

**PORT ORFORD PLANNING COMMISSION
GABLE CHAMBERS, PORT ORFORD CITY HALL
REGULAR MEETING
Tuesday, October 3rd, 2023, 3:30 PM**

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Please join the meeting from your computer, tablet or smartphone.

<https://meet.goto.com/596354285>

You can also dial in using your phone.

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Access Code: 596-354-285

1. Call to Order
2. Approval of September 5th Minutes
3. Chair Comments
4. Public Comments (On Agenda Items Only)
5. Public Hearings
 - A. POC 23-02: Clark RV Park – Continued at the next meeting November 7th @ 3:30 PM
6. Discussion Items
 - a. Traffic on Jackson St.
 - b. Derelict Buildings
 - d. Planning Clearances Past/Present
 - e. Wells/Water
7. Planning Matters
8. Other Business
 - a. City Planner Comments
 - b. Planning Commission Comments
9. Public Considerations
10. Adjourn

City of Port Orford
Planning Commission Meeting
In the Gable Chambers / Virtual participants
Tuesday, September 5th, 2023 at 3:30 P.M.

Commission Member	Present	City Staff	Present
<i>Chairman Greg Thelen</i>	Present	<i>Joseph Harrison, Planning Tech.</i>	Present
<i>Vice Chair Pamela Berndt</i>	Present	<i>Crystal Shoji, City Planner</i>	Present
<i>Comm Sara Lovendahl</i>	Present		
<i>Comm Jennifer Head</i>	Present		
<i>Comm Carol Lawton</i>	Late (4:20)		

Others Present: None

***The minutes were prepared using the video available at
<https://www.youtube.com/watch?v=bcOvHFcgNeQ>***

1. Call to Order

- A. Chair Thelen called to order this Meeting of the Planning Commission on September 5th, 2023, at **(3:35)** p.m.

2. Approval of July 11th meeting Minutes

- A. Discussion: the committee members requested the following changes be made to the minutes;
 - i. Item 3(i): the previous Comprehensive plan update was in 2019, not 2013.
- B. Motion to approve the minutes as amended by Comm. Lovendahl.
- C. Motion seconded by Comm. Berndt
- D. The vote passes unanimously with no further discussion at **(3:38)**.

Chairman Thelen Yes Commissioner Lovendahl Yes Commissioner Head Yes
Commissioner Lawton Absent Commissioner Berndt Yes

3. Chair Comments

- A. Well/Water use discussion is being added to the agenda as item 6(e).

- B. Its good to see so many citizens here today to let their voice be heard by the commission.

4. Public Comment

- A. None

5. Public Hearings

- A. Due to technical issues, the start of the public hearing was delayed. After dealing with the technical issues; the previous part of the meeting was repeated incase the online attendees had any comment. There was no new public comment and the meeting was resumed with Chair Thelen reading the intro script (included in the record).
- B. Senior Planner Shoji reads through her staff report on POC 2023-01: Satellite Tower Generator Installation. (Staff report included in minutes). In summary, the work being done by the applicant is the installation of an emergency generator, the building of a fence, the removal of tress and other minor work that wouldn't need commission approval.
- C. Applicant presents a power point presentation (included with the minutes.)**
- D. There were no opponents to the proposal.**
- E. Commission deliberations:**
- i. Does the generator have fire suppression/prevention measures? The Generator is approved by [insert organization] and has a chassis that would prevent fuel leaks. Additionally, the installation of a fire extinguisher is among the list of work being done. Due to the increased fire risk at the time of the hearing, the Commission would like additional fire prevention measures in place during the construction.
 - ii. Will the generator have operating hours? No; its just for emergency situations and would only come on during emergencies, whenever they would occur.
- F. Chair Thelen motions to accept staff report as written with the additional condition of having a water truck or tank on site during ground disturbance and construction.
- G. Comm. Lovendahl seconds the motion.
- H. Vote: vote passes unanimously with no further discussion at (5:07) and the commission moved onto the next public hearing**

<u>Chairman Thelen</u>	<u>Yes</u>	<u>Commissioner Lovendahl</u>	<u>Yes</u>	<u>Commissioner Head</u>	<u>Yes</u>
<u>Commissioner Lawton</u>	<u>Absent</u>	<u>Commissioner Berndt</u>	<u>Yes</u>		

