Planner Fatland stated the applicant is requesting an expansion of the existing RV Park for long term tenants. The proposed expansion would be contained within the existing park, allowing for an additional 18-25 spaces. As a permitted use in the RC Zone, the request must comply with the standards of that zone as well as the Site Plan Review Criteria.

Highlighted Section 3.8 – Recreational Commercial “RC”. Permitted Uses: Subject to Site Plan Review and not subject to a public hearing. Normally site plan reviews are processed through the City Manager and Planner, this is an added layer of discretion.

The findings stated no buildings are proposed to be constructed, underground utilities will be installed. The proposed expansion will be entirely contained within the existing development and not impact the existing setbacks. The requirement for space and size does not specifically address RV Parks, however it does specify “two spaces per mobile home space”. This may serve as a guide for long term RV space and parking allowance as each space is shown to be 20 feet by 50-60 feet. All proposed RV sites will be served by City wastewater and water services. Planner Fatland stated the State has pretty rigorous standards for RV Parks. Proposed lighting would have a minimal viewshed and would not impact neighboring properties. All necessary information has been submitted by the applicant to determine compliance.

Commissioners discussed details of the water / sewer expansion and the applicant has installed a fire hydrant. Commissioner Kreipe stated this property is in a flood plain. There is a berm between the park and Bakeoven Creek, but is unsure if the berm continues to the back of this expansion. Concern was expressed regarding safety during flood prone seasons. Commissioners request signage be posted in flood plain with evacuation plan and be included in their lease agreement on the condition of approval by City Manager.

Public comment: Medy Gantz (Maupin) asked for clarification regarding the procedure with Site Plan Review and will this go before City Council? Planner Fatland explained the Planning Commission makes the determination on Site Plan Reviews and it will not go before Council. With that clarification, Medy agreed there should be signs posted to inform the public.

Commissioner Jones made motion to approve Deschutes RV LLC. RV expansion Site Plan with the condition to post flood plain signage with evacuation plan and it be included in their lease agreement on the condition of approval by City Manager. Commissioner Austin seconded the motion. Motion passed unanimously on a 4 to 0 vote (Ayes: Austin, Kreipe, Riley, and Jones Nays: 0).

SITE PLAN REVIEW: Robert Miles RV Park (Imperial River)

Commissioner Riley opened the discussion and called for the staff report.

Planner Fatland stated the applicant’s proposal includes a 34 space RV Park with electrical, water and sewer service as well as a 4,000 square foot camping area without services. All proposed camping areas are to be served by the restroom and shower facilities located within the adjacent rafting warehouse. A portion of the subject parcel is within the designated FEMA Floodplain. As a permitted use in the RC Zone, the request must comply with the standards of that zone as well as the Site Plan Review Criteria.

Highlighted Section 3.8 – Recreational Commercial “RC”. Permitted Uses: Subject to Site Plan Review and not subject to a public hearing. Normally site plan reviews are processed through the City Manager and Planner, this is an added layer of discretion.

The findings stated no buildings are proposed to be constructed. Improvements will consist of installing underground utilities (water, sewer and electrical services) and a gravel road. The subject parcel contains approximately seven acres, exceeding the minimum of 10,000 square feet required for RV Parks in the RC Zone. Portions of the subject site abut the MD-R Zone; however, no structures are being erected. All RV spaces will be located a minimum of ten feet from property boundaries. The requirement for space and size, does not specifically address RV Parks, however it does specify “two spaces per mobile home space”. This may serve as a guide for RV space and parking allowance as each space is shown to be 12 feet by 80 feet, parking will likely be available for an RV and one to two vehicles. No variances are requested. 34 proposed RV sites are to be connected to the City sewer and water system as part of this request. Planner Fatland stated again, the State has pretty rigorous standards for RV Parks. There is no lighting proposed. All relevant information has been submitted by the applicant to determine compliance.

FloodPlain Ordinance 172 (MMC 14.10) states a Development Permit Required shall be obtained before construction or development begins within any area of special flood hazard (MMC 14.10.070).

The permit shall be for all structures (MMC 14.10.050), Definitions, and for all development including fill and other activities (MMC 14.10.050, Definitions). Findings; The subject parcel is partially located within the FEMA designated floodplain. As all utilities are to be installed underground. The only development to occur will be the proposed gravel roadway which is to be constructed at grade. The proposal is not considered development and does not require a floodplain development permit.

Commissioners discussed details of the proposal. It was pointed out there is a lot of residential property surrounding this area. Has this impact been considered? Planner Fatland stated it is the Planning Commission to decide how they want to manage that. There is a need for short term rental spots. Concern was expressed regarding safety during flood prone seasons. Commissioners request signage be posted in flood plain with evacuation plans and noted in rental agreements.

Public comment: Medy Gantz (Maupin) spoke of the beauty of our existing RV parks and asked what the proposal for trees, grass, and overall landscaping of this area is.

Rob Miles stated this development will be a natural river bar campground. The roads and spaces will be gravel, separated by large piles of river rock and stones, along with bridge columns that were uncovered. This is not going to be a landscaped park with grass, trees or irrigation. The intent is to keep this bench as it’s always been and not add any of that. Actually, this council or any other person has no right to tell me to do that, this is a site plan review for a use that is permitted in this space, just want to make that clear, no one has any right to tell me to plant trees or do anything with this space because this is a permitted use. It will be cool and really neat with natural landscape; the sage and rabbit brush will grow back. This will be like BLM campgrounds with full hookups.

