

City of Port Orford
Planning Commission Meeting Minutes
In the Gable Chambers / Virtual participants
Tuesday, January 8th, 2024 at 3:30 P.M.

Commission Member	Present	City Staff	Present
<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=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.

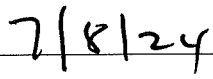
- ii. **Sign-in Sheets - In-kind Record-keeping: Sign in sheet will be available for Commissioners and Citizens to sign in at the podium so that their time can be accurately reported to LCDC for grant match.**
 - iii. **Quick List Housing Needs for PC: Based on state requirements; a lot of these quick 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-)**
- 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:



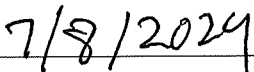
Chair, Greg Thelen



Date



City Recorder, Joseph Harrison



Date