- I. **Planning assistant Harrison read through the staff report on POC 2023-02: RV Park on Madrona (included with the minutes).** In summary, the applicant owns 2 adjacent lots and is proposing an RV park for long term stays with 6 spaces on one with the adjacent one being used to house the Park manager. Both properties are located in the commercial zone and the housing for the park manager is a pre-existing building that will not need renovations.
- J. **Applicant Agent Chris Kenny gave a verbal explanation of the plan and answered the following questions from the commissioners.**
- i. **When was the well installed and when were the permits approved?**
 - a. The well was installed in January of this year, permits were approved by the former administration. Oregon Water health authority and department of environmental quality approvals were not found; agent is willing to get those approvals prior to construction beginning.
 - ii. **There appears to be utility stations previously installed on the property, when were they put in and were permits issued?**
 - a. They were installed 5-6 years ago and no permits seemed to have been filed.
 - iii. **What are the soil erosion prevention measures that are going to be used?**
 - a. Silt fencing will follow the slope on the northwest side of the property.
 - iv. **There appears to be a second dwelling on the property; is it a garage or a dwelling?**
 - a. Agent Chris Kenny believes that there should only be 1 dwelling but can't confirm.
 - v. **What sort of fire suppression plan will the park have? Is 15 ft a large enough access for fire vehicles? Did the fire department sign off?**
 - a. There is a fire hydrant within 500 ft.
 - b. Applicant was unsure
 - c. Yes; fire chief David Duncan signed off
 - vi. **Are there any plans for landscaping?**
 - a. Not currently, no.
 - vii. **Which direction will traffic go through the access? Will there be an apron on the street?**
 - a. Not sure.

b. Not planned at this time.

viii. **Is 30x15 large enough for RV spaces, the report stated that the average size of an RV is 10x15, but from experience that seems small?**

a. The figure was found online.

ix. **Is there designated parking for non-RV vehicles?**

a. No, the only designated parking spots are the RV spots.

K. Opponents to proposal:

i. Tim Lesley: Would like the hearing postponed as he only had 8 days' notice. The utility stations currently on the property were installed illegally. The neighbors need more time to evaluate the plans so they can be fully appraised of what's happening.

L. Commissioner Head motions to extend the meeting by 2 hours.

M. Commissioner Lovendahl seconds the motion.

N. Motion passed unanimously @ 5:57 pm with no further discussion.

O. Commissioner Head motions to continue this hearing at the next meeting (October 3rd @ 3:30 pm) so that staff and applicant can resolve some of the issues present in the application.

P. Commissioner Lovendahl seconds the motion.

Q. Motion passes unanimously @ 6:10 pm with no further discussion.

6. (0:26-1:20) Planning Matters

A. Speeding on Jackson: There is excessive and dangerous speeding going on in town; though this conversation started on Jackson, it became apparent from citizen involvement on social media that we are having speeding issues all around town. This issue is even worse at night with people seemingly using city streets a race tracks since the citizens know that we don't have officers assigned to duty at night. There are potential fixes we could put in place to deal with this on the streets owned by the city; speedbumps and stop signs. Commissioners agree via informal consensus to ask the City Council if the planning commission should handle it or if they would want to form a commission for it.

B. Derelict Buildings: Postponed until next meeting due to time constraints.

C. Short Term Rentals: Ordinance was passed and cap was set at 27 via resolution.

D. Planning Clearance List: Postponed until next meeting due to time constraints.

E. Wells: Postponed until next meeting due to time constraints.

7. Other Business

A. City Planner Comments

- i. The DLCD grant application has been accepted and approved.

B. Planning Commission Comments

- i. Comm. Berndt: Since there are issues with Dropbox; there is another service called Box that works better.

8. Public Considerations

- A. Michelle Atkinson: Sister suggested stop signs be put on Jackson, 10th, 18th and 19th could have 4 way stops. Doesn't think time and labor put into installing speed bumps would be advantageous. There is more that should be talked about.

9. Adjourn

- A. With no further business, Chairman Thelen closed the meeting of the Planning Commission at **(6:28)** pm.

Attest:

Chair, Greg Thelen

Date

City Recorder, Joseph Harrison

Date

Documents on the Public Hearings POC 23-01 and POC 23-02 are available online at [Planning Commission - City of Port Orford](https://portorford.org/planning-commission/) (<https://portorford.org/planning-commission/>) They are also available at the front office upon request.

Postponed



TO: The Port Orford Planning Commission

FROM: Joseph Harrison, Planning Assistant

DATE: October 3rd, 2023

RE: Planning Clearance Approvals and Well Approvals

The following is a tentative list of Planning Clearances/ Land divisions/ Building Permits/ Conditional Use Permits and Wells that have been approved since March (the past 6 months at the time of writing).

