

CITY OF PORT ORFORD PLANNING COMMISSION  
MINUTES OF MEETING

Tuesday, January 12, 2021, 3:30 p.m.  
Regular Meeting, Virtually Held  
555 W. 20<sup>th</sup> Street  
Port Orford, Oregon

Date Draft:  
Date Corrected:  
Date Final:

1. Call to Order.

Planning Assistant Patty Clark called to order the regular meeting of the City of Port Orford Planning Commission Tuesday, January 12, 2021 at 3:30 p.m. due to lack of a chair or active chair.

Those members present were: Commissioner Leonard, Commissioner Nieraeth, Commissioner Jezuit, Commissioner Schofield, Commissioner Berndt.

City staff present were Planner Crystal Shoji, Legal Counsel Kudlac and Planning Assistant Patty Clark.

Others present were Ann Vileisis, Greg Thelen, Penny Sues.

2. Additions to the Agenda: None.

3. Approval of Agenda:

**Commissioner Nieraeth moved to approve the agenda for the meeting of January 12, 2021 as written with Commissioner Leonard as second. *Motion carried 5-0.***

<b>Comm. Leonard</b>	<b><u>Yes</u></b>	<b>Comm. Nieraeth</b>	<b><u>Yes</u></b>	<b>Comm. Berndt</b>	<b><u>Yes</u></b>
<b>Comm. Jezuit</b>	<b><u>Yes</u></b>	<b>Comm. Schofield</b>	<b><u>Yes</u></b>		

4. Approval of Minutes: Commissioner requested the definition of Controlled Development. Planner Shoji advised it is not a public zone, but state parks and shoreland.

**Commissioner Leonard made the motion to approve the minutes as written of Port Orford Planning Commission regular session dated November 10, 2020 with Commissioner Nieraeth as second. *Motion carried 5-0.***

<b>Comm. Leonard</b>	<b><u>Yes</u></b>	<b>Comm. Nieraeth</b>	<b><u>Yes</u></b>	<b>Comm. Berndt</b>	<b><u>Yes</u></b>
<b>Comm. Jezuit</b>	<b><u>Yes</u></b>	<b>Comm. Schofield</b>	<b><u>Yes</u></b>		

5. Comments from the Public:

Penny Suess commented about the applications for the Planning Commission. She understood that local residency is required in the City of Port Orford, but there can be one or two positions in the UGB. She reported Applicant Schofield did not supply a home address within the city, only a business address. She wonders if that person can supply a physical address in the city.

Ann Vileisis commented about the Port Orford lighting ordinance, which is still in progress in commissioner’s queue. The ordinance is to help preserve the dark skies in Port Offord. Ms. Vileisis recaps that the planning commission has worked on this ordinance for over a year, sent it to city council last fall, and city council sent it back for adjustment. Due to turnover with Comm. McHugh no longer in chair position and possibly new members, she reviewed the items that need adjusted. Items are to review the security light requirements, the penalty definition, and the streetlights that involved ODOT, Coos-Curry Electric and Port Orford coordination. Ms. Vileisis would like to see this ordinance back on the agenda soon.

6. Review of Planning Commission Applications for Appointment: The city council will need a recommendation from the planning commission for commissioner appointments. There are two terms up for reappointment and one open seat.

- a. Michele Leonard is at end of term and up for reappointment. Ms. Leonard reminded commissioners that she was voted in as vice chair, but she did not expect Chair McHugh to leave. She respectfully declined any nomination as chair.
- b. Diane Schofield is at end of term and up for reappointment. Ms. Schofield reported she lives in Port Orford and rents a commercial space in Brookings but does not live in Brookings at this time.
- c. Greg Thelen applied for the open seat on the planning commission. Mr. Thelen expressed his appreciation to the commissioners for considering him for the position. He reported he is relatively new to Port Orford and loves living in Port Orford. He has been involved in the lighting ordinance. He wants to be involved and help the community.

Commissioner Nieraeth moved to recommend to council the reappointment Michele Leonard and Diane Schofield and recommend Greg Thelen to the open seat with Commissioner Berndt as second. ***Motion carried 5-0.***

Discussion: None.

<b>Comm. Leonard</b>	<b><u>Yes</u></b>	<b>Comm. Nieraeth</b>	<b><u>Yes</u></b>	<b>Comm. Berndt</b>	<b><u>Yes</u></b>
<b>Comm. Jezuit</b>	<b><u>Yes</u></b>	<b>Comm. Schofield</b>	<b><u>Yes</u></b>		

7. Election of 2021 Planning Commission Officers (Chair, Vice Chair, Secretary): City Planner Shoji clarified that chair does not need to perform any tasks more than anyone else other than running a meeting and keep things controlled at a meeting. There is a framework in place for meetings.

Commissioner Nieraeth volunteered for the Chair position. Commissioner Berndt nominated Commissioner Nieraeth as chair with Commissioner Jezuit as second. ***Motion carried 5-0.***

Discussion: None.

<b>Comm. Leonard</b>	<b><u>Yes</u></b>	<b>Comm. Nieraeth</b>	<b><u>Yes</u></b>	<b>Comm. Berndt</b>	<b><u>Yes</u></b>
<b>Comm. Jezuit</b>	<b><u>Yes</u></b>	<b>Comm. Schofield</b>	<b><u>Yes</u></b>		

Chair Nieraeth resumes the meeting and requested nominations for a Vice Chair.

Commissioner Leonard volunteered for the Vice Chair position. Commissioner Berndt made a motion that Commissioner Leonard is Vice Chair with Commissioner Jezuit as second.

***Motion carried 5-0.***

Discussion: None.

<b>Comm. Leonard</b>	<b><u>Yes</u></b>	<b>Comm. Nieraeth</b>	<b><u>Yes</u></b>	<b>Comm. Berndt</b>	<b><u>Yes</u></b>
<b>Comm. Jezuit</b>	<b><u>Yes</u></b>	<b>Comm. Schofield</b>	<b><u>Yes</u></b>		

Assistant Planner Clark will continue serving as secretary through December.

8. Planning Matters

- a. Planning Commission Training: City Planner Shoji presented a well-prepared slide show informing the role of the planning commission, ethics of a commissioner, statewide planning goals and legal requirements.

- b. Announcements and Communications:

**City Planner Comments:** None.

**Planning Commission Comments:** Commissioner Leonard asked if dark skies, sign ordinances or building height restrictions would be on the next agenda. Assistant Planner Clark advised the building height restriction code is now on the city council's agenda, not the planning commissioners. The dark sky and sign ordinances will need to be addressed by the planning commission.

Commissioner Berndt would like to add cell tower heights to the next meeting agenda. City Planner Shoji suggested cell towers fall under federal law and there will not be much the commission can do regarding the cell tower heights or number of cell towers in the city. Legal Counsel Kudlac will review the federal law pertaining to cell tower restrictions.

c. Old and Continuing Business: None.

9. Public Considerations: None.

10. **Commissioner Berndt moved to adjourn the meeting with Commissioner Leonard as second. *Motion carried 5-0.***

**Comm. Leonard      Yes              Comm. Nieraeth      Yes      Comm. Berndt      Yes**

**Comm. Jezuit          Yes              Comm. Schofield      Yes**

**Chair Nieraeth adjourned the January 12, 2021 meeting at 4:50 p.m. `**