AGENDA
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1. Call to Order
2. Additions to the Agenda
3. Presentations to Council/Citizens
4. Consent Calendar
   a. Approve Minutes June 17, 2021
   b. Approve Minutes July 15, 2021
5. Citizens’ Concerns (Speak Only for Old & New Business Items on the Agenda)
6. Departmental Reports
   a. Public Works
   b. Administration
   c. Finance
   d. Planning
   e. Liaison
       Fire District- Garratt
       TL T- Pogwizd
       Watershed- LaRoche
       Health- Burns
       Port- Cox
       Parks- Tidey
       Emergency Mgmt.- Burns
       School District- Kessler
7. Old Business
   a. Vacation Rentals
8. New Business
   a. Mike DuBose- Right Away Usage
   b. Geoffrey Smith- Right Away Usage
   c. Sandra Anderson- Right Away Usage
   d. Emergency Preparedness Planning
   e. Water Infrastructure Grants
9. Considerations
   a. Citizen
   b. Staff
   c. Councilor
   d. Mayor
10. Future Meetings
    Thursday, September 16, 2021, Regular Council Meeting 5:30 Virtual
11. Adjourn

PUBLIC: When you join the meeting (5-10 min. prior to the meeting)

- If you plan to speak/comment during the meeting (when permissible to do so), please announce your name and “how” you are joining the meeting (i.e. by computer and/or phone). Speak slowly and clearly, so the organizer may “find” you and identify your “caller” location.
- Please wait to be called on to speak, to avoid talking over someone.
- When you are not speaking, please mute yourself (so the organizer doesn’t have to do this).
- Please limit side conversations and multitasking while you are in the meeting.
- Be aware even if you are not on camera, sound can be heard over unmuted phones and will be distracting. And if you are on camera “absences” will be noticeable, and also distracting.
• To minimize feedback noise, we will only have the meeting host, Mayor, and one other speaker unmuted at any time during the meeting.

• Please be aware that if poor etiquette is being observed, it may be called out so you have an opportunity to fix the situation.
City of Port Orford

City Council Meeting Minutes

In the Gable Chambers / Virtual participants

Thursday, June 17, 2021 at 5:30 P.M.

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Planning Commissioners Present: Cynthia Stetson, Pamela Berndt, Greg Thelen
Others Present: Heather Neavoll (ODOT), Tom Calvanese, Dana Gurnee/Penny Suess, Bailey Rinehold, Ann Vileisis, Bret Cecil

1. Call to Order
   Mayor Cox called to order this Regular Meeting of the Common Council on Thursday, June 17, 2021 at 5:30 p.m. The meeting was held via internet connection due to COVID-19 restrictions set in place by the State of Oregon.

2. Additions to the Agenda:
   9c, Old Business) Ratify Collective Bargaining Agreement will be removed from the agenda.
   10a, New Business) Lifting State of Emergency due to COVID-19 is added to the agenda.

3. Presentations to Council/Citizens: None

4. Consent Calendar – Councilor Kessler moved to approve May 20, 2021 council minutes with Councilor Burns as second. **Motion carried 5-0.**
   Discussion: None.
   Councilor Garratt  Yes  Councilor LaRoche  Yes  Councilor Burns  Yes  Councilor Kessler  Yes  Councilor Tidey  Yes

5. Public Hearing: State Revenue Sharing. Hearings to be held in Budget Committee meeting and City Council meeting. Public hearing is open by Mayor Cox.
   Contact received by staff: None.
   Public testimony opened by Mayor Cox: Seeing none, the public hearing was closed by Mayor Cox.


7. Citizen’s Concerns:
Casey Folden, Port Orford resident, spoke in favor of the Outdoor Lighting Code and would like to see it passed by City Council.

Brett Cecil, Port Orford resident, spoke in favor of the Outdoor Lighting Code. He expressed his appreciation of those involved in the time and work put into it. He would like to see it passed by City Council.

Ann Vileisis, Port Orford resident, urged City Council to pass the updated Outdoor Lighting Code. She felt the agenda planning subject was vague. Ms. Vileisis expressed her appreciation to David Johnson for his service to the city.

Chris Hawthorne, resident of Port Orford, spoke in support of the updated Outdoor Lighting Code.

Tom Calvanese spoke in favor of appointing Bailey Rinehold to the Planning Commission as a commissioner, which is Old Business item B. Speaking on the comprehensive plan, he encouraged everyone to go to the City Planner’s webpage and read Focus on the Future and read attachments by architects. Mr. Calvanese encouraged passing the Outdoor Lighting Code.

