

**PORT ORFORD PLANNING COMMISSION AGENDA
GABLE CHAMBERS, PORT ORFORD CITY HALL
REGULAR MEETING
Tuesday, December 10th, 2024, 3:30 PM**

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

<https://meet.goto.com/956189453>

You can also dial in using your phone.

United States (Toll Free): [1 866 899 4679](tel:18668994679)

United States: [+1 \(571\) 317-3166](tel:+15713173166)

Access Code: 956-189-453

1. Call to Order
2. Chair Comments
3. Minutes October 8th, 2024
4. Minutes November 12th, 2024
5. Public Comments (On Agenda Items Only)
6. Planning Matters: DLCDC Grant Items for Discussion
 - A. Review of proposed uses in all zones
 - B. Site Plan Reviews and new commercial development
 - C. Other
7. Discussion Items
 - A. Planning clearances approved since the last meeting
 - B. Application for appointment – Greg Thelen
8. Other Business
 - A. City Planner Comments
 - B. Planning Commission Comments
9. Public Considerations
10. Future Meetings
 - A. January 14th @ 3:30
 - B. Workshop Reminder: February 11th
11. Adjourn

3 October 8th Minutes

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

Commission Member	Present	City Staff	Present
<i>Chariman Greg Thelen (GT)</i>	Present	<i>Joseph Harrison, Planning Tech. (JH)</i>	Present
<i>Comm Jerry Boydston (PB)</i>	Present	<i>Crystal Shoji, City Planning Director (CS)</i>	Virtual
<i>Comm Sara Lovendahl (SL)</i>	Present		
<i>Comm Carol Lawton (CL)</i>	Present		

*The minutes were prepared using the video available at:
<https://www.youtube.com/watch?v=hoUUiP6KOkI>*

1. **(0:01) Call to Order**
 - A. Chair Thelen called to order this Meeting of the Planning Commission on **October 8th, 2024**, at **(3:30)** p.m. with a roll call showing all members are present.
2. **(0:02) Chair Comments**
 - A. Due to weather concerns, the Planning Commission meeting shouldn't go past 5:45 today.
3. **(0:03) September 10th Minutes**
 - A. Comm. SL moves to approve the minutes for September 10th
 - B. Commissioner JB seconds the motion.
 - C. Vote: 4-0 @ 3:38.

Chairman Thelen Yes Commissioner Head Yes
Commissioner Lawton Yes Commissioner Boydston Yes

4. **(0:04) Public Comments (On Agenda Items Only)**
 - A. None
5. **(0:04-1:51) Planning Matters DLCD Grant Update:** Senior Planner Shoji goes through the proposed revisions on housing codes under the DLCD grant. See the planning packet for September 10th, 2024 for full details: <http://portorford.org/wp-content/uploads/2024/10/pc-10.8.2024-3.pdf>

- A. Proposed Amendments to Use Zones – Most of this discussion got folded into 5(b) when discussing a potential Cottage Residential Zone.
 - B. Cottage Residential and Planned Unit Development (PUD)
 - i. The cottage residential code is better with fewer descriptions and might not be needed. By consensus, the Planning Commission remove the cottage residential section of the code and instead incorporate it into other sections of the code.
 - ii. The existing code for PUD does not meet our needs, the largest issue is the size requirement exceeding most lots in town.
 - iii. Planning Director Shoji requests direction on Additional Dwelling Units (ADUs) in the Mixed Use (10MU) zone. By consensus the Planning Commission directed Planning Director Shoji to include code for ADUs in the 10MU zone – the rationale being that a citizen should be able to have an ADU anywhere they can have a home. Additionally, by consensus, the Planning Commission agrees to add the following to utility requirements: “An ADU may use the existing sewer and water service lines if they are adequately sized per Oregon Plumbing Code”
 - C. Conditional Use Permit (CUP) Extension discussion:
 - i. The Planning Commission reviews the most recent revisions on CUP extensions. The main discussion points are about the length of initial approval, the length and maximum number of extensions, requirements for extensions and reasons for revocation.
 - D. Review Tiny Homes
 - i. The Planning Commission discusses using other sections of the housing code to cover Tiny Homes instead of creating a new code for them. Tiny Homes would be classified based on if its for permanent, temporary, or transient housing.
 - E. Review Prefabricated uses
 - i. By consensus the Planning Commission agrees to change “Prefabricated Office Structures” to “Non-Habitable Prefabricated Structures”
 - F. Other
- 6. (1:51-1:57) Discussion Items**
- A. **Planning clearances that have been approved since the last meeting**
 - i. **None**

7. **(1:57) Other Business**
 - A. **City Planner Comments – Glad that Joseph is here.**
 - B. **Planning Commission Comments**
 - i. **By consensus the Commission agrees to meet on the second Tuesday of each month @ 5:30.**
8. **(2:01) Public Considerations - None**
9. **Future Meetings**
 - A. **November 12th @ 3:30**
10. **Adjourn**
11. **Seeing no other business Chair GT adjourns the meeting at @ 5:36 pm**
12. **Attest:**

Chair, Greg Thelen

Date

City Recorder, Joseph Harrison

Date

4 November 12th Minutes

**City of Port Orford
Planning Commission Meeting Minutes
In the Gable Chambers / Virtual participants
Monday, November 12th, 2024 at 3:30 P.M.**

Commission Member	Present	City Staff	Present
<i>Chairman Greg Thelen (GT)</i>	Present	<i>Joseph Harrison, Planning Tech. (JH)</i>	Present
<i>Comm Jerry Boydston (PB)</i>	Present	<i>Crystal Shoji, City Planning Director (CS)</i>	Virtual
<i>Comm Sara Lovendahl (SL)</i>	Present		
<i>Comm Carol Lawton (CL)</i>	Present		

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

1. (0:01) Call to Order

A. Chair Thelen called to order this Meeting of the Planning Commission on **November 12th, 2024**, at **(3:33)** p.m. with a roll call showing all members are present.

