

**CITY OF PORT ORFORD
CITY COUNCIL WORKSHOP MINUTES
IN THE GABLE CHAMBERS
THURSDAY, August 15, 2019**

Mayor and Council	Present	City Staff		Present
Gary Burns	x	Terrie Richards	City Admin/Recorder	x
Jim Campbell	x	Shala McKenzie Kudlac	City Attorney	
Travis Williams	x	David Johnson	Finance Director	
Pat Cox	x	Hank Hobart	Police Chief	
Carolyn LaRoche	x	Patty Clark	Planning Assistant	x
Tim Pogwizd, Mayor	x			
James Garratt	x			

Media Present:
Others Present:

Call to Order

Mayor Pogwizd called to order this Workshop of the Common Council of the City of Port Orford in the Gable Chambers on Thursday, August 15, 2019 at 2:08 p.m.

Subject for Discussion: Planning zoning

President Cox requested clarification on the process of who puts the stakes in, measures outsets and grading. Planning Assistant Patty Clark states the city does not have staff available for that process. President Cox suggests since it requires only a string line and tape measurer, which public works has, that the city reconsider. The boundary line on new building is not determined. City ordinance requires two corner stakes. President Cox reported it will take the city an hour to determine corners for 25 buildings a year, which is two a month. He feels the city can accommodate. He feels the city is not aware enough. Councilor Williams reminded that per CA Richards, with public works being union employees, the contract would be renegotiated. Mayor Pogwizd suggested reading the public works job description to see what is included and amend as necessary.

Mayor Pogwizd reported the city is charging 91 dollars for all three zones. He is concerned that 91 dollars is not covering Planning's time. Mayor Pogwizd would like the cost of zones addressed. Councilor Garratt suggested isolating criteria that makes the application more time consuming and check off that criteria. For each checkmark, an additional fee should be issued. CA Richards informed council of the application process. Citizens approach Planning Assistant Clark who determines zoning and provides the appropriate packet. The citizen will read the packet, fill it out and return it to Planning Assistant Clark. The citizen may not understand everything in the packet and return to planning with questions, which requires more of the planning assistant's time to provide explanations and assistance. Planning Assistant Clark advises that new build require an address, which involves additional employee time. President Cox would like to research what other cities charge.

Councilor Garratt suggests charging landowners for using Assistant Planner Patty Clark to assist with their paperwork, such as they do for records requests. CA Richards suggests that is what the

fee covers. Councilor Garratt believes the fee is a base application for handling a completed form; however, it is not for assistance filling out the application.

Steve Lawton speaks on small towns and fees. Small towns do not have the revenue stream, but once the volume of permits is up the current fee will cover expenses. Mr. Lawton encourages council to research larger cities to get an idea what Port Orford will need for a fee structure in the future. Mr. Lawton suggests Port Orford require locational surveys on new building in the community at the cost burden of the landowner.

Councilor Campbell reports lack of staffing in planning for the last two or three years since building has picked up. Councilor Campbell suggests coming up with a plan for staffing. He suggests working with the county through a contract.

President Cox has concerns about the 10-MU district. He is concerned with making decisions or completing the checklist without seeing the full set of plans. Planning Assistant Clark informs him they do see the entire set of plans without the grading plan, which is not necessary for the building construction. Grading is not inspected. It is suggested that public works be provided the tools and training to inspect the runoff and grade.

Planning Assistant Clark addresses a four-plex that has one water meter. It was listed as a single-family dwelling with four bedrooms. The county changed it to a duplex zoned 1R. CA Richards confirms the city approves one meter per duplex and one meter for a single-family dwelling. Council members are aware of apartments and motels with one meter. Planning assistant Clark reports the 14-unit apartment pays 14 base rates on one meter.

Mayor Pogwizd addresses Coast Community Health with two mobile homes on one lot. Planning Assistant Clark advised it went through Shala. The mobile homes will be connected and are student housing. Port Orford ordinance allows "other housing" in the 10-MU. Parking on the property is required. Assistant Clark has been informed they were going to have parking behind the building. President Cox asks who inspects and enforces ordinance. CA Richards will contact Felix and ask where the off-street parking is. Councilor Williams reminds that the 10-MU allows more outright uses than other uses do.

President Cox is concerned about county inspections. Permits being approved by Port Orford are being inspected by county and approved even if not in compliance. Council has been informed that a duplex on 13th appears to be a four-plex and the height is not in compliance. This has not been inspected by the city.

Councilor LaRoche asks why the city cannot make an owner tear down a building that is not legal according to city standards. President Cox reports they never get the certificate of occupancy. President Cox reports in the past building was slow, and it was easy to keep track of one or two builds a year. Currently, there are many builds, which may continue or may not continue. The City would need funding for staffing to handle these problems appropriately at the risk of the building permits decreasing in number in the future.