Steve Montana, Port Orford resident, spoke in favor of the updated Outdoor Lighting Code and would like to see it passed.

8. Departmental Reports
   a. Public Works – John Isadore reported the contact tank is in service and gave a
      Coastguard pump station update. He stated the repaired mains failed and Gold Run
      buildings are going up rapidly. The water services to Gold Run were located. There are
      NDS permit issues and DEQ is involved. Wastewater and Street report were given.
      Ocean View pavement project has been delayed to August. ODOT needs meters and
      hydrant moved for paving project. Public Works is still shorthanded and are looking for a
      wastewater plant operator.
   b. Administration: Jessica Ginsburg is introduced as the new City Administrator. She is
      two weeks into her position and working on getting public works staffed. She expressed
      her appreciation to David Johnson for working with her.
   c. Finance: The budget is complete.
   d. Planning: Pamela Berndt reported appreciation to the council for working in unison with
      the Planning Commission.
   e. Liaison Reports:
      Watershed: Councilor LaRoche reported the mowing and cutting around the watershed is
      finished.
      Port: Mayor Cox reported an exciting month for the Port. They are close on the EDA for
      seafood health development. A new ice machine is in place. Halibut kicks off on the 21st.
Parks: Councilor Tidey advised councilors that Parks Commission has a new commissioner, Ciaran Fraser. Commissioner assignments have been updated. The disc golf course is on the next agenda.

9. Old Business:

a. ODOT request for night work on Highway 101 repaving project: Heather Neavoll from ODOT gave information on the request. Side streets will be closed with business access. Single lane closures with flaggers are planned. Pedestrian detours will be in place during sidewalk paving. Motion carried 5-0. Councilor Burns moved to approve the ODOT request with Councilor Garratt as second. Discussion: None.

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b. Appointment of Bailey Rinehold to Planning Commission: Councilor Tidey moved to appoint Bailey Rinehold to the Planning Commission with councilor Kessler as second. Motion carried 5-0. Discussion: Applicant is available. Councilor Garratt reminded City Council that the process of appointment to commissions and council needs reviewed.

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d. Comprehensive Plan for City of Port Orford: A late email came in from a group intending to retain appeal. Mayor Cox suggested tabling this pending review of the late email. Councilor Burns moved to table this until next month with Councilor Kessler as second. Motion carried 5-0. Discussion: Councilor Kessler would like to see future trends added to the program.

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e. Ordinance 2021-03 Outdoor Lighting Code: Burns moved to replace the old dark sky ordinance with the new Outdoor Lighting Code. Rescinded.

Discussion: Legal Counsel Kudlac confirmed the process. The ordinance must go through a first reading and can be read by title and then to a second reading. There must be 7 days between the readings. Legal Counsel Kudlad read the ordinance by title for the first reading. Discussion: Councilor Garratt informed councilors that 15.17.070 section E does not stipulate what time the signs are to be turned back on. Councilor Garratt moved to amend 15.17.070 subsection E to state signs to be off from 8:00 a.m. to 6:00 a.m. with Councilor Burns as second. Motion carried 5-0. Discussion: None.
Councilor Garratt       Yes          Councilor LaRoche     Yes          Councilor Burns       Yes
Councilor Kessler       Yes          Councilor Tidey       Yes

Councilor Garratt suggested removing the work “remove” from 15.17.130 – Unlawful Acts since it will prevent people from complying. People need to remove the lights if necessary. Councilor Garratt moved to modify 15.17.130 subheading Unlawful Acts by removing the word “remove” with Councilor Burns as second. **Motion carried 5-0.**

Discussion: None.

Councilor Garratt       Yes          Councilor LaRoche     Yes          Councilor Burns       Yes
Councilor Kessler       Yes          Councilor Tidey       Yes

Councilor Garratt moved to pass 2021-03 Outdoor Lighting Code for a second reading next meeting with changes with a second. **Motion carried 5-0.**

**f. Resolution 2021-03, Receive State Revenue:** Councilor Burns moved to approve resolution 2021-03, Receive State Revenue, with Councilor Kessler as second. **Motion carried 5-0.**

Discussion: None.

Councilor Garratt       Yes          Councilor LaRoche     Yes          Councilor Burns       Yes
Councilor Kessler       Yes          Councilor Tidey       Yes

**g. Resolution 2021-04, Adopting 2021-22 Budget:** Councilor Burns moved to approve the 2021-22 budget with Councilor Tidey as second. **Motion carried 5-0.**

Discussion: None.