2. (0:02) Chair Comments

A. The Planning Commission has been working on the DLCD grant, but it doesn't cover all of the changes that the Planning Commission has been reviewing; Chairman Thelen is accepting donations to help cover the cost of the other code revisions. The Commission is going to discuss a recommendation to the City Council of having uniform sewer/water codes in all zones in the town.

3. (0:03) October 8th Minutes – Unavailable

Chairman Thelen Yes Commissioner Head Yes
Commissioner Lawton Yes Commissioner Boydston Yes

4. (0:04) Public Comments (On Agenda Items Only)

A. None

5. (0:04-1:35) Planning Matters DLCD Grant Update: Senior Planner Shoji goes through the proposed revisions on housing codes under the DLCD grant. See the planning packet for November 12th, 2024 for full details: <https://>

- A. **Review of proposed uses in all zones:**
 - i. New Conditional Uses have been removed from the Condition Use code and are now under Permitted Uses but a Site Plan Review is now needed for those uses. The Planning Commission agrees to this revision via consensus.
 - B. **Site Plan Reviews and new Commercial Development**
 - i. All developments larger than 2000 sq. ft. in the commercial zone will now require a site plan review as part of the application. Additionally, the uses permitted in Commercial and Industrial zones have been revised to remove businesses incompatible with the Port Orford Comprehensive Plan.
 - C. **Other** – All items that were set to be discussed here were handled in previous sections.
6. **(1:35-1:52) Discussion Items**
- A. **Planning clearances that have been approved since the last meeting**
 - i. None
 - B. **Report on the progress of CUP 23-02**
 - i. **The applicant has fully demolished the unpermitted accessory structure; fulfilling the requirements of substantial construction as set by the Planning Commission during the public hearing.**
 - C. **Application for Appointment – Cory Aschauer**
 - i. **Commissioner CL motions to approve the application for appointment for Cory Aschauer**
 - ii. **Commissioner SL seconds the motion**
 - iii. **Motion passes unanimously 4-0**
 - D. **Uniform Sewer and Water Requirements**
 - i. **Commissioners agree via consensus to make the utility hook-up codes uniform with the 10MU zoning codes.**
 - ii. **Commissioners discuss the portion of the code that states; " At the developer's request, the City shall consider sharing in the cost of the main line extension or lift station, but the City is under no obligation to participate".**
 - iii. **Comm. SL motions to remove the aforementioned sentence from our code**
 - iv. **Comm. JB seconds the motion.**
 - v. **Vote: 2-2, motions fails.**

Chairman Thelen No Commissioner Lovendahl Yes
Commissioner Lawton No Commissioner Boydston Yes

7. (1:53-1:54) Other Business
 - A. City Planner Comments - None
 - B. Planning Commission Comments
 - i. By consensus, the Commission agrees to meet on the second Tuesday of each month @ 5:30.
8. (1:54-1:59) Public Considerations
 - A. Jen Bailey: Would like clarification on the Rays Bottle Drop location – in front of the current one in the parking lot. Would like to know the criteria for approving members as there was little discussion on Cory Aschauer’s application – Commissioners reviewed it ahead of time and had no reason to deny approval.
9. Future Meetings
 - A. December 10th @ 3:30
 - B. Public Hearing on DLCD grant is scheduled for February 11th.
10. Adjourn
11. Seeing no other business Chair GT adjourns the meeting at @ 5:36 pm
12. Attest:

Chair, Greg Thelen

Date

City Recorder, Joseph Harrison

Date

6 Planning Matters: DLCD Grant Items

The items discussed here revolve around ongoing housing code updates; the most recent revisions of the proposed housing codes can be viewed at the following links.

<http://portorford.org/wp-content/uploads/2024/12/2024-DRAFT-Ongoing-Consolidated-Code-Updates-for-12-10-24-1-1.pdf>

<http://portorford.org/wp-content/uploads/2024/12/2024-DRAFT-Ongoing-Consolidated-Code-Updates-for-12-10-24-1-1.pdf>

7(b) Application for Appointment: Greg Thelen

APPLICATION FOR APPOINTMENT TO COMMISSION, COMMITTEE OR TASK FORCE

If you do not wish to have any specific information in this form given out to the general public, please let us know, in writing, and tell us the reason why. We will try to honor your request within the constraints of the applicable public records law

I am interested in serving as a member of the Planning Commission
Name Greg Thelen
Mailing address PO Box 216 Port Orford 97465
Residence address if different from above 165 23rd St. P.O.
Home telephone 503-841-9218 Work telephone _____
Email gkthelen@gmail.com Fax _____
Current employment retired
Your area of interest citizen input to the City
Your area of expertise listening, decision-making,
facilitating, building construction
Why do you want to serve? I care about the quality of life
and opportunities for development in P.O.

Previous service in this appointed position or a similar position 4 years on
P.O. Planning Commission.
Other volunteer activities Port Orford Community Co-op,
Cascade Valley School board member

Does your schedule allow you to attend;

Daytime Meetings yes no Evening meetings yes no

Does your schedule limit the days you could attend meetings? yes no

Have you ever been convicted of a crime? yes no If Yes, please explain

Additional comments Thank you for the opportunity to
serve our community!

Date 12-2-24 Signature Greg Thelen

Please return to:

City of Port Orford
P.O. Box 310
Port Orford, Oregon 97465

Phone: 541-332-3681

Email: Jharrison@portorford.org