

CITY OF PORT ORFORD
REGULAR SESSION OF THE COMMON COUNCIL
Thursday, March 20th, 2025, at 5:30 P.M.

If you cannot join in person, please feel free to join this meeting from your computer, tablet or smartphone.

<https://meet.goto.com/851483045>

You can also dial in using your phone.

United States (Toll Free): 1 (877) 309-2073

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Access Code: 851-483-045

AGENDA

- 1. Call to Order/Roll Call**
- 2. Pledge of Allegiance**
- 3. Additions to the Agenda**
- 4. Presentations to the Council**
- 5. Citizen Concerns (Non-Agenda Items)**
- 6. Consent Calendar (pg. 3-12)**
 - a. Minutes February 16th, 2025, Regular Meeting**
 - b. Application for Appointment to TLT committee: Robin Lee**
 - c. Application for Appointment to TLT committee: Rebecca Golden**
 - d. Application for Appointment to Planning Committee: Margot Truini**
 - e. Budget Committee Minutes from 2024**
- 7. Public Hearing: Updates to Port Orford Municipal Code, Title 17 Zoning and Title 16 Subdivisions***(Funding for Proposed Amendments has been provided through a grant from the Department of Land Conservation and Development (DLCD)) (pg. 13 + attachments)*
 - a. Public Hearing Opening & Process Review**
 - b. Staff Report & Review of Proposed Amendments & Testimony from Planning Commission Public Hearing**
 - c. Citizen Testimony Opens; Signed-up, Walk-Ins, & Virtual**
 - d. Citizen Testimony Close**
 - e. Council Deliberation**
 - f. Council Vote: Approve, Continue, Deny**

g. Public Hearing Closes

8. Departmental Reports (pg. 14-16)

- a. Administration**
- b. Mayor's Report**
- c. Finance**
- d. Public Works**
- e. Planning**
- f. Liaison**
 - i. Parks**
 - ii. Emergency Prep.**
 - iii. Historic Preservation**
 - iv. Port**
 - v. Watershed**
 - vi. Fire**

9. Old Business

10. New Business (pg. 17-30)

- a. Ord. 2025-01: Housing & Zoning Codes Updates funded by DLCD Grant (pg. 17-20)**
- b. Res. 2025-02: Authorized Signatories (pg. 21)**
- c. CTR Rate Change (pg. 22)**
- d. Council Priorities (pg. 23)**
- e. Res. 2025-03: Support of Parks Commission Planning Grant (pg. 24-25)**
- f. Letter of Support: Rocky Habitat Stewardship Bill (pg. 26)**
- g. Port Orford Watershed MOU with the City (pg. 27-28)**
- h. Award Bid for Community Building (pg. 29-30)**

11. Considerations

- a. Citizens**
- b. Staff**
- c. Councilors**
- d. Mayor**

12. Future Meetings:

- a. City Council (Pre-Budget) Work Session April 2nd, 2025 @ 5:30**
- b. Regular Meeting April 17th, 2025 @ 5:30 pm**
- c. Possible Work Session: DLCD Grant - TBD**

13. Adjourn

6(a) Consent Calendar Regular Meeting February 20th, 2025, Minutes

**City of Port Orford
Regular City Council Meeting
In the Gable Chambers / Virtual participants
Thursday, February 20th, 2025, at 5:30 P.M.**

Mayor and Council	Present	City Staff	Present
<i>Ann Vileisis, Mayor (AV)</i>	X	<i>City Administrator (CA) Melissa Radcliffe</i>	X
<i>Brett Webb, Councilor (BW)</i>	Late – 5:50	<i>Joseph Harrison, City Recorder</i>	X
<i>Gary Burns, Councilor (GB)</i>	X		
<i>Perri Rask, Councilor (PR)</i>	X		
<i>Tim Pogwizd, Council President (TP)</i>	Excused		
<i>Deanna Brennan, Councilor (DB)</i>	X		
<i>Sara Lovendahl, Councilor (SL)</i>	Appointed – 6:50		

The minutes were prepared to the best of our ability using the recording available at:
https://www.youtube.com/watch?v=TKp8_xwXKK4

1. Call to Order/Roll Call

- a. Mayor Ann Vileisis calls this regular session of the Port Orford City Council to Order at 5:32 pm and leads the chamber in the pledge of allegiance. Roll call shows that Councilors TP & BW are not present. Councilor BW arrived at 5:50 pm.

2. Additions to the Agenda

- a. None

3. Presentations to the Council/Citizens

- a. **Troy Russell with Elk River Property Development (ERPD):** Mr. Russell presents a PowerPoint presentation detailing the benefits of having a secondary outfall and reviewing the routes for the proposed pipeline. ERPD will indemnify Port Orford from all costs and liabilities and requests that the City Council signs the Memorandum of Understanding (MOU) so ERPD can move forward on obtaining the Department of Environmental Quality permits they need. The Council needs to see the results of the feasibility study before it can sign a MOU. Link to PowerPoint presentation by ERPD:

<http://portorford.org/wp-content/uploads/2025/02/Port-Orford-WWTP-to-KR-effluent-wastewater-pipeline.pptx>

<http://portorford.org/wp-content/uploads/2025/02/Port-Orford-WWTP-to-KR-effluent-wastewater-pipeline.pptx>

- b. **Erin Minster with Curry Soil and Water Conservation District (CSWCD):** CSWCD is currently implementing 2 grant-funded projects covering the City of Port Orford and the stewardship of the City watershed. Erin reviews the lots that have been evaluated and cleared for gorse and fire mitigation and explains an ongoing project to remove a failing culvert upstream of our reservoir.

