

**City of Port Orford**  
**Planning Commission Meeting**  
**In the Gable Chambers / Virtual participants**  
**Tuesday, December 5<sup>th</sup>, 2023 at 3:30 P.M.**

<b>Commission Member</b>	<b>Present</b>	<b>City Staff</b>	<b>Present</b>
<i>Chariman 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:***

***The minutes were prepared using the video available at:***  
<https://www.youtube.com/watch?v=Eif2wwwxuww8>

**1. Call to Order (0:00-0:06)**

- A. Chair Thelen called to order this Meeting of the Planning Commission on October 3<sup>rd</sup>, 2023, at (3:40) p.m. with a roll call.
- B. Meeting delayed for a few minutes due to technical issues.

**2. Public Hearings: POC 2023-02 (0:06-0:)**

- 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 November 11<sup>th</sup>.
- B. (0:06-0:15) Crystal does exhibit intake; listing the exhibits.
- C. (0:15-0:30) Crystal Summarizes the staff report; focusing on new items submitted since the previous hearing and conditions that staff has recommended and applicants responses to them. They are exhibits F and G. The applicant needs to begin the lot merger as soon as possible so that a tentative plat is approved prior to work beginning.

D. (0:30-0:53) Proponents:

i. (0:32-0:53) David Clark: Answers questions posed by the Commission with Mr. Kinney, applicants engineer.

1. Which building would be demolished?
  - a. The unpermitted dwelling will be the one to be demolished.
2. The garbage and recycling area is outside of the property lines. It needs to be brought back.
  - a. If that's the case, it will be brought back to be inside the property lines, not in the city right of way.
3. Would it be possible to trees on the west side of the property as well? If there isn't room, can bamboo be planted instead.
  - a. We can do that; it would be no problem
4. Each space now has a fire pit space. What is their height and was these approved by the fire department? Open fires (even in pits) aren't allowed outside of fire season.
  - a. Applicant states that he will use grills instead to avoid this becoming a problem.
5. Are you going to provide the RV?
  - a. No.
    - Then its hard to qualify it affordable housing
    - Its another option
6. Will Mr. Kinney be involved further?
  - a. No, Mr. Kinney is no longer working at Civil West. It will be handed by who ever it gets delegated to.

E. (0:54-0:59) Opponents:

i. Comm Head reads off a comment from a neighbor, Mr. Korbe Brenner: "Hi Jen, Been looking over the Staff report for this project, I couldn't get a clear picture of the construction process and how the city will oversee that construction. In California, after the local agency.... approves an RV park with all the conditions, the developers engineer must create a construction document called an "Improvement Plan". These plans show all the required conditions and details to get them built, identifying specific code specification. These plans normally require a Super Internet

of Public Works to review and approve the complete set of improvement plans and to ensure that all the different state agencies have signed off prior to any site disturbance.”

- F. (0:59- 1:) Deliberations: Crystal reads off conditions that staff recommended and the ones created during the hearing. Discussion concerning specific points below.
1. The new sewer plan needs to be reviewed and approved by the Public Works Superintendent with potential conditions in place.
  2. The Applicant needs to get well approval from the Oregon Health Authority and the Oregon Water Resources Department and provide it to City Planning Technician Joseph Harrington prior to obtaining Planning Clearance.
  3. The Applicant has provided a more in-depth erosion control plan and storm management detailing best practices, stamped by the Applicant’s engineer to be approved and utilized for the development. The Planning Commission needs to determine inspection procedure for implementation, determining whether signoff from the Applicant’s engineer is sufficient with the oversight with the inclusion of the City’s public works director for final inspection. An engineering firm contracted by the city and paid for by the applicant.
  4. Applicants may be required at the direction of the public works director.
  5. The Applicant shall comply with Section 17.16.060 for any archaeological discoveries that are made when development activity is taking place on Subject Property.
  6. Ensure that the demolition of the unpermitted residence is the first stage of development and would constitute substantive progress for the purpose of acquiring an extension if necessary.
  7. Require a maintenance plan for the landscaping and utility services (trash and recycling). Staff will report back with new information submitted following the organization of this staff report. Needs to be changed so that Trash and Recycling is on property.
  8. Comply with State Building Codes requirements on RV parks, for the building permit and compliance with the State Fire Marshal for the access road at the time of Planning Commission approval of the layout. This will ensure that the proposal that is approved by the Planning Commission can be implemented. This may require reconfiguration of the current layout to permit ingress and egress from parking spaces and prevent random parking on the road or other areas.

9. It is required that the Applicant follow their submitted and approved landscaping and maintenance plan in order to avoid the slope hazard on the East side of the property. Inspection of such landscaping shall be done at the time of the inspection for erosion control and stormwater by the Public Works Superintendent. Any concerns may be referred to the City Engineer hired by the City at the expense of the Applicant.

10. The Applicant shall provide a signed acknowledgement of 17.32.060 Time On a Permit for Conditional Use at the time of any approval.

11. Applicant submits a Tentative Replat to complete a lot merger so that the two lots become one; this shall be submitted early in 2024 so that it is merged into a Consolidated Application that would have tentative Plat approval by the time that the RV park obtains Planning Commission Approval.

12. Fire marshal signs off on road and fire pits are removed from plan.

13. The "Rules for tenants" sheet be made available to the planning commission for approval.

14. Submit a maintenance plan to the planning commission and submit quarterly maintenance reports to the city for the first year of operation, semi-annually the second year of operation, and yearly every year after.

15. from south west of the building to the

Conditions for 3 & 4; commissioners discuss if they want an outside engineering firm to verify the plans.

Commissioner Head moves to allow Civil West to inspect the improvement plans.

Commissioner Lawton seconds the motion.

Chairman Thelen Yes      Commissioner Lovendahl No

Commissioner Head No

Commissioner Lawton Yes      Commissioner Berndt No

**Motion does not carry;** The City will find and hire another engineering firm to verify the storm management plan. The applicant will be required to pay for it.

Condition 12 had the fire marshal signing off on fire pits, however, the applicant has decided to not have them and replace them with grills.

- G. (1:39-2:00) Commissioner Head moves to approve POC 2023-02 based on the finding in the staff report and the discussion at the meeting with the conditions with permission for Joseph Harrison, Crystal Shoji and Greg Thelen to organize the conditions.
- H. Commissioner Berndt seconds the motion.
- I. Vote: Commissioners voted unanimously in favor of allowing the continuance @ (5:21) pm with no further discussion.

Chairman Thelen Yes      Commissioner Lovendahl Yes

Commissioner Head Yes

Commissioner Lawton Yes      Commissioner Berndt Yes

**3. (1:41) Discussion Items Skipped due to timing of other meetings**

**4. Planning Matters**

A. City Planner Comments

i. None

B. Planning Commission Comments

i. None


**5. Public Considerations**

A. None

6. Adjourn

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

Attest:

  
\_\_\_\_\_  
Chair, Greg Thelen

1-4-24  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
City Recorder, Joseph Harrison

1/4/2024  
\_\_\_\_\_  
Date