



**City of Baker City, Oregon
Planning Department**

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Annual Report: Jan-Dec 2010

PERMITS

Type I reviews and permit issuance relate to administrative actions by the Planning Department that do not require public notifications or review by the Planning Commission. Activities by the Department in this category included the following:

Type I Planning Actions	Quantity Processed In 2009	Quantity Processed In 2010
Address Assignment	Did not track	33
Development Review / Sign Permit	46	54
Facilities Use Permit	2	1
Fence Permit	45	58
Home Occupation Permit	5	5
Land Use Compatibility Statement	Did not track	18
Lot Line Adjustment	0	2
Minor Modification	0	1
Temporary Use Permit	5	2
Tree Permit	13	26
TOTAL	116	200

Type II reviews and permit issuance relate to actions by the Planning Department that require public notifications. Activities by the Department in this category included the following:

Type II Planning Department Cases	Quantity Processed In 2009	Quantity Processed In 2010
Land Partition – 3 or fewer lots	5	0
Re-plat – 3 or fewer lots	6	2
Site Plan Review (15,000 sq. ft. or less)	3	3
TOTAL	14	5

Type III reviews and permit issuance relate to actions by the Planning Commission that require a public hearing. Activities by the Department in this category included the following:

Type III Planning Commission Cases	Quantity Processed In 2009	Quantity Processed In 2010
Appeal to Council	0	1
Conditional Use Permit	2	6
Master Planned Development	0	0
Major Modification	0	1
Re-plat – 5 or more lots	0	0
Site Design Review (15,000 sq. ft. or more)	0	1
Street or Alley Vacation	0	0
Subdivision – 5 or more lots	0	0
Variance	3	1
TOTAL	5	10

BOARDS

Tree Board: The Planner serves as staff for the city's Tree Board which meets once monthly. The major accomplishments this year for the Tree Board include:

- Staffing booths at Miners Jubilee and the Tree School to raise funds for park tree maintenance and raise awareness for proper tree care.
- Recommending revisions of the Tree Ordinance to City Council.
- Organizing the 2010 Arbor Day Celebration at the Fairgrounds Quad to commemorate Baker City's 25th year of being a Tree City USA.

Historic Baker City (HBC): The Planner serves as the city's liaison on the Board of Directors for this non-profit organization that has been hired to manage Baker City's downtown. The HBC Board meets once monthly and a progress report is submitted quarterly.

CODE ENFORCEMENT

The Planning Department is tasked to enforce the Baker City Development Code, Ordinance 3296, and matters pertaining to trees covered by Baker City Code Chapter 94. Code enforcement matters are addressed as time allows; however, processing of permits and board participation have been given priority over code enforcement. Numerous concerns from citizens were examined regarding various code violations, including but not limited to:

- Businesses in residential neighborhoods (scrap metal collection, retail sales, lack of permit)
- Non-compliance with existing permit conditions (home occupations, CUP's, etc.)
- Fencing issues (location, material, height, lack of permit)
- Non-permitted travel trailer occupancy
- Vision clearance obstructions at intersections
- Low lying limbs over streets and sidewalks
- Hanging broken branches and/or dead, hazardous trees

PROJECTS / NEWS

Personnel Changes: Assistant Planner, Michael Piña, accepted a position in Ashland, Oregon and left Baker City in March. Jenny Long was hired to fill his position. In July, the Planning Department budget was reduced to provide one staff person. Don Chance ended his contract and Jenny Long was hired by the City to fill the position for Planner.

Visioning Project: The City visioning effort to provide a basis for future long range planning efforts was completed. "Baker City Vision - 2030" was adopted by City Council in July. This is a very important step in preparation of entering Periodic Review for the Comprehensive Plan.

Official Records: All of the planning department archive records were relocated to a small vault for ease of access. Organization and detailed logging of the records is in progress.

Comprehensive Plan Maps: An unpaid intern worked in the Planning Department for approximately 6 weeks. He was tasked with creating new zoning and map exhibits utilizing the ArcView GIS software recently purchased. The software allows us to view aerial photographs taken in 2009 with the Assessor's tax parcel lines superimposed. Adoption of the new maps is in progress. Once complete, they will be posted on the website.

Grass Tennis Courts: The grass tennis courts are located on Grace Street near the City reservoir tanks. There has been ongoing controversy regarding use of the courts for tennis tournaments for many years. This year, a compromise was able to be reached between the owner and the neighbors regarding usage of the lights for evening play during tournament weekends.

Please contact me at (541) 524-2028 if you have any questions or need additional information.

Respectfully submitted,

Jenny Long, Baker City Planner