4. Citizen's Concerns:

- a. **Susan Russell:** In 2019, the City of Port Orford dissolved the Chamber of Commerce and Main Street assumed the task of advertising for tourism. Recently Main Street created DiscoverPortOrford.org and is hosting the first Winter Waters festival. Events will include an Ocean themed art show and sale at the Library, Coast Guard Hill Lifeguard Museum will be open, Sea Wolf Books will have a poetry reading, a tour of the local Fishery/Aqua Culture, and the main attraction will be the Sea Food Fest at Mr. Eds.
- b. **Dennis Johnson:** Port Orford resident for the past 15 years. Utility employees working without hard hats and smoking on private property; will report to OSHA if seen again. Received a letter from the City about water meter access, his meter can be accessed, threatened litigation if another is sent.

5. Consent Calendar

- a. **Councilor BW motions to accept** moves to accept the consent calendar as presented.
- b. **Councilor PR** seconds the motion.

c. **Discussion:** None

d. **Vote:** The Council votes to accept the consent calendar with the above corrections on the December minutes and the vote passes unanimously yes 4-0-2 @ 6:19 PM

Councilor Burns	<u>Yes</u>	Councilor Pogwizd	<u>Excused</u>	Councilor Rask	<u>Yes</u>
Councilor Brennan	<u>Yes</u>	Councilor Webb	<u>Yes</u>	Councilor VACANT	<u>N/A</u>

6. Citizen's Concerns:

a. None

7. Public Hearing: None

8. Departmental Reports

a. **Administration:** The Pre-bid walkthrough of the Community Building is scheduled and the bids will be coming in over the next month; since the project is tied to a federal grant, every step of the process is reviewed by Business Oregon. The Oregon Forestry Department has submitted paperwork to get a burn permit to take care of some of the Sudden Oak Death (SOD) infected trees.

b. **Finance:** The report was included in the packet.

c. **Public Works:** John Isadore brought in a report and handed it out to the Council. After reviewing it for the Council, Isadore thanks Councilor Burns for his donation of time and materials for installing emergency radios in the Public Works trucks. The written report that was submitted will be available with the packet on the City Council Archives Page. Link unavailable at the time of writing the minutes.

d. **Police:** The Chief has nothing to report.

e. **Planning:** Two reports were in the packet; one was submitted by Planning Tech. Joseph Harrison and one submitted by Planning Chair Greg Thelen.

f. **Mayor's Report:** The League of Oregon Cities (LOC) hosts training workshops for City Councilors and it is recommended that City Councilors try to attend one or two a year. The recent training attended by the Mayor and Councilors discussed budgeting and shortfalls are a problem across the State and the Country right now.

g. **Liaison** – via consensus this item is skipped for this evening since there were no questions on the written reports.

9. Old Business - None

10. New Business

- a. **Appointment to fill the vacant Council seat: Mayor Vileisis summarizes the process of appointing a member and recommends that Sara Lovendahl get appointed to fill the vacancy.**

- i. **Councilor BW** moves to appoint Sara Lovendahl
- ii. **Councilor GB** seconds the motion
- iii. **Vote:** with no further discussion, the motion passes unanimously among present members (4-0-2) at 6:49 pm

Councilor Burns	<u>Yes</u>	Councilor Pogwizd	<u>Excused</u>	Councilor Rask	<u>Yes</u>
Councilor Brennan	<u>Yes</u>	Councilor Webb	<u>Yes</u>	Councilor VACANT	<u>N/A</u>

- iv. **Mayor Vileisis swears Councilor Sara Lovendahl (SL) in as a Councilor.**

- b. **Appoint a Budget Officer**

- i. **Councilor BW** moves to appoint CA Radcliffe
- ii. **Councilor GB** seconds the motion
- iii. **Vote:** with no further discussion, the motion passes unanimously among present members (5-0-1) @ 6:43 pm

Councilor Burns	<u>Yes</u>	Councilor Pogwizd	<u>Excused</u>	Councilor Rask	<u>Yes</u>
Councilor Brennan	<u>Yes</u>	Councilor Webb	<u>Yes</u>	Councilor Lovendahl	<u>Yes</u>

- c. **Liaison Appointments: Councilors agree to assume responsibility for being the liaison to the following committees/commissions:**

- i. Parks: Lovendahl
- ii. Emergency Prep: Burns & Brennan
- iii. Monthly report/ request Cook comes in for reporting.
- iv. Port: Webb – also requested to be an informal School liaison
- v. Watershed: Vileisis
- vi. Fire: Brennan
- vii. Community Health: will no longer be “Coast” Community Health, the facility might be taken over by Adapt. There will be a local Behavior Health Advisory Council which is currently looking for members.
- viii. The Planning report is moved to Departmental Reports and assigned to Planning Tech. Joseph Harrison.

