

**City of Port Orford**  
**Planning Commission Meeting Minutes**  
**In the Gable Chambers / Virtual participants**  
**Tuesday, May 7<sup>th</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>	Present		
<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=FV9XTmdt0h0>***

1. **(0:00-0:01) Call to Order**
  - A. Chair Thelen called to order this Meeting of the Planning Commission on **May 7<sup>th</sup>, 2024**, at **(3:30)** p.m. with a roll call showing all members are present.
2. **(0:01) Chair Comments**
  - A. None
3. **(0:01-0:03) March 5<sup>th</sup> Minutes**
  - A. Commissioner JH moves to approve the minutes for March 5<sup>th</sup> with the amendment of changing Abstain to Absent.
  - B. Commissioner PB seconds the motion.
  - C. Vote: discussion on Absent vs Abstain on the vote; 5-0 @ 5:33.

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

4. **(0:03) Public Comments (On Agenda Items Only)**
  - A. None
5. **(0:03-1:55) Planning Matters**
  - A. **Technical Assistance Grant from DLCD Housing Implementation:** Crystal summarizes the housing workshop held by the City on April 9<sup>th</sup>, 2024 and gives an update on the progress of the Grant.

- B. **Follow-up discussion from Public Workshop held April 9, 2024; packet for review includes:**
  - i. **Public Workshop Participation Notes compiled by subject:**

Commissioners make corrections on the notes and discuss specifics of the meeting. The definition of “Guest House” depends on the definition of “Kitchen”; a Kitchen is an oven or stovetop. Affordable housing vs. Subsidized housing. Insulation issues on other types of housing like yurts. Condominiums are well defined by the state code, we would just need to follow that code, but may not be the best solution for our town. Fire suppression in dwellings less than 400 sq. ft. if it has a loft due to lack of window to escape through.
  - ii. **Oregon Planners’ Network (OPN) notes regarding “tiny homes”:** Proposal to put multiple tiny homes on a single lot. Building codes for tiny homes goes down to 400 sq. ft. City building codes should address the needs of the citizens.
  - iii. **City of Bandon Resolution No 24-05 re: Recreation Vehicles as Temporary Housing:** Interesting ideas from the resolution include; no RVs on vacant lots, all items must be kept inside the RV, and cannot be rented.
  - iv. **One ADU question that Crystal Shoji will address:** Use existing code from other municipalities.
  - v. **House Bill 2984 Engrossed, provided by Mayor Mary Schamehorn at the workshop (C): Skipped due to time restraints**
  - vi. **Chair GT requests that the Commission each state what they want to see with our current grant;** clear definitions and classifications, implementation of an ADU code, Zoning and density, composting toilets, and cluster housing.
- 6. (1:55-1:59) Discussion Items
  - A. **Planning clearances approved since the last meeting;** Joseph lists off planning clearances that have been approved since the previous meeting.
  - B. **Process for review and/or modification of existing Conditional Use Permits:** This item has been tabled until the next meeting.
  - C. **Dark Sky Brochure Draft:** No changes

7. (1:59-2:11) Other Business

- A. Potential new Date/Time: Councilors discuss and settle on having the meeting through September on the second Monday of each month at 5:30 pm.
- B. Commissioner SL motions to move the meeting to the second Monday of each month @ 5:30 through September
- C. Commissioner JH seconds the motion.
- D. Vote: motion carries unanimously with no further discussion.

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

E. City Planner Comments – None

F. Planning Commission Comments - None

8. Public Considerations

9. Future Meetings

- A. June 10<sup>th</sup> @ 5:30.

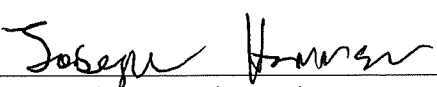
10. Adjourn

- A. Seeing no other business Chair GT adjourns the meeting at 5:42 pm

11. Attest:

  
Chair, Greg Thelen

7/8/24  
Date

  
City Recorder, Joseph Harrison

7/8/2024  
Date