

City of Port Orford
Planning Commission Meeting Minutes
In the Gable Chambers / Virtual participants
Tuesday, April 2nd, 2024 at 3:30 P.M.

Commission Member	Present	City Staff	Present
<i>Chairman Greg Thelen (GT)</i>	Present	<i>Joseph Harrison, Planning Tech. (JH)</i>	Present
<i>Vice Chair Pamela Berndt (PB)</i>	Present	<i>Crystal Shoji, City Planner (CS)</i>	Present
<i>Comm Sara Lovendahl (SL)</i>	Excused		
<i>Comm Jennifer Head (JH)</i>	Present		
<i>Comm Carol Lawton (CL)</i>	Present		

Others Present:

The minutes were prepared using the video available at:

https://www.youtube.com/watch?v=Xu5zvODu_RY

1. (0:00-0:01) Call to Order

- A. Chair Thelen called to order this Meeting of the Planning Commission on **April 2nd, 2024, at (3:30) p.m.** with a roll call showing all members are present.

2. (0:01) Chair Comments

- A. None

3. (0:01-0:02) March 5th Minutes

- A. Commissioner PB moves to approve the minutes for March 5th as written.
B. Commissioner JH seconds the motion.
C. Vote: with no further discussion, motion carries unanimously 5-0 @ 5:33.

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

4. (0:02-0:04) Public Comments (On Agenda Items Only)

- A. None

5. (0:04-1:26) Public Hearing

- A. Chairman GT reads the intro script for a public hearing detailing the procedure and opens the Public Hearing at 3:38 pm. Planning Tech. JH reads through the staff report and answers questions from the Planning Commission.
- B. Proponents of the partition:

- i. Andrew Roberts (son-in-law of the property owner): Gives some background on the lot and requests to know if the water meters can be paid for on a payment plan and if engineered gravel would be sufficient for the private road.
 - ii. Kendra Law (property owner): Would like to be able to get a building permit while the partition is being completed.
 - iii. Douglas McMahon (Surveyor/Agent): Answer questions about road materials that John Isadore had previously agreed to.
- C. Opponents of POP: 2024-1: None
- D. Commissioners JH moves to approve as a condition approval of the private road's materials and the access apron's approval, where the city and private road meet.
- E. Commissioner PB seconds the motion.
- F. Vote; with no further discussion, the motion carries unanimously among present commissioners. 4-1.

<i>Chairman GT</i>	<u><i>Yes</i></u>	<i>Commissioner PB</i>	<u><i>Yes</i></u>	<i>Commissioner JH</i>	<u><i>Yes</i></u>
<i>Commissioner SL</i>	<u><i>Absent</i></u>	<i>Commissioner CL</i>	<u><i>Yes</i></u>		

- G. Commissioners JH moves to add the condition the diameter of the cul-de-sac be increasing 50 ft.
- H. Commissioner PB seconds the motion.
- I. Vote; with no further discussion, the motion carries unanimously among present commissioners. 4-1.

<i>Chairman GT</i>	<u><i>Yes</i></u>	<i>Commissioner PB</i>	<u><i>Yes</i></u>	<i>Commissioner JH</i>	<u><i>Yes</i></u>
<i>Commissioner SL</i>	<u><i>Absent</i></u>	<i>Commissioner CL</i>	<u><i>Yes</i></u>		

- J. Commissioner JH moves to approve the planning clearance for a building permit for parcel 2 and add the condition that the occupancy permit be contingent on Final Plat Approval.
- K. Commissioner CL seconds the motion.

- L. Vote; with no further discussion, the motion carries unanimously among present commissioners. 4-1.

Chairman GT *Yes* *Commissioner PB* *Yes* *Commissioner JH* *Yes*
Commissioner SL *Absent* *Commissioner CL* *Yes*

- M. Chairman GT moves to approve the conditions in the staff report and the conditions approved during this public hearing.

- N. Commissioner PB seconds the motion.

- O. Vote; with no further discussion, the motion carries unanimously among present commissioners. 4-1.

Chairman GT *Yes* *Commissioner PB* *Yes* *Commissioner JH* *Yes*
Commissioner SL *Absent* *Commissioner CL* *Yes*

- P. Chairman GT closes the public hearing @ 4:56 pm/

6. (1:26-1:36) City Jail Historic Site Status

- A. **Rick Cook on behalf of the Historic Preservation Society (HPS);** HPS would like to designate the old city jail as a Historic Site to facilitate restoration grants and potentially turn it into a museum in the future.
- B. Commissioner PB moves to recommend to the City Council to approve the nomination of the historic site status.
- C. Commissioner JH seconds the motion.
- D. Vote; with no further discussion, the motion carries unanimously among present commissioners. 4-1.

Chairman GT *Yes* *Commissioner PB* *Yes* *Commissioner JH* *Yes*
Commissioner SL *Absent* *Commissioner CL* *Yes*

7. (1:36-1:45) Planning Matters

- A. **Chariman GT** quickly review the DLCD housing meeting and highlighted aspects that he thgouth made it successful.
- B. **DLCD grant update**
- i. Senior Planner Shoji goes through a color-coded revision guide detailing the different categories of code revisions.

8. (1:50-1:54) Discussion Items

A. Planning clearances approved since last meeting.

- i. A lot has had its street address changed from 1940 Oregon to 1940 Oregon.

B. Dark Sky pamphlet draft:

- i. Commissioners will review and discuss at the next meeting.

C. Process for review and/or modification of existing Conditional Use Permits

- i. Postponed until next meeting.

9. (1:54-2:00) Other Business

A. City Planner Comments

- i. Due to timing with other meetings, the commission agrees via consensus to look for a new meeting time/date.

B. Planning Commission Comments

- i. Speeding presentation to the City Council went well, next step is having TrafficLogix come and give their own presentation during a City Council meeting.

10. (2:02) Public Considerations

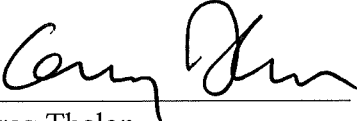
A. None

11. Next Meeting April 9th @ 5:30 pm and May 7th @ 3:30 pm

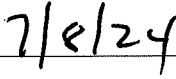
12. Adjourn

- A. Seeing no further business, this meeting of the Port Orford Planning Commission was adjourned by Chair Thelen @ 5:35 pm.

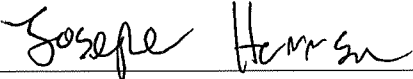
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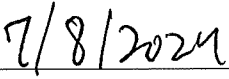
Chair, Greg Thelen



Date



City Recorder, Joseph Harrison



Date