

**City of Blue Lake
Draft Planning Commission Minutes
March 20, 2017**

The Blue Lake Planning Commission was called to order at 7:00 p.m. at Skinner Store

Commissioners Present: Richard Platz, Earl Eddy, Elaine Hogan, Bob Chapman, and Dennis Whitcomb

Commissioners Absent: None

Staff Present: City Manager Amanda Mager, City Planner Garrison Rees, and Planning Commission Secretary Cheryl Gunderson.

Staff Absent: None

Public Present: None

1. Approval of Minutes: August 15, 2016 and January 16, 2017.

- a. Motion (Eddy, Chapman) to approve the August 15, 2016 minutes as written.
- b. Commissioners Hogan and Chapman recused themselves as they did not attend the August meeting.
- c. Motion passed unanimously.
- d. Motion (Chapman, Eddy) to approve the January 16, 2017 minutes as written.
- e. Commissioners Hogan and Chapman recused themselves as they did not attend the January meeting.
- f. Motion passed unanimously.

2. Public Input on Non-Agenda Items

- a. None

3. Approval of the Agenda

- a. Motion (Eddy, Chapman) to approve agenda as written.
- b. Motion passed unanimously.

Discussion/ Action:

4. Planning Commission Discussion: Regulations for Camping in the City of Blue Lake.

- a. City Manager Mager presented her staff report to the Commission. The City Council has requested that the Planning Commission draft a camping ordinance. The City does not currently have an ordinance that addresses camping. Two questions were raised: first, when is camping lawful and what is the permit process, and second, when is camping unlawful and what is the penalty? Additionally, the enforcement aspect needs to be clearly defined.
- b. The Commissioners discussed residents that have visitors staying in trailers.

Clarification needs to be made on the definition of “habitation” and the length of time allowed for this type of camping.

- c. Planner Rees noted that the Zoning Ordinance could be amended to address these issues.
- d. Festival camping was also discussed by the Commission, as well as camping on City open space property. Clearly defined hours and rules would be necessary for allowing camping on City property.
- e. Planner Rees will work with Staff to put together draft language for the Commissioners to review.

5. Planning Commission Discussion: Coordination with the Economic Development Commission.

- a. City Manager Mager provided an update on the progress of the Economic Development Commission (EDC). They were appointed by the City Council and have met twice. The EDC is familiarizing themselves with the City’s Ordinances, Strategic Plan, history, and community input. Their mission involves marketing, land development, as well as attracting new business to the City. They have requested instruction from the Planning Commission on processes; they are hoping for a collaborative partnership with the Commission.
- b. Commissioner Platz reminded the Commission that the Planning Commission is set up by the City Council and is regulated by State law and has to be impartial. He added that the Planning Commission may receive input from the EDC, but is a separate body and can’t be partners with the EDC. He reiterated that the Commission welcomes ideas and suggestions, but the EDC needs to go through established procedures for working with the Commission.

6. Planning Commission Review: Dell’ Arte Mad River Festival 2017 Pre-Festival Report.

- a. Planner Rees presented the Dell’Arte Pre-Festival Report to the Planning Commission. The Festival is planning no major changes for this year. It is scheduled for June 15, 2017 through July 15, 2017.
- b. Motion (Eddy, Chapman) to accept the Dell’Arte Mad River Festival Pre-Festival Report.
- c. Motion passed unanimously.

7. Planning Commission Action: Vote on new Chair & Vice-Chairman.

- a. Motion (Platz, Chapman) for Richard Platz to continue as Planning Commission Chairman.
- b. Motion passed unanimously.
- c. No vote was taken for Vice-Chairman. No changes will be made until July 2017.

8. Miscellaneous Planner Items.

- a. Planner Rees reminded the new members of the Commission that their Form 700 is due by the end of the month to City Clerk April Sousa.
- b. Commissioner Eddy inquired of the status of the draft Cannabis ordinance. Manager Mager explained that the results of the City’s survey was against allowing cannabis businesses in the City.

- c. Commissioner Platz requested that the Commission discuss whether the Ordinance regarding accessory dwelling units be restructured to comply with the new State law. Planner Rees will prepare a draft Ordinance and present it to the Commission for their review in the future.
- d. Planner Rees updated the Commission on the progress of the Eliason project in the vacant property by Blue Lake School.

7. Upcoming Planning Commission Meetings for the next 3 months will be on April 17, May 15, and June 19, 2017.

8. Adjournment by 9:00 pm unless extended by the Planning Commission.

- a. Motion (Chapman, Eddy) to adjourn.
- b. Motion passed unanimously.
- c. Meeting adjourned at 8:47 p.m.