

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

<b>Commission Member</b>	<b>Present</b>	<b>City Staff</b>	<b>Present</b>
<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 2<sup>nd</sup>, 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 5<sup>th</sup> Minutes**
  - A. Commissioner PB moves to approve the minutes for March 5<sup>th</sup> 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.

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

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.

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

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**

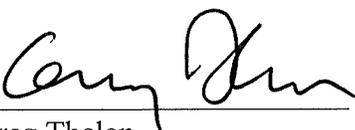
- A. None**

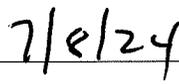
**11. Next Meeting April 9<sup>th</sup> @ 5:30 pm and May 7<sup>th</sup> @ 3:30 pm**

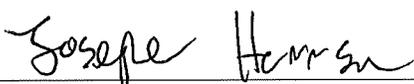
**12. Adjourn**

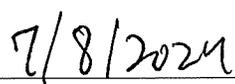
- A. Seeing no further business, this meeting of the Port Orford Planning Commission was adjourned by Chair Thelen @ 5:35 pm.**

Attest:

  
\_\_\_\_\_  
Chair, Greg Thelen

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
City Recorder, Joseph Harrison

  
\_\_\_\_\_  
Date