Councilor Garratt       Yes          Councilor LaRoche     Yes          Councilor Burns       Yes
Councilor Kessler       Yes          Councilor Tidey       Yes

**h. Resolution 2021-05, Adopting Employee Wages:** Councilor Burns moved to approve resolution 2021-05, Adopting Employee Wages, with Councilor LaRoche as second. **Motion carried 5-0.**

Discussion: None.

Councilor Garratt       Yes          Councilor LaRoche     Yes          Councilor Burns       Yes
Councilor Kessler       Yes          Councilor Tidey       Yes

**i. Resolution 2021-06, FY 21, Budget Adjustment:** Councilor Burns moved to approve Resolution 2021-06, 2021 Budget Adjustment with Councilor LaRoche as second. **Motion carried 5-0.**

Discussion: None.
10. New Business:
   a. Lifting COVID State of Emergency: League of Oregon Cities states that once the State of Emergency is lifted the city can go back to in-person meetings. Councilor Garratt moved to declare cessation of the State of Emergency and return to council meetings as in-person meetings with a second. **Motion carried 5-0.**

   Discussion: Councilor Burns asked if this will affect the Visitor’s Center. He is informed this will apply to the city and all organization restrictions. The city and organizations can make individual decisions. Councilor Garratt would like the next meeting to be virtual as well as in-person.

   Councilor Garratt | Yes | Councilor LaRoche | Yes | Councilor Burns | Yes
   Councilor Kessler | Yes | Councilor Tidey | Yes

11. Considerations:
   Citizens
   Ann Vileisis expressed appreciation for council passing the Outdoor Lighting Code to the second reading. She expressed her appreciation to Councilor Garratt for finding the errors. Ms. Vileisis clarified there are two documents: 1) Comprehensive Plan from long ago. 2) Look Into the Future, Port Orford 10MU zone.

   Staff:
   David Johnson reported the paving of Ocean View has been delayed to the middle of July, but it is still within the grant period.

   Councilors: Councilor Burns commented on the affordable housing topic that continues to be put off. He would like council to start on this topic, as it will be time consuming.

   Councilor Burns would like planning to research other communities and what they have come up with on this topic. Accessory Dwelling Units is on the agenda for next month. A motion will be considered at next meeting for affordable housing to be added to agenda.

   Councilor LaRoche spoke of a speculative plan to build apartments above Doggy Beach. Councilor LaRoche addressed the brush across the street from her on Arizona that needs cleaned up. Caller #1 is familiar and will follow up with an informative email to council. Another citizen offered to work on a list of individual properties that might be able to use help from CTR or affordable people in town.

   Councilor Garratt spoke his support of having a city administrator. He advised that executive sessions should not be on the agenda, as they are separate meetings. Councilor Garratt wants to see the city move forward on the gas tax now that there is support from a city administrator, and he will correspond with the new city administrator to update.

   Councilor Garratt spoke on housing in town that needs condemned or action taken, as they could now be serving as unsanitary homeless shelters.
Councilor Garratt advised the important of city growth. If there is no growth, the city will not have revenue for the water system and services and the city can die. He expressed the importance of not allowing building height restrictions to prevent growth in the city.

Councilor Kessler advised there are construction noises in an area not visible with no permit issued. Building and construction permits need enforced for the sake of revenue and safety.

Mayor: Mayor Cox advised this is David Johnson’s last meeting. He has been attending for 17 years. A proper send-off will be given.

Thursday, June 17, 2021, Regular Meeting of the Common Council at 5:30 p.m.

12. Future Meetings:
Thursday, July 15, 2021, Regular Meeting of the Common Council at 5:30 p.m.

There being no further business, Mayor Cox adjourned the meeting at 6:56 p.m.

Attest:

_____________________________      _______________________________
Mayor, Pat Cox                      City Recorder, Jessica Ginsburg
City of Port Orford
City Council Meeting Minutes
In the Gable Chambers / Virtual participants
Thursday, July 15, 2021 at 5:30 P.M.

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Others Present: Tim Rossi, Bret Cecil, Mary Bosch of Marketek, Aaron Ashdown from Port, Penny Suess/Dana Gurnee, Bailey Rinehold, Guy Vernon.

1. Call to Order
Mayor Cox called to order this Regular Meeting of the Common Council on Thursday, July 15, 2021 at 5:30 p.m. Mayor Cox lead the council in the Pledge of Allegiance.