- d. **Temporary OLCC approvals**

- i. **Councilor PR** motions to delegate approval of temporary OLCC’s to the administration staff.
- ii. **Councilor SL** seconds the motion.

iii. **Discussion:**

iv. **Vote:** is unanimous yes among present members 4-0-1 @ 6:55

<i>Councilor Burns</i>	<u><i>Yes</i></u>	<i>Councilor Pogwizd</i>	<u><i>Excused</i></u>	<i>Councilor Rask</i>	<u><i>Yes</i></u>
<i>Councilor Brennan</i>	<u><i>Yes</i></u>	<i>Councilor Webb</i>	<u><i>Yes</i></u>	<i>Councilor Lovendahl</i>	<u><i>Yes</i></u>

e. **Ord 2025-01 Updating 13.08.030(E) Collection Procedures**

i. **Joseph** explains that this item was previously discussed and the Council moved to approve, but due to a scrivener's error, this portion of the ordinance did not make it on the version that was approved.

ii. **Councilor GB** motions to adopt Ord. 2025-01 Updating 13.08.030(E) Collection Procedures

iii. **Councilor PR** seconds the motion.

iv. **Discussion:** Councilor BW recuses himself as he recently submitted paperwork relevant to this item.

v. **Vote:** is passed 4-0-3 @ 7:10 with Mayor Ann casting a tie-breaking vote.

<i>Councilor Burns</i>	<u><i>Yes</i></u>	<i>Councilor Pogwizd</i>	<u><i>Excused</i></u>	<i>Councilor Rask</i>	<u><i>Yes</i></u>
<i>Councilor Brennan</i>	<u><i>Yes</i></u>	<i>Councilor Webb</i>	<u><i>Abstain</i></u>	<i>Councilor VACANT</i>	<u><i>N/A</i></u>
<u><i>Mayor Vileisis</i></u>	<u><i>Yes</i></u>				

f. **Main Street:** CA Radcliffe summarizes the scope of work covered by the grant and explains that the Council needs to adopt a Resolution of Support for the grant and should delegate authority to act on behalf of the City to CA Radcliffe.

i. **Councilor GB** moves to approve Resolution 2025-01: Support for Port Orford Mainstreet Visitor Center Revitalization Grant Application

ii. **Councilor SL** seconds the motion.

iii. **Vote:** with no further discussion, the motion passes unanimously 5-0-1 yes 7:16

<i>Councilor Burns</i>	<u><i>Yes</i></u>	<i>Councilor Pogwizd</i>	<u><i>Excused</i></u>	<i>Councilor Rask</i>	<u><i>Yes</i></u>
<i>Councilor Brennan</i>	<u><i>Yes</i></u>	<i>Councilor Webb</i>	<u><i>Yes</i></u>	<i>Councilor Lovendahl</i>	<u><i>Yes</i></u>

b. **Recognizing CA Radcliffe's 1 year of service to the City**

i. **The Council** expresses its deep gratitude to CA Radcliffe for her year of dedicated service and leadership.

ii. **Councilor GB** moves to give CA Radcliffe a one-time bonus of 5 days off in lieu of a monetary bonus.

iii. **Councilor PR** seconds the motion

iv. **Vote:** After Councilors confirm that this is a one-time bonus and does not create a precedent, the motion passes unanimously 5-0-1 yes @ 7:20

<i>Councilor Burns</i>	<u><i>Yes</i></u>	<i>Councilor Pogwizd</i>	<u><i>Excused</i></u>	<i>Councilor Rask</i>	<u><i>Yes</i></u>
<i>Councilor Brennan</i>	<u><i>Yes</i></u>	<i>Councilor Webb</i>	<u><i>Yes</i></u>	<i>Councilor Lovendahl</i>	<u><i>Yes</i></u>

11. Continuing Action Items - None

12. Considerations

a. Citizens

- i. **Penny Suess:** There was nothing new in the ERPD presentation. ERPD lease of the County Land was amended in December and had its use changed from lodging to recreation. The Conditional Use Permits that were previously approved should also have to be amended.
- ii. **Jen Baily:** Gives the Council an update on the status of the Jubilee Committee and lists new members. The 4th of July Jubilee has been a major even in Port Orford since its founding.

b. Staff: None

- c. **Mayor:** The Curry Board of Commissioners is using chambers for their monthly meeting on March 5th, 2025.

d. Councilors: None

13. Future Meetings – The Regular Meeting will be on February 20th, 2025 @ 5:30

14. Adjourn

- a. Seeing no further business, Mayor AV ends the meeting @ 7:35 pm

Attest:

Mayor, Ann Vileisis

Date

City Recorder, Joseph Harrison

Date

6(b) Application for Appointment: TLT Committee – Robin Lee

APPLICATION FOR APPOINTMENT TO COMMISSION, COMMITTEE OR TASK FORCE

If you do not wish to have any specific information in this form given out to the general public, please let us know, in writing, and tell us the reason why. We will try to honor your request within the constraints of the applicable public records law

I am interested in serving as a member of the TLT Committee
 Name Robin Lee
 Mailing address ~~1214~~ P.O. Box 1274 P.O. 97465
 Residence address if different from above 845 12th St
 Home telephone 602-758-5652 Work telephone _____
 Email draffwomyn21@yahoo.com Fax _____
 Current employment Fresenius Medical Care
 Your area of interest _____
 Your area of expertise _____

Why do you want to serve? I believe this is an important part of our town economy and livelihood.

