

**PORT ORFORD PLANNING COMMISSION
GABLE CHAMBERS, PORT ORFORD CITY HALL
REGULAR MEETING
Tuesday, September 5th, 2023, 3:30 PM**

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Please join the meeting from your computer, tablet or smartphone.

<https://meet.goto.com/249242565>

You can also dial in using your phone.

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Access Code: 249-242-565

1. Call to Order
2. Approval of August 8th Minutes
3. Chair Comments
4. Public Comments (On Agenda Items Only)
5. Public Hearings
 - A. POC 23-01: T-Mobil Cell Tower Generator Installation
 - B. POC 23-02: Clark RV Park
6. Discussion Items
 - a. Traffic on Jackson St.
 - b. Derelict Buildings
 - c. Short Term Rentals
 - d. Planning Clearances Past/Present
7. Planning Matters
8. Other Business
 - a. City Planner Comments
 - b. Planning Commission Comments
9. Public Considerations
10. Adjourn

City of Port Orford
Planning Commission Meeting
In the Gable Chambers / Virtual participants
Tuesday, August 8th, 2023 at 3:30 P.M.

Commission Member	Present	City Staff	Present
<i>Chairman Greg Thelen</i>	X	<i>Joseph Harrison, Planning Tech.</i>	X
<i>Vice Chair Pamela Berndt</i>	Excused	<i>Crystal Shoji, City Planner</i>	X
<i>Comm Sara Lovendahl</i>	X		
<i>Comm Jennifer Head</i>	X		
<i>Comm Carol Lawton</i>	X		

Others Present: None

The minutes were prepared using the video available at
<https://www.youtube.com/watch?v=8EEZ2ICwhBQ>

1. (0:00-0:03) Call to Order

- A. Chair Thelen called to order this Meeting of the Planning Commission on August 8th, 2023, at **(3:33)** p.m.

2. (0:03-0:06) Approval of July 11th meeting Minutes

- A. Discussion: the committee members requested the following changes be made to the minutes;
 - i. Item 5(c); Remove the “outside” from the motion “that prior to initial approval, or initial renewal after a code change, outside inspection required for approval [of Short-Term Rentals.]”
- B. Motion to approve the minutes as amended by Comm. Lovendahl.
- C. Motion seconded by Comm. Head
- D. The vote passes unanimously with no further discussion at **(3:36)**.

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

3. (0:06-0:09) Chair Comments

- A. The DLCD grant application has been submitted and Crystal is working on code revisions that will need to be approved by the Planning Commission and City Council.
- B. The Planning Commission would like to see code added that requires Building Permits to be returned to the City after County approval so that the final plans can be compared to the initial plans and so that the City has a copy of the approved permit in the records.

4. Public Comment

- A. None

5. (0:09-0:29) Short Term Rental Discussion

- A. Joseph provided a map (included in the minutes) with all of the Short-Term Rentals that currently have filed all the proper paperwork and paid the associated fees. The key indicated on map shows that there are currently 25 in the 1-R zones, 2 within the 2-R zone, 5 within the 4-C zone, and 17 within the 10-MU zone for a total of 49 Short Term Rentals; 27 of which are in Residentially zoned properties.
- B. Comm. Head motions to recommend to the City Council to include verbiage to; decrease the cap in Residentially zoned properties based on the new number of licensed Short-Term Rentals after the grace period for lawfully existing Short-Term Rentals to come into compliance with the new ordinance ends.
- C. Comm. Lovendahl seconds the motion.
- D. Vote: vote passes unanimously with no further discussion at (4:02)

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

6. (0:26-1:20) Planning Matters

- A. Senior Planner Shoji goes through our comprehensive plan that has been included in the minutes. Senior Planner Shoji answers commissioner questions throughout. Areas of discussion included;
 - i. The proper procedure for updating the code; the most recent was in 2013 for the Tsunami hazard zone inclusion.

- ii. An explanation of the Urban Growth Boundary and Urban Growth Management Agreement and how they interact with City code, specifically on Wetland, Archeological and Historic areas.
- iii. The Lack of Fire provisions in the Natural Disaster portion of the Comprehensive Plan.
- iv. Special Transportation Area on 101 and whether it could be extended to include Jackson due to traffic issues on Jackson.

