

**PORT ORFORD PLANNING COMMISSION AGENDA
GABLE CHAMBERS, PORT ORFORD CITY HALL
REGULAR MEETING
Tuesday, March 10th, 2026, 5:30 PM**

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

<https://meet.goto.com/815658101>

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: 815-658-101

1. Call to Order
2. Chair Comments
3. Public Comments (On Agenda Items Only)
4. Additions to the Agenda
5. Minutes for both the February Meeting and the July 2025 meeting will be available at the meeting.
6. Discussion Items
 - A. Code Compliance/Enforcement
 - B. Planning clearances approved since the last meeting
7. Other Business
 - A. City Planner Comments
 - B. Planning Commission Comments
8. Public Considerations
9. Future Meetings
 - A. April 14th @ 5:30
10. Adjourn

DRAFT 3/10/26

Code Compliance Support Team

This team will make initial contacts with residents, with the intention of resolving complaints face-to-face before needing to go further with the City issuing official citations, etc.

1. Recruit citizen volunteers to be part of the Code Compliance Support Team – notice on Facebook, community bulletin boards, etc.
2. All potential volunteers will fill out an the City's Application for Appointment to Commission, Committee or Task Force. Planning Commission will vet and recommend, and City Council will approve. Volunteers could be designated as non-voting Planning Commission committee members.
3. Ask police chief to reach out to retired officers in the area asking for volunteers to work on this Code Compliance Support Team. Retired officers would not be part of the PO police dept., rather would be a volunteers on the PC committee. Provide police chief with letter he can send asking for retired volunteers
4. Ideal team would be three members with one assigned as team lead.
5. Two volunteers always go out together to talk to residents and review complaints, preferably including one retired officer.

Process

1. This is a complaint-driven process through the City's complaint form. City Administrator will select which complaints will be forwarded to the volunteer team leader for assessment or notification.
2. Code Compliance Support team will only deal with Outdoor Lighting Code and Right of Way issues at this time.
3. Initially, the focus will be strongly on education and communication.

Forms

1. Review City complaint form. Form should make it clear that the complainant will remain anonymous to potential violators. Also, that including name/contact information on the complaint form is optional
2. Prepare a letter to give to realtors with simple reminder about lighting requirements they can give to their buyers and sellers; give stack of Outdoor Lighting ordinance brochures (Dark Sky) for the realtors to share.
3. Send out an Outdoor Lighting code brochure with water bills (about 750).
4. Develop a letter volunteers can leave with residents regarding the complaint (lighting or RoW) and how they can rectify it. Include caution that, if not corrected, the resident will receive an official warning letter from the City for nuisance violation.
 - a. Volunteers will revisit the property; if the issue hasn't been addressed, the recommends that the City officially notify the party not in compliance, giving 14 days for right of way and 30 days for lighting corrections before a citation is given.

- b. Develop a one page “cheat sheet” for the Police Department with the lighting and RoW codes for their official citation. (*i.e. ORS 153.045, 133.069*)

Education

1. Talk to Coos Curry Supply and Gold Beach Lumber re: having light shade options available for people to buy in store or order.
2. Handing Dark Sky letters/brochures out to realtors & talking with them.
3. Insert Dark Sky letters into water bills.
4. Communications around the upcoming 2021 code compliance – the five years the City Council provided for residents to come into complete compliance is up in August. Explain what this means and where to go for more information.
5. Place Dark Sky brochure in the City information box at Ray's, with notice of the August compliance date.