

CITY OF PORT ORFORD PLANNING COMMISSION  
MINUTES OF MEETING  
February 9, 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.

The regular meeting of the City of Port Orford Planning Commission as called to order Tuesday, February 9, 2021 at 3:30 p.m.

Those members present were: Comm. Nieraeth, Comm. Jezuit, Comm. Stetson, Comm. Berndt.

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

2. Additions to the Agenda: None

4. 3. Approval of Agenda: **Comm. Stetson made the motion to approve the minutes of January 12, 2021 and Comm. Jezuit seconded the motion. Motion carried 4-0.**

5. Approval of Minutes: **Comm. Stetson made the motion to approve the minutes of January 12, 2021 and Comm. Jezuit seconded the motion. Motion carried 4-0.**

6. Comments from the Public:

Penny Sues asked to have the planning commission packets and minutes be posted on the website. Penny Sues asked that her last name be put into the January 12, 2021 minutes where she spoke.

Ann Vileisis talked about the Dark Sky Ordinance needs to come back to the planning per the City Council for some work.

7. Public Hearing: None.

8. Planning Matters

- Sign Ordinance: Planner Shoji reviewed the sign codes with commissioners. Every zone has different allowances for signs. Zone info is provided to commissioners for review. The commission needs to make sure the city is following state and federal law and court cases. Signs cannot discriminate between uses and must respect freedom of speech.

15.16.040 Applicability: Regulates the number, size, placement and physical characteristics of signs in the City of Port Orford. This is enforced by staff.

Conformance: Every sign erected has to be approved. This is usually done by Assistant Planner Clark prior to issuing a permit.

Exempted signs:

- a) Sign not oriented to intended to be legible from the right-of-way, private road, or other private property.
- b) Sign inside a building.
- c) Signs legally erected in the right-of-way.
- d) Building address numbers.
- e) Signs carved into or part of materials, which are integral to the building.
- f) Flag on a permanent flagpole.
- g) Banners or permanent poles, which are designed and intended as decorative or ornamental features.
- h) Painted wall decorations, painted wall highlights.
- i) Bench advertising.

Prohibited signs:

- a) Strobe lights and signs containing strobe lights, which are visible beyond property lines.
- b) Signs placed on or painted on a motor vehicle or trailer and parked with the primary purpose of providing a sign, not otherwise allowed for in this chapter.

Temporary signs: The planning commissioners previously were reviewing temporary signs. They currently still need reviewed.

By consensus, commissioners agree to report to council their intention of reviewing only highlighted areas of the sign ordinance for council approval.

9. Other Business:

a. Announcements and Communications:

- City Planner Comments: Assistant Planner Clark announced that next month the Planning Commission should be a full commission. There will be items on the agenda requiring a quorum.
- Planning Commission Comments: Chair expressed appreciation to staff for the article they provided regarding cell phone towers.

b. Old and Continuing Business: None.

10. Public Considerations: Ms. Leonard asked what differentiates permit approval of whether it comes through the Planning Commission or is approve by Assistant Planner Clark. Assistant Planner Clark advised that regular building permits do not come before the commission. The city issues clearances for the citizens to take to the county to get the permits. The city reviews the setbacks to ensure permits are appropriate for zones.

Ann Vileisis questioned the large lighted signs, such as illuminated box signs. She questioned if that should be in the lighting ordinance or sign ordinance. Ms. Vileisis encouraged commissioners to review title 2 of the Port Orford municipal code that explains the powers and duties of the Planning Commission, which shows it is the commissions duty and power to make recommendations to city council to consider issues the city is facing.

Penny Suess pointed out it was said earlier in the meeting that certain documents are on the website. She reported the comprehensive plan is no longer on the website since the new website has been available. Assistant Planner Clark will review and amend.

11. **Commissioner Jezuit moved to adjourn the meeting with Commissioner Stetson as second. *Motion carried 5-0.***

<b>Comm. Nieraeth</b>	<u><b>Yes</b></u>	<b>Comm. Berndt</b>	<u><b>Yes</b></u>	<b>Comm. Jezuit</b>	<u><b>Yes</b></u>
<b>Comm. Stetson</b>	<u><b>Yes</b></u>				

**Chair Nieraeth adjourned the February 9, 2021 meeting at 4:22 p.m.**