Previous service in this appointed position or a similar position No

Other volunteer activities Rotary

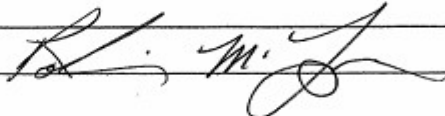
Does your schedule allow you to attend;

Daytime Meetings ☐ yes ☒ no Evening meetings ☒ yes ☐ no

Does your schedule limit the days you could attend meetings? ☒ yes ☐ no

Have you ever been convicted of a crime? ☐ yes ☒ no If Yes, please explain

Additional comments I am not available for meetings on Tuesday evening.

Date 3-12-25 Signature 

Please return to:

City of Port Orford
 P.O. Box 310
 Port Orford, Oregon 97465

Phone: 541-332-3681

Email: jharrison@portorford.org

**6(c) Application for Appointment: TLT
Committee – Rebecca Golden**

APPLICATION FOR APPOINTMENT TO COMMISSION, COMMITTEE OR TASK FORCE

If you do not wish to have any specific information in this form given out to the general public, please let us know, in writing, and tell us the reason why. We will try to honor your request within the constraints of the applicable public records law

I am interested in serving as a member of the emergency preparedness task force
Name: Rebecca Golden and TLT Committee

Name: Rebecca Golden and T-L Committee

Mailing Address: PO BOX 677

Home Address: 1120 Jackson St

Home Phone: 541 788 7192 Work Phone: Fax:

E-mail: foygoldene@gmail.com

Current Employment: Retired

Area of Interest: many!

Area of expertise: none! (my career was in medicine)

Why do you want to serve? to help my community and give back.

Previous service in this appointed position or similar position _____

Other volunteer activities schools, hospice, medical clinics

Does your schedule allow you to attend;

Daytime Meetings ☒ yes ☐ no Evening meeting ☒ yes ☐ no

Does your schedule limit the day you could attend meetings? ☐ yes ☒ no

Have you ever been convicted of a crime? ☐ yes ☒ no If yes, please explain

Additional Comments _____

Date: 3/12/25 Signature: RKumar

Please return application to:

City of Port Orford
P.O. Box 310
Port Orford, OR 97465

Phone: 541-366-4568

Fax: 1-877-281-5307

email: jhutt1@portorford.org

Application for Committee, etc.
February 2022

1 of 1

6(d) Application for Appointment: Planning Commission – Margot Truini

APPLICATION FOR APPOINTMENT TO COMMISSION, COMMITTEE OR TASK FORCE

If you do not wish to have any specific information in this form given out to the general public, please let us know, in writing, and tell us the reason why. We will try to honor your request within the constraints of the applicable public records law

I am interested in serving as a member of the Planning Commission

Name Margot Truini

Mailing address PO Box 1336, Port Orford, Oregon 97465

Residence address if different from above 602 Madrona Ave., Port Orford, OR 97465

Home telephone 928-853-9527 Work telephone N/A

Email Truinibills@gmail.com Fax _____

Current employment Earthworks Worm Farming LLT

Your area of interest To effectively help the Planning Commission with establishing guidelines for presentation to the City Mayor and Council.

Your area of expertise I have previous and current experience working with others on committees.

I am comfortable using many different kinds of computer software.

Why do you want to serve? My career with the U.S. Geological Survey included presenting scientific data without bias. I would be able to bring this skill to any work I would participate on with the Planning Commission.

I want to feel like I am contributing to the community of Port Orford, OR in a meaningful way.

Previous service in this appointed position or a similar position I have previously had little experience with City planning. However, I have planned and managed large projects to completion. I believe this is an important skill.

Other volunteer activities I am currently a board member on the Curry County Cultural Commission; I am currently a volunteer at the Port Orford Co-op; and I served as president for the Arizona Hydrological Society.

Does your schedule allow you to attend;

Daytime Meetings ☒ yes ☐ no Evening meetings ☒ yes ☐ no

Does your schedule limit the days you could attend meetings? ☐ yes ☒ no

Have you ever been convicted of a crime? ☐ yes ☒ no If Yes, please explain

Additional comments I believe I have the temperament and skills to learn and gain the necessary knowledge

I would need to be effective as a member of the planning commission. Port Orford is a wonderful community

I would enjoy the chance to serve this community on the Planning Commission.

Date 3/4/25 Signature 

Please return to:

City of Port Orford
P.O. Box 310
Port Orford, Oregon 97465

6(e) 2024 Budget Committee Meetings Minutes

These items were unavailable in time to make it into the packet. They will be uploaded to the website and sent to Councilors no later than the end of Business (5:30 pm) on Tuesday 3/18/2025.

