

PORT ORFORD PLANNING COMMISSION AGENDA
GABLE CHAMBERS, PORT ORFORD CITY HALL
REGULAR MEETING
Tuesday, February 11th, 2024, 3:30 PM

If unable to join in person; please join the meeting from your computer, tablet or smartphone.

<https://meet.goto.com/698904637>

You can also dial in using your phone.

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Access Code: 698-904-637

1. Call to Order
2. Chair Comments
3. Minutes January 14th, 2024
4. Public Comments (On Agenda Items Only – Comments on the Public Hearing will have its own time)
5. Public Hearing: Updates to Port Orford Municipal Code, Title 17 Zoning and Title 16 Subdivision
 - A. Introductions: Planning Commission Members/Volunteers
 - B. Legislative Public Hearing Outline: Planning Chair Greg Thelen
 - C. Staff Report and Review of Proposed Updates: Planning Director Crystal Shoji, AICP
 - D. Public Testimony/Comments
 - E. Planning Commission Deliberation and Next Steps
 - F. Public Hearing Closed
6. Discussion Items
 - A. Planning clearances approved since the last meeting
 - B. FEMA Compliance
7. Other Business
 - A. City Planner Comments
 - B. Planning Commission Comments
8. Public Considerations
9. Future Meetings
 - A. March 11th @ 3:30
10. Adjourn

Item 3: Minutes for the January 14th 2024 Planning Commission Meeting

City of Port Orford
Planning Commission Meeting Minutes
In the Gable Chambers / Virtual participants
Tuesday, January 14th, 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>Comm Jerry Boydston (PB)</i>	Excused	<i>Crystal Shoji, City Planning Director (CS)</i>	Virtual
<i>Comm Sara Lovendahl (SL)</i>	Present		
<i>Comm Carol Lawton (CL)</i>	Present		
<i>VACANCY</i>			

The minutes were prepared using the video available at:
https://www.youtube.com/watch?v=FOj_MNd1w8o

11. Call to Order

- A. Chair Thelen called to order this Meeting of the Planning Commission on **January 14th, 2025**, at **(3:34)** p.m. with a roll call showing Jerry Boydston is absent.

12. Chair Comments

- A. Commissioner Cory Aschauer (CA) resigned due to moving. There is now a vacancy on the Planning Commission as a result.
- B. As item 7(C); the Planning Commission needs to elect a chair for the 2025 year

13. December Minutes

- A. Commissioner SL motions to approve minutes from December 2024
- B. Commissioner CL seconds the motion to approve from December 2024
- C. Vote: Motion carries unanimously among present members 3-0-1 @ 3:41

<u><i>Chairman Thelen</i></u> <u><i>Yes</i></u>	<u><i>Commissioner Lovendahl</i></u> <u><i>Yes</i></u>
<u><i>Commissioner Lawton</i></u> <u><i>Yes</i></u>	<u><i>Commissioner Boydston</i></u> <u><i>Excused</i></u>

14. Public Comments (On Agenda Items Only)

A. None

15. Planning Matters DLCD Grant Update: Crystal leads the commission in reviewing the code and explaining the differences. The Full proposal can be found at:

<http://portorford.org/wp-content/uploads/2025/02/2025-Proposed-Amendments-PC-Public-Hearing-2-11-.pdf>

<http://portorford.org/wp-content/uploads/2025/02/2025-Proposed-Amendments-PC-Public-Hearing-2-11-.pdf>

A. In 1-R (17.12.010 B. Outright use) & 2-R (17.12.020 B. Outright use): Private stable where the building site is one acre or more. Changing to conditional use to prevent issues among staff and citizens. Number of horses and condition of the stables.

B. In 1-R (17.12.010 B. Outright use): Residential Care Facility. Residential Care Homes are required, but Facilities are not (1-R). The distinction is number of residents, and facilities are larger and more business like.

C. In 4-C 17.12.030 B. Outright use: Remove tire retreading or vulcanization. And on “Wholesale, trucking, and storage establishment.” Replace “and” with “or”.

D. In chapter 17.32 Site Plan Review needs to be fleshed out and reduced down to 2000 sqft so that it is consistent with other zones.

E. Retirement Homes: The Commission would like to add it to R-2 as conditional use.

16. Discussion items:

A. Planning Clearances approved since last meeting: None

B. Setback Requirements – Chair Thelen recommends adding the following to building paperwork on the section explaining section 15.08

- ““This chapter in no way hold the City responsible for the determination for the accuracy of property lines”

17. Other Business

A. City Planner Comments – None

B. Planning Commission Comments – None

C. Chair Election

- i. Comm. SL moves to elect GT to be the chair for 2025
- ii. Comm. CL seconds the motion.
- iii. Vote: Motion carries unanimously among present members 3-0-1

<i>Chairman Thelen</i>	<i>Yes</i>	<i>Commissioner Lovendahl</i>	<i>Yes</i>
<i>Commissioner Lawton</i>	<i>Yes</i>	<i>Commissioner Boydston</i>	<i>Excused</i>

D. Secretary Election

- i. Comm. SL moves to elect JH to be the secretary for 2025
- ii. Comm. CL seconds the motion.
- iii. Vote: Motion carries unanimously among present members 3-0-1

<i>Chairman Thelen</i>	<i>Yes</i>	<i>Commissioner Lovendahl</i>	<i>Yes</i>
<i>Commissioner Lawton</i>	<i>Yes</i>	<i>Commissioner Boydston</i>	<i>Excused</i>

18. Public Considerations - None

19. Future Meetings

A. February 11th @ 3:30

20. Adjourn

A. Seeing no other business Chair GT adjourns the meeting at @ 5:26 pm

21. Attest:

Chair, Greg Thelen

Date

City Recorder, Joseph Harrison

Date

Item 5: Public Hearing on Housing Code Updates

This agenda item will have a few significant items that are either linked below or will be handed out at the meeting.

Staff Report by Planning Director, Crystal Shoji, AICP:

<http://portorford.org/wp-content/uploads/2025/02/Staff-Report-Draft-2-3-25-1-1.pdf>

Proposed Code Updates:

<http://portorford.org/wp-content/uploads/2025/02/2025-Proposed-Amendments-PC-Public-Hearing-2-11-.pdf>

<http://portorford.org/wp-content/uploads/2025/02/2025-Proposed-Amendments-PC-Public-Hearing-2-11-.pdf>

Rural Community Article and Zoning Map will have copies available at the meeting.