

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 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. Commissioners**
- C. 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.
- D. Comm. Lovendahl seconds the motion.
- E. 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. Senior Planner Shoji answers commissioner questions throughout. Areas of discussion included;
- i.** The proper procedure for updating the code; the most recent was in 2019 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 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

1-4-24

Date



City Recorder, Joseph Harrison

1/4/2024

Date