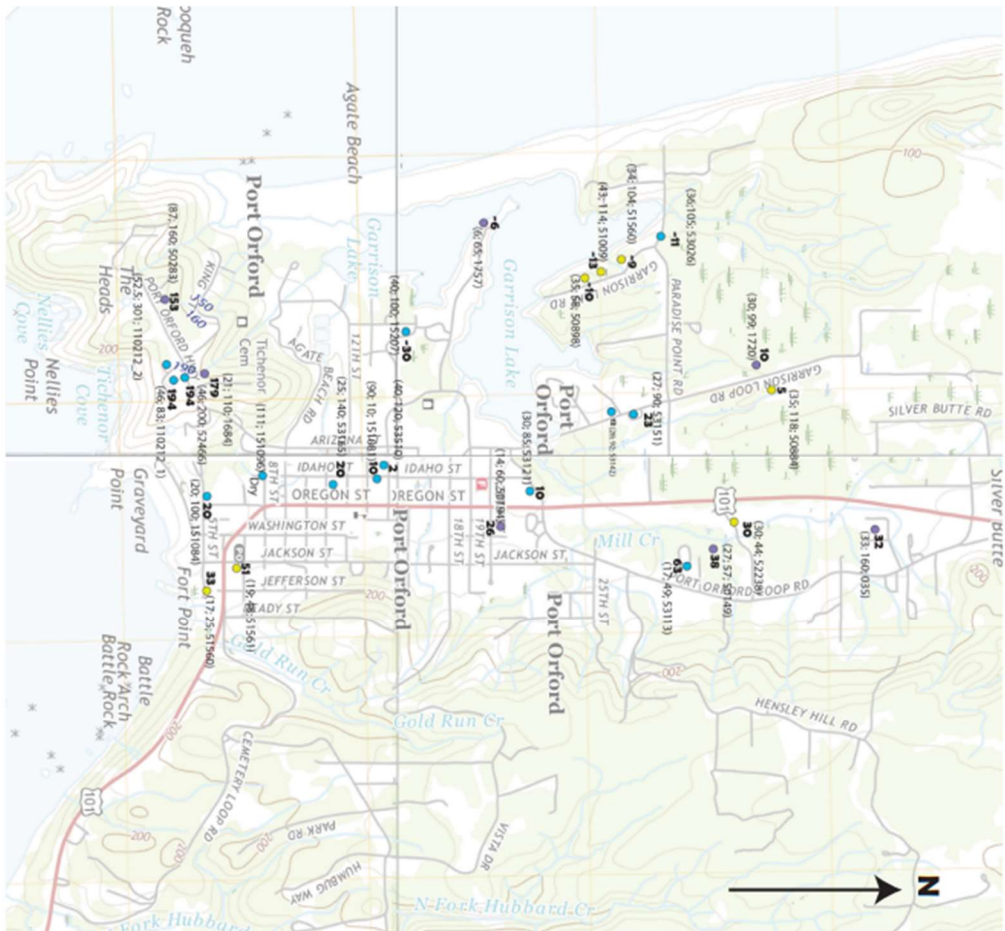
Land Divisions
Vernon – Madrona
Murdock – Jackson/Washington
Gulbransen – Arizona

Building Permits
Guy Vernon: Madrona: Home
Maliga – 5th Street: Home
Gray – Tichenor: Community Health Center Generator Pad + Fence
Beausoleil – Stagecoach: Home

Conditional Use Permits
Pacific Gales – Extension of pre-existing CUP
T-Mobil Satellite Tower – Boot Hill: Maintenance and Generator Instillation

Wells
5-6 have been approved and are listed above.
There are 5-6 additional ones that were previously approved and are being drilled now.
Map Attached provided by Council President Vileisis and made by a private citizen.

Estimated location of selected wells developed in Port Orford, Oregon
Created by Margot Truini - Retired USGS groundwater hydrologist.
(This map is provisional and was generated based on available data. The margin of errors are described in the Legend.)



Legend

- Water Level measurement 2010-2023
 - Water Level measurement 2001-2010
 - Water Level measurement prior to 2000
 - 10 - Approximate elevation of water level based on addresses and latitude and longitude from wells logs down loaded from the well data base on the ODWR web site. Google Earth was used to approximate the location of the wells based on the address and/or latitudes and longitudes.
 - The wells were located on 1:24,000 USGS quadrangle maps stitched together from four quadrangles. Contours are 20 foot and 40 foot intervals. The elevation for the water levels have an error of +/- 20 feet.
- (30; 85; 53121) - Static water level; Well depth; Well Identifier in the ODWR well data base web page.