7 Public Hearing Updates to Port Orford Municipal Code, Title 17 Zoning and Title 16 Subdivision

Items that will be discussed in this section are linked on the digital packet and will be set aside as separate documents for the City Council. Links to them are as follows:

Staff Report submitted by Senior Planner Crystal Shoji:

<http://portorford.org/wp-content/uploads/2025/03/Staff-Report-for-Council-Hearing-3-20-25.pdf>

Code Proposal:

<http://portorford.org/wp-content/uploads/2025/03/2025-Proposed-Amendments-City-Council-Public-Hearing-3-20.pdf>

<http://portorford.org/wp-content/uploads/2025/03/2025-Proposed-Amendments-City-Council-Public-Hearing-3-20.pdf>

Minutes from February 11th Planning Commission Public Hearing & Testimony submitted for consideration:

<http://portorford.org/wp-content/uploads/2025/03/PC-Minutes-2.11.2025-plus-testimony.pdf>

8 Departmental Reports

8(a) Administration

Grants Update

We are continuing the work on the Community Building Complex renovation. The full-sized drawings and plans are available at City Hall if citizens would like to see the vision for the project. We continue working through the bidding process as the Mayor will explain in her report. We have appreciated all the volunteer efforts on this project.

We have been granted the half loan (1%) and half grant for our Dredging Grant by Business Oregon! This is for the actual cost of the dredging, which includes the removal and hauling of the spoils. We are working with our Engineers at Civil West to secure the needed infrastructure for an alternate water source while the dredging happens. This portion is also covered by the grant. We hope to have this completed this fall, but the process continues...

The Small City Allotment grant has been received and accepted by ODOT. We applied for \$250,000 to repair sections of 18th Street/Vista Drive and Hensley Hill Road. We added the painting of Tsunami Signs on the pavement for citizen safety.

Park Bench Update

All benches have been placed and plaques are up. PW staff may need to adjust which plaques are on the benches, but this project is complete now. The following was from Councilor Caroline Clancy's brother Malcolm in England:

*A BIG THANK YOU to you and to everyone concerned. Yes the bench looks great and I hope it provides many years of use (and rest) especially for moms watching their kids playing in the park etc. Someone might even say "thanks Caroline". Very best regards, Malcolm
ps thanks again, I think Caroline would be pleased.*

The .gov project is done!

We are now ready for your old emails to be transferred to Microsoft. This will give you 100 times the space of Host Papa! Also, emails are being archived, so you can delete superfluous messages. You should have received information about how to transfer from Janet at Comp-U-Talk.. Joseph will set up times with Councilors, if you want help. Once the new accounts are active, he will forward the old accounts. New emails have the following format:

jharrison@portorfordor.gov.

*****Action Required*****

All Councilors, Planning Commissioners, and I must file a Statement of Economic Interest (SEI) yearly. The Oregon Government Ethics filing window is between **March 15 and April 15**. They will contact you via your personal email

8(b) Mayor's Report

A verbal Report will be given at the meeting.

8(c) Finance as of January 31st, 2025

Current Activity

January is the 7th month of the fiscal year. If all revenues and expenses were to be spread over 12 months, the City major funds should be at 58.33%.

As of January 31, 2025, City revenues in the major funds were at 53.15% while expenses in the major funds were at 31.37%. There is a difference of 21.78% of revenues over expenses. While City Revenues are slightly under budget, expenses are also under budget.

The majority of tax receipts were received in November.

The Park fund received unbudgeted grant funds and donations in the amount of \$268, 599. This will require a budget adjustment in the Parks Fund prior to the end of the year. Park Revenues are at 231.80 percent of budgeted revenues.

All funds are within budget in expenses.

There are budgeted inter-fund transfers scheduled for this fiscal year. However, none of these transfers have been made to date. It is expected that these will be made in March or April depending on available funds.

Water, Street and Sewer Revenues are under budget. See the accompanying worksheet for City Wide Revenues.

Debt payments in the Sewer fund have not yet been made year to date.

Budget

The City is in the process of preparing for the 2025-26 budget.

Some activity in the current year will necessitate budget adjustments prior to the end of the fiscal year.

Audit

The audit for 2023-24 has been put on extension and staff have started the audit process.

Budget Report:

<http://portorford.org/wp-content/uploads/2025/03/Budget-Report.pdf>

Bank Transaction Report:

<http://portorford.org/wp-content/uploads/2025/03/Bank-Trasnaction.pdf>

8(d) Public Works

A report will be given verbally and handed out at the meeting

8(e) Planning

The Planning Commission is close to completing the DLCD grant – there may need to be some minor revisions moving forward, but the bulk of the work has been completed.

The Public Hearing held this evening at the City Council is the final step, but it will most likely take another City Council Meeting to complete so the Planning Staff has time to make revisions based on testimony received at tonight’s hearing. Additionally, it will take two readings of the Ordinance by Title to get enacted.

The vacancies on the Planning Commission are close to being filled.

