

**PORT ORFORD PLANNING COMMISSION
GABLE CHAMBERS, PORT ORFORD CITY HALL
REGULAR PLANNING MEETING AGENDA
Tuesday, February 6th, 2024, 3:30 PM**

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

<https://meet.goto.com/448141581>

You can also dial in using your phone.

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Access Code: 448-141-581

1. Call to Order
2. Chair Comments
3. January 9th minutes (pg. 2-5)
4. Public Comments (On Agenda Items Only)
5. Planning Matters
 1. Technical Assistance Grant from DLCD: Housing Implementation
 - I. Curry County Housing Study
 - II. Public Involvement plan and progress
 - III. Future Presentation by Hui Rodomsky for public workshop and discussion about what is going on with housing (March/April)
 - IV. Joint meeting with the City Council to discuss housing options to consider (August)
 - V. Interactive Workshop for public involvement and brainstorming: Promotion-Format Options to include Tiny Homes Subdivision; Tiny Homes Park; ADU's; Cluster Housing Subdivision; Cluster Housing PUD (July)
 - VI. Code for RV Park: fencing, landscaping, access, pads, etc.
6. Discussion Items
 - A. Planning clearances approved since last meeting – 710 agate beach expansion
 - B. Time limit for a permit under a Conditional Use (pg. 6-7)
7. Other Business
 - A. City Planner Comments
 - B. Planning Commission Comments
8. Public Considerations
9. Next Meeting March 5th @ 3:30 pm
10. Adjourn

City of Port Orford
Planning Commission Meeting Minutes
In the Gable Chambers / Virtual participants
Tuesday, January 9th, 2024 at 3:30 P.M.

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

The minutes were prepared using the video available at:
https://www.youtube.com/watch?v=kUgvf_5T2Uo

1. **Call to Order (0:00-0:01)**
 - A. Chair Thelen called to order this Meeting of the Planning Commission on October 3rd, 2023, at (3:30) p.m. with a roll call showing all members are present.
2. **Chair Comments (0:01-0:02)**
 - A. Chair Thelen begins the meeting by explaining and breaking down the schedule. Adds “Burn to Learn” as item 8(e) under Discussion items.
3. **November 7th minutes (0:02-0:03)**
 - A. Commissioner Lovendahl moves to approve the minutes as written.
 - B. Commission Lawton seconds the motion.
 - C. **Vote: Unanimous yes with no further discussion.**

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

4. **December 5th minutes (0:03)**
 - A. Commissioner Lovendahl moves to approve the minutes as written.
 - B. Commission Head seconds the motion.
 - C. **Vote: Unanimous yes with no further discussion**

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

5. **Election of Commission Officers (0:03-0:06)**
 - A. Commissioner Head moves to elect Commission Thelen as the Chair.
 - B. Commissioner Berndt seconds the motion.
 - C. **Vote: Unanimous yes with no further discussion**

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

- D. Commissioner Head moves to elect Commissioner Berndt as the Vice Chair.
- E. Commission Lawton seconds the motion
- F. Vote: Unanimous yes with no further discussion

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

- G. Commissioner Head moves to elect City Recorder Joseph Harrison as the Secretary.
- H. Commissioner Lovendahl seconds the motion.
- I. Vote: unanimous Yes with no further discussion.

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

- 6. Public Comments (On Agenda Items Only) (0:06)
 - A. None

7. Planning Matters (0:06-1:24)

- A. Kick Off of LCDC Grant Technical Assistance – A housing Implementation Plan
 - i. Port Orford/Shoji State Approved Work Program for the grant: Crystal reviews the work program that has been submitted and approved by LCDC. She also breaks down the timeline of tasks to accomplish and which staff is responsible for each.
 - ii. Sign-in Sheets - In-kind Record-keeping: Sign in sheet will be available for Commissioners and Citizens to sign in at the podium so that their time can be accurately reported to LCDC for grant match.
 - iii. Quick List Housing Needs for PC: Based on state requirements; a lot of these quick items don't apply since Port Orford has fewer than 10,000 citizens. Lots of other items will be added into our code based on modern needs; like RV park requirements and manufactured home requirements.
 - iv. ADU Dev Considerations for PC; Joint work session with City Council and LCDC representative in February, March or April. Public Notice to everyone in town during this process so that citizens know what is happening to the code; public hears should be done before December.
 - v. AARP Re: Accessory Dwellings: Document for Planning Commission consideration; permitted anywhere a single-family dwelling is allowed. Discourages overreliance on discretionary approvals. Need to be careful that ADUs don't interfere with Short Term Rentals.
 - vi. Planning Magazine-Housing Types: Document for Planning Commission consideration. Discussion covered during previous section.