Comm. Riley; Can we make any stipulations on the overall neatness and visual pleasing?

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Comm. Kreipe; We have ordinances that cover those concerns. Comm Jones; As this is being developed, are there plans for trail connections? City Manager Lewis; The City is in partnership with ODOT and connecting the river's lower access road to the upper access road. As this project develops there will be interaction with property owners to obtain easements. Rob Miles; Federal Lands Access Program (FLAP) is a program that will use federal funds to connect the lower and upper access road, crossing all of our east Maupin area. I am 100% for this and however it will work across our property. Waiting at this point to see what ODOT will propose for this trail and how it all ties together.

Comm Jones; Appreciates Rob's support for the foot paths and connectivity to trails. There is a world of difference between verbal and written agreements. Kevin, is there anything we should be keeping in mind while we make these decisions? Rob Miles; I will answer for Kevin, all of the access from this RV Park up to the highway is all across my property, you can tell me to do something but you can't tell me to do anything with it. It's across different parcels, different zoning, you have no leverage there. What I can say, I love the idea connecting the upper and lower river access points with a footpath up to the businesses on the highway. I will really try hard to make that happen and that is as far as you can go with this, I am totally on board and can only give a verbal agreement. City Manager Lewis stated that he knows there is a plan, but has not seen any details. Meetings with ODOT should be happening soon.

Public comment: Medy Gantz (Maupin) asked for clarification regarding the procedure with Site Plan Review and if this is the only city body it will go through? This will not go before Council? And not have a public hearing? This can happen just as it is? Commissioner Riley stated, that is correct.

Rob request parcel address to be adjusted to 312 Bakeoven Road.

Commission Jones made motion to approve Robert Miles RV Park Site Plan with the condition to post flood plain signage with evacuation plan and be included in their rental agreement on the condition of approval by City Manager. Commissioner Austin seconded the motion. Motion passed unanimously on a 4 to 0 vote (Ayes: Austin, Kreipe, Riley, and Jones Nays: 0).

DISCUSSION: Draft Food Cart Ordinance:

Commissioner Riley called on Planner Fatland for Staff Report.

Planner Fatland explained this draft was created from discussions with Kevin to get a general feel what the City is looking for and put together a collection of reasonable requirements. However, I wanted to give all the options that are available for you to choose from, with the idea you would pick and choose what fits Maupin. It is your decision what requirements you want and how the ordinance should look.

There are two general sections to this draft;

- 1) Allows a renewal annual permit for 365 days in commercial zones. The purpose is to allow food carts to act similarly to brick-and-mortar restaurants.
- 2) Allows a temporary use for an annual maximum of 30 days in other zones. The purpose is for temporary use for specific events. They would be required to adhere to the same criteria as the more permanent carts, but would be allowed on public property and other non-commercially zoned property.

Collection of reasonable requirements highlighted; permits for annual use will help with compliance, if issues arise. Site Plan Review by Planning Commission will not be required, with

specific criteria being met and with triggers that would bring the Site Plan Review before the Commission. What zones will they be allowed in. Parking requirements. Setbacks can be flexible, but never less than five feet from any property boundary. Stay on wheels. Drive-throughs not permitted. Parking will have to be looked at, with ADA compliance. Have access to restrooms and handwashing facilities. Fire Codes need to be looked at. Wastewater disposal. Fencing and canopy/tent structure, height, vision standards, safety issues. Signage would comply with existing city ordinance.

Comm. Jones asked to move this into the work session so more time and effort can be put into this draft. This would give us time to do a little more leg work before this goes to Council. One big concern is if we allow food carts they will compete with existing businesses. Comm. Riley agrees to put this in the work session. Comm. Kreipe also agrees and has concern this doesn't get put off and we find ourselves in the middle of summer and wants to get this done as quickly as we can. Comm. Jones would like to look at this as a pilot program and unsure about the wastewater disposal. We need to really think about compliance of the policy we set. Council set a moratorium on food carts, so Planning Commission could create an ordinance for them. Maybe we use food carts only temporarily this year and take more time for the yearly side of this idea. Consensus is to put this item into a work session within the next two weeks.

DISCUSSION: Work Session Dates: City Manager Lewis will send out an email with dates to see what works for everyone. Planner Fatland will be gone March 24th through the 31st.

CONTINUATION of Study Session on re-zoning of land within the City of Maupin:

This will move into the work session.

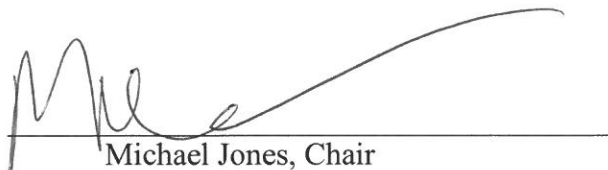
COMMUNICATIONS: Donna Henderson / Canyon Wren Wellness letter dated February 13, 2022 was provided to the Planning Commission for the history behind Council's recommendation to the Planning Commission to re-zone the log house to Recreation-Commercial. This item will be on Planning Commission's agenda April 12, as a public hearing. Planner Fatland will not be attending the April 12th meeting.

Rich Sutliff (Maupin) is very happy the Planning Commission will be taking care of matter.

NEXT MEETING: Tuesday, April 12, 2022 at 6:00 p.m. in person at the Civic Center and on Zoom. Work Session will be announced when date is arranged.

ADJOURN: Chair Jones adjourned the meeting at 8:00 p.m.

Respectfully submitted by
Christine Wolfe
City Recorder


Michael Jones, Chair