8(f) Liaison Reports

8(f)(i) Parks Liaison Report

8(f)(ii) Emergency Preparation Liaison Report

8(f)(iii) Historic Preservation Liaison Report

The Historic Preservation Committee is currently working to install a plaque onsite to commemorate the Lindbergh House and is working with tribal partners to develop content for an interpretive sign at Fort Point.

8(f)(iv) Port Liaison Report

8(f)(v) Watershed Liaison Report

The Port Orford Watershed Council (POWC) approved a draft MOU with the City to clarify roles and hopes that the Council will approve it, too. POWC volunteers helped with tree planting on city watershed land in late January but was not reported to the Council. POWC is also considering how to revitalize the bioswale at Battle Rock Park.

8(f)(vi) Fire Liaison Report

10(a) Ordinance 2025-01 Updates to Port Orford Municipal Code, Title 17 Zoning and Title 16 Subdivision MEMO

What the new zoning amendments Ordinance would and would not do

After more than a year of workshops and hearings, and communication with representatives of Oregon DLCD, the Planning Commission is recommending that Council adopt changes to our zoning ordinance, Chapter 17.

- The current Water Curtailment situation in Port Orford is beyond the scope of the PC, and has not been addressed. When and how Council decides to allow new or modified water hookups will determine when implementation of the new housing construction opportunities can begin. A responsibility of planning is both to look at what is needed now and to prepare for the future, which is what we have tried to do.
- New fee schedules will still need to be created, and likely old ones to be updated.
- This Ordinance does not affect the entire zoning code, only the language actually addressed. The rest will remain unchanged.
- No new use zones are proposed to be created.

This Ordinance is being proposed to update our zoning code so that it complies with new state laws, as well as to encourage new housing, including:

- Elimination of minimum size of manufactured homes.
- Certain Childcare facilities and residential care facilities are required to be allowed in all zones where people live by state law.
- Accessory dwelling unit code added (ADUs).
- RV Park section added, drawn from state laws and other similar municipal codes.
- Manufactured Dwelling park standards and zones updated, meeting new Oregon rules.
- Planned unit development (PUD) procedures streamlined; PUD no longer required to be minimum of 3 acres.
- More complete rules for home occupation and procedures for staff review of them.
- Some design elements added to planned unit developments in keeping with current practices in the 10-MU mixed use zone.
- Site plan review procedures for planning clearances have been amended to clarify requirements and to include a process for limited land use decisions (Type II).

There will be an additional proposal to the City Council Council in an upcoming meeting regarding the Short Term Rental (STR) ordinance. The Planning Commission received feedback from the State that a portion of the proposed code would be more appropriate as an amendment to the STR Ordinance in Chapter 5, such that ADUs can't be used as a short term rental. This was recommended by our DLCD housing representative.

City Council members are welcome at all PC meetings that do not include quasi-judicial land use hearings.

Submitted by PC chair Thelen

10(a) Ordinance 2025-01 Updates to Port Orford Municipal Code, Title 17 Zoning and Title 16 Subdivision

WHEREAS, the Department of Land Conservation and Development (DLCD) has allocated funds for grants for small cities to update housing and zoning codes, and,

WHEREAS, the City of Port Orford Municipal Code is in dire need of revisions and updates, and,

WHEREAS, DLCD awarded the City funds for this project, and,

WHEREAS, the Port Orford Planning Director, Crystal Shoji, along with the Planning Commission have done numerous revisions to bring it up to date,

NOW, THEREFORE, BE IT ORDAINED THAT; the Port Orford City Council hereby passes revisions to Title 16 and 17 as described in Exhibit A to this Ordinance.

First Reading: _____

Second Reading: _____

Attest:

Mayor, Ann Vileisis

Date

City Recorder, Joseph Harrison

Date

10(a) Ordinance 2025-01 Updates to Port Orford Municipal Code, Title 17 Zoning and Title 16 Subdivision Exhibit A

Exhibit A is a clean version of the code proposal.

It was still in progress at the time of agenda publication; it will be available online on the Public Notices Page and sent out to Councilors no later than [the end of Business \(5:30 pm\) on Tuesday 3/18/2025](#).

Exhibit A is subject to possible revisions based on testimony heard at the City Council Public Hearing and Council deliberations. Minor grammatical or spelling corrections may also be made prior to the second reading.

10(b) Resolution 2025-02 Authorized Signatories for Rogue Credit Union

RESOLUTION 2025-02

A RESOLUTION OF THE *COMMON COUNCIL OF THE CITY OF PORT ORFORD*, TO CHANGE THE AUTHORIZED SIGNATORY FOR THE CHECKING AND SAVINGS ACCOUNTS WITH ROGUE CREDIT UNION

WHEREAS, the Rogue Credit Union is designated as the depository of the City of Port Orford; and

WHEREAS, the authorized persons listed for the City of Port Orford accounts require updating based on the November 5, 2024 election of new Councilors; and

WHEREAS, Councilor Greg Tidey and Mayor Pat Cox are outgoing officials and need to be removed from the signature card; and

WHEREAS, the newly elected/appointed Councilors, Deanna Brennan and Sara Lovendahl be added to the signature card,

NOW, THEREFORE,

BE IT RESOLVED the *Common Council of the City of Port Orford* approves the actions needed to update the authorized persons listed for the City of Port Orford accounts with Rogue Credit Union.