2. Additions to the Agenda:
After 3B an executive session pertaining to personnel, ORS 19.2660.2B.

3. Presentations to Council/Citizens:
a. Main Street: Mary Bosch representing Main Street introduced herself as working with Main Street communities and nonprofits around the state. She is familiar with Port Orford as a visitor and economic development consultant. She reported the Main Street organization is going through a transition with the loss of Karen Auburn, long time volunteer and grant writer as well as Karen Jennings, president. Ms. Bosch introduced Main Street as a national model for community-based revitalization and community development. Oregon has a state coordinator who works in Parks and Rec. Over 80 communities around the state have representatives involved in the Main Street program at different levels. Port Orford has been a shining star for smaller communities in the last decade. Councilors were provided with an accomplishment’s handout, which were briefly reviewed. Main Street feels it is time and necessary to check in with Port Orford to discuss working together, value of Main Street, and interest in collaboration in the future. A committed group of volunteer leaders will be needed. There is a need for a good grant writer to replace Karen Auburn. Port Orford does not have a current active liaison for Main Street. Mayor Cox suggested Main Street reporting to City Council. Councilor Tidey volunteered to be a liaison with Main Street. Ms. Bosch advised the physical scope is flexible beyond just Main Street in order to capture interest and engage the community.
Steven Dahl introduced himself as a resident of Port Orford. He stated he has been involved in Main Street for 4 years. Mr. Dahl addressed transition work and money brought into the city and local businesses from buying derelict properties. Mr. Dahl reported Port Orford was in an AARP magazine regarding the bricks, sitting areas around town, fire hydrant art and the plantar boxes. In 2018 Karen Auburn won Main Street Manager of the Year for the success of bringing in grant money. Main Street assisted other nonprofits such as the Co-op, Historical Society and the Ford Foundation which built the basketball court as a fiscal agent.

b. **ADU**: Guy Vernon, local resident new to the area, introduced ADU as being “Accessory Dwelling Unit.” Mr. Vernon provided a packet to councilors. An ADU in the past was a small house on one property already with a resident. Zoning has changed over time to separate the multifamily including a duplex on one property; however, Port Orford has an exception with R1 and R2 allowing a duplex to be built in that zoning. Affordable housing is limited. In 2017 Oregon introduced house bill 1051 basically allowing ADUs. In 2018 it required all cities with 2500 citizens and counties with 15,000 citizens to adopt this ordinance. The purpose is to help bring in affordable housing by allowing a unit without another lot or another water service.

Councilor Tidey asked about system development charges (SDC). Mr. Vernon stated currently the second unit of a duplex is not charged an additional SDC. ADU is allowed by zoning code. Cities can adopt code to prevent ADUs from becoming vacation rentals, which impedes solving the problem of affordable housing.

c. **Executive Meeting**: ORS 19.2660.2B, To conduct deliberations with persons designated by the governing body to carry on labor negotiations.

4. **Consent Calendar** – City Council minutes of June 17, 2021, meeting are not available. They will be approved next meeting.

5. **Citizen’s Concerns**: (Old and New Business on Agenda).

Ann Vileisis, Port Orford resident, introduced herself as president of Kalmiopsis Audubon Society and urges councilors to pass the dark sky ordinance. Ms. Vileisis pointed out that the final edits suggested by Councilor Garratt and those the council voted on are not in the final version of the ordinance in the packet. Ms. Vileisis is looking forward to working with the city to develop a brochure and public awareness on the dark sky ordinance.

Bret Cecil, Port Orford resident, supports the dark sky ordinance and would like to see it passed by the city council. Mr. Cecil pledged his support for the Main Street Association. He likes what they have done for the town, making it more inviting. Mr. Cecil supports ADU discussion. He was unable to use his housing certificate, because he was not able to find a place to live in Port Orford. He feels availability as well as affordability is a problem.
Janis Angelini, Port Orford resident, supports the dark sky ordinance. She would like anything that diminishes extra light or pushes light down. She is also in support of ADUs, as Port Orford is limited in space for newcomers. She is in support of managed growth.

Wayne Landon, Port Orford Resident, has just recently heard of the dark sky ordinance and inquires if it is more restrictive than what is currently in place. Ann Vileisis gave a brief background on the ordinance. Mr. Landon is confused by the language and is concerned about compliance. Time for compliance is outlined. Ms. Vileisis advised a brochure for public education will be created. Mr. Landon is concerned about police’s ability to succeed in their job without lighting. Mr. Landon is concerned that the solution will cause a problem. Mr. Landon is concerned about enforcement of the code. Mr. Landon expressed his appreciation to the council members for their service to the town.