Councilor Williams addressed contracting with Curry County for a building department. Councilor Williams spoke with Curry County, and they advised they have only two people in the building office who are overworked. They [the county] also have seen an influx in building. When their influx decreases, the Port Orford influx will also decrease. Councilor Williams

identifies that Port Orford has the appropriate guidelines but does not have the infrastructure to enforce the guidelines. He feels this is a temporary problem. Councilor Williams would like to see the fee increased. Property owners agree that permit fees are low. He would not want to see the fees be a deterrent for building in the City of Port Orford but needs to cover the city's cost.

Councilor Williams addresses his experience with the 10-MU zone. He reports the 10-MU zone has more outright uses than the standard zone. The 10-MU allows the town from 9th Street to be a different situation, meaning 10-MU can do whatever they want and all others have to follow guidelines. Councilor Williams does not think it is right for someone to own property or a business without the same regulations. The two mobile homes at Coast Community Health would not be outside of regulation in the 10-MU zone but would be in all the other zones. The City allowed that to happen in the 10-MU zone but has to turn down others wanting to accomplish the same thing outside of the 10-MU zone. Councilor Williams would like to see the 10-MU zone be fixed or go away.

Councilor Williams states that any building under 5000 square feet does not require fire sprinklers. Anything that is a commercial building, the county requires state fire marshal sign-off prior to issuing the permit. The county is responsible for contacting the fire marshal; however, due to workload they might ask the owner to make that contact. The two manufactured homes connected should require fire marshal sign-off prior to permit being issued by the county. It is in the city ordinance that permits be signed off by the state fire marshal; however, the city does not do that. Councilor Williams is concerned that the connected manufactured homes are not built for commercial use. CA Richards reported that the manufactured homes will have students living in them as if they were apartments, which she thinks is not commercial use. Councilor Williams reported they are living there to attend their training classes, which is commercial use. Within commercial use, flooring joists, flooring packages, walls, tiebacks, wall-structures, everything is different on a commercial use. Planning Assistant Patty Clark reported that everything under 10-MU allows a manufactured home as an outright use. Councilor Williams states it is allowed under 10-MU as a single home for a one-dwelling family home.

President Cox reported the 10-MU zone was to promote growth at that end of town. Councilor Campbell and Assistant Planner Clark reported the intent for the 10-MU zone is unclear. It was because the mayor at the time wanted it in place so that area of the town could be an artsy special area of town with off-street parking. The city got a grant to accomplish the zone. The 10-MU zone allows building on the property line. President Cox inquired about challenges that might need to see change. Assistant Planner Clark would also like to see the 10-MU zone change to 4C. Mr. Steve Lawton, a citizen living in the zone, agrees it should be changed. The 10-MU zone prevents vertical growth with a view. Without the 10-MU zone, building restrictions prevent growth from a medical facility, public care facility, manufacturing, etc. The vision statement that created the 10-MU zone was to be an essence of a rural coastal community.

Mayor Pogwizd reported the 10-MU zone does address a manufactured home park. It details there has to be a 10-foot-wide landscape buffer between the right of way and the manufactured home park.

President Cox reports that Crystal Shoji helped create the 10-MU zone. He suggests that she review the 10-MU zone. Mayor Pogwizd reported that Ms. Shoji advised him that the 10-MU zone was written so loosely that anything can be done in the 10-MU zone. She said that the

council has the capability of changing the 10-MU zone to whatever the council wants it to be. Prior to 10-MU the area was all zoned 4C, which is commercial/residential.

Councilor Williams reported issues and complaints with animals in the city. He reviewed 1R property, and is not sure of the intent, but it reads to him that farm animals are not allowed in 1R unless it is one acre or more. He considers a chicken a farm animal. He feels this is the time and the place to change 1R to not allowing farm animals on 1R property unless one acre or more. As it is, it is vague.

Councilor Cox would like to see the 1R zone changed to not accept duplexes. Mayor Pogwizd read 1R zone to permit single-family dwellings, duplex, manufactured home, and private stable or farming on an acre or more. Most of the zoning was established in 1977.

Mayor Pogwizd reminds council the meeting is for discussion. Changes have to be made in a regular council meeting. To change the 10-MU zone the comp plan will have to be changed, etc.

President Cox recapped that there are a lot of problems with the 10-MU zone, as identified in this meeting. He suggested options of rewriting it or reverting back to 4C. Mayor Pogwizd would like council to take the 10-MU and 4C zone home and start reviewing for a month or two to determine if 10-MU needs rewritten or reverted back to 4C.

Adjourn

There being no further business Mayor Pogwizd adjourned the meeting at 3:09 p.m.



Mayor Tim Pogwizd

Attest:


City Recorder, Terrie Richards