Approved by the *Common Council of the City of Port Orford* and effective this 20th day of March 2025.

Attest:

Mayor, Ann Vileisis

Date

City Recorder, Joseph Harrison

Date

10(c) CTR Rate Changes MEMO

Background: Curry Transfer and Recycling (CTR) provides trash and recycling services in and to The City of Port Orford. Every year they submit a rate adjustment based on the prior year's CPI.

Benefits to the City: Continued trash and recycling services.

Needed from City: Approval of the Rate Adjustment for this year.

Outstanding concerns and questions: Need input from PW

Recommendation: Adopt or Deny; CTR's Rate Adjustment Request

10(c) CTR Rate Changes: Rates

Councilors will have this document on the pages following this Memo.

Those online can view the CTR Rate Changes can be viewed at the following Link:
<http://portorford.org/wp-content/uploads/2025/03/CTR-rate-changes-2025.pdf>

10(d) Council Priorities MEMO

Starting in January 2025, the City Council and City staff have been working on setting clear priorities to assist with budgeting and management. The City Council held a work session in January but has yet to formally adopt priorities by a vote in a regular session.

The following document contains the original priorities and updates based on the feedback from the work session and progress made on those projects.

The Priority Sheet will be printed out for the Councilors and inserted on the following pages.

For those viewing online, please click the following link to view:

<http://portorford.org/wp-content/uploads/2025/03/priorities-update-3.14.2025-quick-fix.pdf>

10(e) Resolution 2025-03 Supporting the Parks Planning Grant MEMO

Background: The Port Orford Parks Commission has had a long-standing goal of revitalizing the playground at Buffington Park. The Commission was previously working under the presumption that the had a significant amount of funding allocated for the project, however, recent budget reviews have shown that the City is not in a fiscally stable enough position to afford a new Playground out of pocket. Therefore, the Parks Commission has been searching for a grant to help mitigate the cost of the project to the City. The Commission identified a State Parks Local Government grant program and has determined that it would be best to first seek a planning grant. The grant has an upcoming deadline and the Commission requests a resolution of support from the Port Orford City Council, which is a requirement of the grant application.

Recommended Motions:

- I, Councilor [name], hereby move to adopt Resolution 2025-03: [title] as written.
- I, Councilor [name], hereby move to adopt Resolution 2025-03: [title] as amended.
- I, Councilor [name], hereby move to table this item.
- I, Councilor [name], hereby move to not adopt Resolution 2025-03: [title].

10(e) Resolution 2025-03 Support for the Parks Planning Grant

Resolution 2025-03: Support for the Parks Planning Grant

WHEREAS, Buffington Park is an important amenity for the citizens of the City, especially those with young children, and,

WHEREAS, Buffington Park has a significant need for revitalization, and

WHEREAS, the Port Orford Parks Commission has discovered a grant opportunity with the Oregon State Parks Local Government Grant Program, and,

WHEREAS, the Port Orford Parks Commission is an official recommendary board for the Municipality that is dedicated to the maintenance and improvement of the City parks for the benefit of local residents, and,

WHEREAS, the Port Orford Parks Commission held an official vote to recommend the City Council support them in pursuing this grant.

NOW, THEREFORE, BE IT RESOLVED THAT; the Port Orford City Council supports the Port Orford Parks Commission to pursue the application for a Buffington Park Planning Grant.

FURTHERMORE, the Port Orford City Council grants City Administrator Melissa Radcliffe authority to carry out all city actions needed to advance this project.

Attest:

Mayor, Ann Vileisis

Date

City Recorder, Joseph Harrison

Date

10(f) Letter of Support: Rocky Habitat Stewardship

Memo: Caroline Rice, Program Coordinator for the Redfish Rocks Community Team, has requested that the Port Orford City Council consider a letter of support for a state bill that would provide funding for stewardship activities at our designated local Rocky Habitat sites. A draft letter is provided for consideration.

SUPPORT FOR ROCKY HABITAT STEWARDSHIP

The City of Port Orford would like to express support for House Bill 3587 and urges the legislature to support investment in the management of coastal rocky habitats. We believe this bill is vital to support continued ocean conservation along our state's coastline and within our own community.

Port Orford has been a champion of sustainable fisheries and ocean conservation for the past two decades. With the establishment of the Redfish Rocks Marine Reserve and Marine Protected Area in 2012, our community made a significant investment in protecting coastal rocky habitats for the success of future generations of fishers. The marine reserve provides protections for our fisheries and supports sustainable ocean tourism, safeguarding essential sectors of our local economy.

We recently welcomed two new rocky habitat sites to our region: the Cape Blanco Marine Research Area and Blacklock Point Marine Conservation Area. These new designations provide increased protection of our coastal rocky habitat, support our local fisheries, and encourage sustainable visitation. HB 3587 ensures our new rocky habitat sites will be properly managed and provides opportunities for our community to step up as stewards of these areas.