B. Review of Minor Partition Process

- i. Chairman Thelen presented a handout (included in the minutes) detailing the City Administration process for determining which Land Division Applications can be handled Administratively and which are to be decided by the Planning Commission. The handout also details the process used for determining the approval or denial of the application through the Administration and details the code used in the process. Finally, the City Administration has agreed to provide the Planning Commission with staff reports on land division activities approved administratively.

7. (1:20-1:52) Other Business

A. City Planner Comments

- i. The DLCD grant application has been completed and submitted, the City will hear back by January if it gets awarded. Part of the application is a work program which serves as a timeline for when certain aspects of the code changes would need to happen; Crystal gave a general overview and will go into more detail when we hear back.

B. Planning Commission Comments

- i. Comm. Lovendahl requested a list of approved and ongoing Planning Clearances as well as a list of well applications that have been approved by the City.
- ii. Comm. Head asked that next month's agenda to include an item for the speeding on Jackson so the commission can discuss recommendations to bring to the City Council.
- iii. Chair Thelen would like the commissioners to think of other potential solutions to the housing issue so that they can be discussed at the next meeting. Some towns that have been having these issues have imposed an additional tax on unoccupied houses.

8. Public Considerations

A. None

9. Adjourn

A. With no further business, Chairman Thelen closed the meeting of the Planning Commission at **(5:31)** pm.

Attest:

Chair, Greg Thelen

Date

City Recorder, Joseph Harrison

Date

Documents on the Public Hearings POC 23-01 and POC 23-02 are available online at [Planning Commission - City of Port Orford](https://portorford.org/planning-commission/) (<https://portorford.org/planning-commission/>) They are also available at the front office upon request.

Admirals Landing	585 Tichenor Street	10-MU
AquaVista	430 5th Street	10-MU
Battle Rock Beach House	267 6th Street Unit 1	10-MU
Battle Rock Motel	136 W. 6th Street	10-MU
Twixtown Residential Coop Inc.	545 5th Street	10-MU
Cat's Meow Cottage	503 Jackson Street	10-MU
Coast Haven	525 5th Street	10-MU
Dream Home	R15603 5th Street	10-MU
Dunrovin Cottage	628 Oregon Street	10-MU
Glass Beach House	404 Jackson Street	10-MU
Port Orford Sea View	630 Tichenor Street	10-MU
Shoreline Inn & Suites	206 Oregon Street	10-MU
The Cove at Port Orford	251 5th Street	10-MU
The Grotto By the Sea	431 7th Street	10-MU
Vagabond Properties	409 Jackson Street	10-MU
31 Geer	31 Geer Circle	1-R
450 Boot Hill	450 Boot Hill	1-R
735 King Street, LLC	735 King Street	1-R
Emerald Paradise	1250 Deady Street	1-R
Kismet	1075 Lakeshore Drive	1-R
L'lehyloh Coastal Cottage	375 19th Street	1-R
Millay House	357 20th Street	1-R
Mobley Myrtle Brook	85 Hensley Hill Road	1-R
Myrtlewood Cottage	1015 Agate Beach Road	1-R
Nygren Hotel	935 Jackson Street	1-R
Oregon South coast Property- Solutions, LLC	402 Coast Guard Hill	1-R
ORORF25	250 Coast Gurad Hill	1-R
Osprey House	1170 13th Street	1-R
Ridge Crest Cottage	1111 Deady Street	1-R
Rogue Canyon Adventures	1000 Jefferson Street	1-R
Smith. Delia	742 Pinehurst	1-R
Sue Suites	2402 1/2 Arizona Street	1-R
The Beach House @ Shelter Cove	696 King Street	1-R
The Lily Pad	2518 PO Loop Road	1-R
Twin Views Vacation Rental	1289 Lakeshore Drive	1-R
Wee Bird Coastal Cottage	330 5th Street	1-R

Whimsy By the Sea	604 King Street	1-R
Wildspring Guest Habitat	92978 Cemetery Loop Rd	1-R
The Yeti Ohana	1985 Dee Terrace	1-R
765 12th Street	765 12th Street	2-R
Three Little Birds	654 18th Street	2-R
Camp Blanco RV Park	2011 Oregon Street	4-C
East/West Retreat on 9th Street	406-408 9th Street	4-C
Sea Crest Motel	44 Hwy 101 SOUTH	4-C
Sue Suites	519 10th Street	4-C
Port Orford RV Village	2855 PO Loop Road	4-C