- vii. **RV Park Regulations: Having standards make it clear what is supposed to be on an application.**
- viii. **Citizen Engagement Discussion: Workshops and Public Hearings with notice are part of the LCDC grant. First notice will go into the paper with graphics. The website will be updated so that citizens can email in comments.**
- ix. **Wildfire Update – Legislative Action now in process: State of Oregon is implementing wildfire goals and issues into state code. There will be rules that the city needs to abide by. This grant is not for that, it will be covered later.**

8. Discussion Items (1:24-1:39)

- A. **Planning clearances approved since last meeting – None**
- B. **Speeding on city streets: No update this month, going to City Council with a proposal.**
- C. **Affordable Housing: Covered during Crystals LCDC grant update.**
- D. **(1:25-1:30) Process for review and/or modification of existing Conditional Use Permits: Chair Thelen reviewed the County Conditional Use Permit code and it has language that could improve our Municipal code for Conditional Use Permits. By Consensus the Planning Commission agrees to have Chair Thelen go to the City Council to see if they would like the Planning Commission to redraft the language for Conditional Use Permits.**
- E. **(1:30-1:39) Burn to Learn: Discussed at the last City Council meeting, Commissioners discuss if it would be our purview, whether its City or County responsibility, or if it is in our code. It is in our code, but it is unclear. Crystal has never seen a Planning Commission be in charge of Burn to Learns.**

9. Other Business (1:39-1:40)

- A. **City Planner Comments: None**
- B. **Planning Commission Comments: None**

10. Public Considerations: None

11. Next Meeting February 6th @ 3:30 pm

12. Adjourn

A. Seeing no other Business, Chair Thelen adjourns the meeting @ 5:10 pm

Attest:

Chair, Greg Thelen

Date

City Recorder, Joseph Harrison

Date

B. PORT ORFORD

C. 17.32.060 Time limit on a permit for conditional use.

Authorization of a conditional use shall be void after one year or such lesser time as the authorization may specify unless substantial construction has taken place. However, the Planning Commission may extend authorization for an additional period not to exceed one year, upon written application to the Planning Commission. (Ord. 278 § 6.050, 1977)

GOLD BEACH

Section 6.060. Time Limit on Permit for Conditional Use.

1. Authorization of a conditional use shall be void after one year or such lesser time as the authorization may specify unless substantial construction has taken place. Substantial construction, in this case, means obtaining all necessary permits required by governmental agencies to commence construction of any structures or to commence the principal activity permitted by the conditional use permit.

2. Once the construction of the structure or facility specified in the conditional use permit is completed the conditional use permit is considered to be issued on a permanent basis.

3. The Planning Director may at their discretion issue conditional use permits which must be periodically reviewed to ascertain that the conditions of the permit are being complied with on a continuing basis.

4. The Planning Director may grant an extension if:

- a) An applicant makes a written request for an extension of the development approval period;
- b) The request is submitted to the Planning Director prior to the expiration of the approval period;
- c) The applicant states reasons that prevented the applicant from beginning development within the approval period; and
- d) The Planning Director determines that the applicant was unable to begin development during the approval period for reasons for which the applicant was not responsible.

Upon written application by the applicant, the Planning Director may extend authorization for an additional period not to exceed one year

CURRY COUTY

Section 7.050. Time Limit on a Permit for Conditional Uses.

1. Authorization of a conditional use and permitted use, inside an urban growth boundary shall become null and void under the subsections (a) and (b) below unless substantial construction has taken place or an extension has been granted under Section 7.050 (5). Substantial construction in this case means obtaining all necessary permits required by governmental agencies to commence construction of any structures or to commence the principal activity permitted by the Conditional Use Permit.
 - a) Authorization for uses in Sections 3.040 and 3.060 shall be void after four years.
 - b) Authorization for all other uses shall become null and void after one year.
2. Once the construction of the structure or facility specified in the Conditional Use Permit or Permitted Use is completed the Conditional Use Permit and Permitted use is considered to be authorized on a permanent basis.
3. Authorization of a Conditional Use Permit for transportation-related uses shall be null and void after a period specified by the decision specified by the decision maker as being reasonable and necessary based on seasonal weather conditions, right-of-way acquisition, and other pertinent factors. This period shall not exceed three years.
4. Notwithstanding the requirements of 7.050(a) and (b), a discretionary decision approving development on agricultural or forest outside an Urban Growth Boundary (UGB) is void two years from the date of the final decision if the development is not initiated in that period.
5. The County may grant one extension period of up to 24 months if:
 - a) An applicant makes a written request for an extension of the development approval period;
 - b) The request is submitted to the County prior to the expiration of the approval period;
 - c) The applicant states reasons that prevented the applicant from beginning development within the approval period; and
 - d) The County determines that the applicant was unable to begin development during the approval period for reasons for which the applicant was not responsible.
6. The two year limit and standards for granting extensions of the Conditional Use Permits and Permitted Use authorization in subsection 5 above do not apply to those Conditional and Permitted Use Permits that do not involve structural development.
7. Additional extensions may be authorized under this section providing the applicable criteria for the decision have not changed.
8. Approval of an extension granted under this section is subject to appeal as a land use decision.