We encourage you to pass HB 3587 to provide the funding necessary to fulfill the management responsibilities of the Department of Land Conservation and Development and to assist coastal communities in stewarding our coastal rocky habitats. The City of Port Orford supports the Legislature passing HB 3587, the Rocky Habitat Stewardship Bill to safeguard our coastal resources and economies.

Attest:

Mayor, Ann Vileisis

Date

City Recorder, Joseph Harrison

Date

10(g) Port Orford Watershed MOU with the City

Memo: The Port Orford Watershed Council was, in the past, a commission of the City of Port Orford. Around 2010, that changed, and the POWC became affiliated with the South Coast Watershed Council. However, POWC seeks to maintain a close association with the City of Port Orford to advance common goals of enhancing our city's drinking water. There have been some questions about the relationship of the POWC to the City of Port Orford. This MOU seeks to clarify the roles and responsibilities of the POWC and the City of Port Orford in pursuing shared goals.

Memorandum of Understanding between the City of Port Orford (City) and the Port Orford Watershed Council (POWC)

The mission of the Port Orford Watershed Council (POWC) is to protect and enhance the watersheds in and around the City of Port Orford, Oregon (hereafter, City), specifically North Fork Hubbard Creek and Garrison Lake. These watersheds provide drinking water and other values to the citizens of the City. This partnership between the City and the POWC is intended to enhance drinking water quality through conservation, education, and stewardship of the watershed areas.

Purpose: The purpose of this Memorandum of Understanding (MOU) is to clarify partner roles and responsibilities for watershed conservation and drinking water quality

Length of Agreement: This agreement will persist indefinitely and can be revised by all partners as needed.

Roles and Responsibilities: It is mutually agreed the roles and responsibilities will be shared as follows:

Responsibilities of POWC

POWC will collaborate with conservation partners (eg. Curry Soil and Water Conservation District, Curry Watersheds Partnership, Oregon Watershed Enhancement Board, Department of Environmental Quality) to coordinate conservation and stewardship work in the Watershed. POWC will collaborate with conservation partners to stay current with changes to regulations and funding opportunities related to improving Watershed health. POWC will coordinate volunteer work days for stewardship work on the Watershed (eg. gorse control, tree planting, water quality monitoring).

POWC will help monitor water quality, the status of noxious weeds, and land use changes in the Watershed and inform the city about any risks to water quality.

POWC will retain and properly store hand and power tools obtained through watershed grants and thereby designated for watershed conservation and stewardship work, with the understanding that the tools are owned by the City of Port Orford.

POWC will assist with educational outreach regarding watershed issues with citizens of Port Orford and residents living within the Watershed, including providing support for youth field trips.

POWC will assist the City with maintaining the bioswale next to the Visitor Center.

POWC will meet quarterly and will maintain contact with the City Council liaison with information from meetings.

Responsibilities of the City

The City will maintain contact with POWC Chairperson and/ or attend quarterly meetings, as needed.

The City will support POWC volunteer work days and other stewardship efforts.

The City will support the efforts of POWC to educate Citizens of Port Orford and residents within the watershed in matters concerning watershed health and stewardship.

The City will carry forth all responsibilities related to receiving and administering grant funds designated for watershed conservation and improvement.

Agreed:

Port Orford City Administrator

Date

Port Orford Watershed Council Chairperson

Date

10(h) Awarding of bid for Community Building Renovation

Due to the scheduling of this meeting, this item may be moved up in the schedule.

Award of Bid for Community Building Renovation

The City of Port Orford has been working to renovate the Community Building having received a \$1.5 million federal Community Development Block Grant as well as community donations to match the grant. The City has also been working —on a separate project—to renovate the adjacent American Legion Hall, with funding raised by the Community Complex Friends from foundations and generous individual donors in coordination with the Rotary Community Services Fund.

HGE architects prepared plans and put both projects out for bid, with the bid opening in early March. The City received two qualified bids for each project, but all bids exceeded the amounts budgeted for the projects.

Mayor Vileisis and Administrator Radcliffe worked with the Community Complex Friends Fundraising committee and determined that some funds could be shifted from the American Legion Hall project to the Community Building Project, which is the highest priority, given receipt of the \$1.5 million grant that would be forfeited if the project cannot proceed. (The American Legion Hall renovation project would need to be completed in the future.)

The architect also requested reductions in the project scope from the lowest qualified bidder to reduce the project construction cost (Value Engineering).

However, there is still a short fall of about \$86,000 (this includes a 5% contingency).

The Community Complex Friends has confidence that they can raise the remaining needed funds to complete the Community Building renovation Project.

The architect has high confidence in the qualified bidder and recommends awarding the bid to Vitus Construction for \$1,577,445.00.

At this point, City Council needs consider moving forward to award the bid to Vitus Construction.

Recommended Motions:

- I, Councilor [name], hereby move to award the bid for the Community Building renovation to Vitus Construction for \$1,577,445.00.
- I, Councilor [name], hereby move to not award the bid for the Community Building renovation to any applicant for the following reason(s)....."