

City of Port Orford
Planning Commission Meeting
In the Gable Chambers / Virtual participants
Tuesday, November 11th, 2023 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		

Others Present: David Clark, Will Dawson

The minutes were prepared using the video available at:
<https://www.youtube.com/watch?v=RmkJe6ePwD4>

1. Call to Order (0:00-0:01)

- A. Chair Thelen called to order this Meeting of the Planning Commission on November 11th, 2023, at (3:31) p.m. with a roll call.

2. Approval of October 3rd meeting Minutes (0:01-0:02)

- A. Joseph states that 2 corrections had come in between the minutes being made available to the public; the date at the top needed correcting and “Sutherland” is actually “Sutherlin”
- B. Comm. Lovendahl moves to approve the minutes as amended.
- C. The motion to approve the minutes is seconded by Comm. Head
- D. The vote passes unanimously with no further discussion at (3:38).

Chairman Thelen Yes Commissioner Lovendahl Yes

Commissioner Head Yes

Commissioner Lawton Yes Commissioner Berndt Yes

3. Chair Comments

A. None

4. Public Comment (0:02-0:03)

A. None

5. Public Hearings (0:03-0:20)

A. The Public Hearing began with Chair Thelen reading the intro script and reiterating for the record that this is a continuation of a Public Hearing from October 3rd.

B. (0:07-0:10) Crystal does exhibit intake; listing the exhibits.

C. (0:10-0:26) Joseph Summarizes the staff report; focusing on changes that have been made since the previous submission. Main changes and concerns of staff center on parking spaces and if they are allowed on the designated RV spaces; and that there is a slope hazard that needs to be accounted for.

D. (0:26-1:05) Proponents:

i. (0:26-0:32) Will Dawson (applicant engineer): Would like to change the sewer plan from connecting to existing sewer lateral to install new one. There will be a cedar fence around the proposed park. Storm drain plan can be drafted and added.

ii. (0:32-1:05) David Clark: Answers questions posed by the Commission with Mr. Dawson.

1. Which building would be demolished?

a. The 2 Bedroom house, but not until the CUP is approved so that housing in town isn't being removed. The Second dwelling will be used as housing for a site manager.

2. What constitutes "Durable and Dustless" for surfaces? (This is for the storm management plan)

a. Can give the square-footage of gravel which is durable and dustless. It is given on the plan, but the numerical value can be added.

3. Would you reduce the spaces if it accommodates solutions for the problems that are being brought up?
 - a. Yes, its about more than money.
4. Parking on phase 2? Are the parking spaces meant to be in the North East corner? Are they meant to be double stacked?
 - a. When the house gets demolished, it can be used for parking instead of an additional RV space.
5. How will you maintain the slope in the North East corner?
 - a. Landscaping plan will be expanded to deal with it.
6. Will the cedar fence around the property appear on the plans?
 - a. Yes, the idea didn't come up until after the deadline to submit. It will be added to the site plan prior to final approval.
 - Commissioners would also like trees to be added to the landscaping plan.
7. What does Long term stay mean?
 - a. A minimum of 30 days, but ideally 6 months or more per stay.

E. (1:05-1:06) Opponents:

- i. No New Opponents or Testimony entered at this time.

F. (1:06-1:58) Deliberations: A decision needs to be made or we need an extension; this is the last meeting date within the time frame for the CUP application. An extension was signed. The Commission would like to see the following changes; Parking spaces being defined independently form the RV park and no double parking, durable and dustless square footage is defined and measured on the site plan and included in a storm management plan, the fence needs to be on the site plan, the landscaping plan needs to have details on the plants being utilized and trees need to be included in the landscaping plan, rocks or other structural elements need to be added to the slope areas, direction of traffic should be on the site plan, which ever building is being used as an site managers office/home needs to be inspected, the lots need to be merged (this can be done as a consolidated application), adding a fire lane/no parking sign, lighting should be on the plan and comply with dark sky.

- G. (1:58-2:00) Commissioner Head moves to allow a continuance to the next planning meeting scheduled for December 5th @ 3:30 pm. The motion was made at (3:30) pm.
- H. Commissioner Lovendahl seconds the motion.
- I. Vote: Commissioners voted unanimously in favor of allowing the continuance @ (5:31) pm with no further discussion.

Chairman Thelen Yes Commissioner Lovendahl Yes

Commissioner Head Yes

Commissioner Lawton Yes Commissioner Berndt Yes

6. (2:00) Discussion Items – done quickly due to timing

- A. (2:01) Planning Clearances Approved since last meeting: In the packet
- B. (2:01-2:04) **What can the Planning Commission accomplish given city resources:** The Planning Commission are limited in what they can do, but want the public to know that we are looking at and considering. Code updates are going through and fire safety grants will be coming up through the state.
- C. (2:04-2:10) **Speeding:** Traffic-Logix is a company that has devices that gather info so we can know where the most problematic areas are. Commissioner Head volunteers to get more info. Driver feedback signs are the most effective way to reduce speed.
- D. (2:10-2:15) **Adding Criteria for CUP:** Joseph and Crystal can work on that with the Grant that is allowing code updates. We can't allow a decade to go by without reevaluating everything. This is a statewide problem.
- E. (2:15) **Comprehensive plan update:** already covered.
- F. (2:15) **UGB agreement update:** need to keep eyes open, some places have gotten money for it, and if we can get funding we should do it.

G. (2:15-) Appointment for application Susan Russell:

- i. Comm. Lawton moves to approve the application.**
- ii. Comm. Bernt seconds the motion.**
- iii. Discussion:** Susan Russell is in a long-term relationship with City Councilor Gary Burns, which could create a conflict of interest on quasi-judicial hearing that could be appealed to the City Council. Gary Burns would have to recuse himself on any quasi-judicial items that get appealed up to the City Council.
- iv. Vote:** Commissioners voted unanimously in favor of approving the application @ (5:57) pm with no further discussion.

Chairman Thelen Yes Commissioner Lovendahl Yes

Commissioner Head Yes

Commissioner Lawton Yes Commissioner Berndt Yes

7. Planning Matters

A. City Planner Comments

i. None

B. Planning Commission Comments

i. None

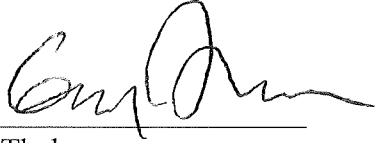
8. Public Considerations

A. None

9. Adjourn

- A. With no further business, Chairman Thelen closed the meeting of the Planning Commission at (5:58) pm.

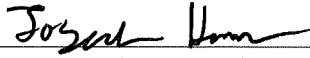
Attest:



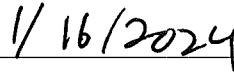
Chair, Greg Thelen



Date



City Recorder, Joseph Harrison



Date