6. Departmental Reports
   a. Public Works: John Isador gave a report. Contact tank is complete. Coastguard hill is down to one pump. Water leaks are fixed. Wastewater system has problems due to broken old equipment. Grit removal system is running. Whether to continue with the new replacement system is under consideration. An update should be available next month. Port Orford is experiencing high water use at this time at 120 K, which is higher than the usual 90 K. Public works is shorthanded; however, the team they have is good. Reese Electrical made an appearance at Gold Run subdivision. Electrical, pumps, everything runs. Tidewater will begin repaving on 6th street, which they expect to be finished in three days. Mr. Isador is aware of the potholes, and they will be addressed when possible.
   b. Administration: A new financial report was submitted. An audit scheduled in September will result in final financials. City Hall is fully staffed. City Hall is not open to the public yet, though CA Ginsburg is working on getting it open soon.
   c. Finance: The city does not have a financial director. CA Ginsburg has a finance background, and an accountant has been hired.
   d. Planning: None.
   e. Liaison

   **Port:** Mayor Cox reported moving forward on Seafood Hub redevelopment. Port has a new ice machine. The Port has a tight budget this year due to COVID. Revenues are down about 30 percent.

   **School District:** Councilor Kessler reported it is summer break. High school earthquake mitigation was very well done, but it is so tight that some classrooms are stuffy. They are doing some back-work for air transport for healthier air. Three teachers are lacking between the high school and elementary school. The school is moving toward total classroom; however, they are upgrading the hybrid systems.

   **Parks:** Councilor Tidey reported there was not a Park Commission meeting this month. Commissioners will walk through the parks. Commissioner Fraser is attempting fund raising for new playground equipment.

   **Watershed:** Councilor LaRoche advised a meeting is scheduled next week.
Emergency Management: Councilor Burns scheduled a CERT class, Community Emergency Response Team, for August 20-22 at the Community Center.

7. Citizen’s Concerns:
Ordinance 2021-03 Outdoor Lighting Code:
Legal Council Kudlac delivered the second reading by title. Councilor Burns moved to approve 2021-03 with Councilor Kessler as second. **Motion carried 5-0.**
Discussion: Changes have been made in the final draft. Appreciation is expressed to the Planning Commission and Ann Vileisis for their hard work and accomplishments on this ordinance.

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8. New Business
a. **Resolution 2022-01 – Signatory Changes for Checking and Savings with Rogue Credit Union.** This is for the signature changes for the bank.
   Councilor Burns moved to pass resolution 2022-01 with Councilor Kessler as second. **Motion carried 5-0.**
   Discussion: None.

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b. **Appointment of Tim Rossi to Planning Commission:** Mr. Rossi has been interviewed by the Planning Commission. Planning Commission recommended City Council approve Mr. Rossi to the commission. Councilor Tidey moved to approve Tim Rossi as a Planning Commissioner with Councilor Burns as second. **Motion carried 5-0.**
   Discussion: The process of appointment will be a future discussion.

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c. **Coast Community Health Center Right of Way Usage:** Councilor Kessler moved to approve Coast Community’s right of way usage for sidewalk with Councilor Burns as second. **Motion carried 5-0.**
   Discussion: Councilor Garratt asked about recommendations from Public Works or city administration. CA Ginsburg advised they were signed off and approved by both. Councilor Garratt advised planning and implementation should have public works involved to avoid challenges.

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d. **Vacation Rentals:** City Council agrees to move forward on ADUs and Vacation Rentals by unanimous consensus. A workshop will need to be scheduled.
e. **Jubilee:** A workshop will be scheduled to include Chamber and Main Street. A volunteer group will meet with city council.

f. **Chamber of Commerce:** A workshop will be scheduled to include Jubilee and Main Street.

g. **Main Street:** A workshop will be scheduled to include the Chamber and Jubilee.

h. **Marijuana Tax:** CA Ginsburg advised that in November of 2020 it was passed for the city to start drafting a marijuana tax. The resolution needs written in case a shop opens in town. CA Ginsburg has copies of resolutions from counties that have passed one. The State has examples of what to write.

9. **Considerations**

a. **Citizens:** Citizen saw Chamber of Commerce on the agenda and advised there is not a Chamber of Commerce. Mayor Cox advised that is what the conversation with Main Street, Jubilee and City Council will be about. Main Street took over for the chamber in the past. The citizen is invited to attend the workshop. Citizen advised he and Linda Nelson are the last two on the Jubilee committee and Ms. Nelson has personal issues, which leaves him needing volunteers. This will be discussed during the workshop.

b. **Staff:** Councilor Burns asked about reserving the Community Building for the CERT class. He was directed to the City Manager for a waiver. Waiver granted.

c. **Councilors:** Councilor Kessler is concerned about people who are building, and businesses that are building without permits. CA Ginsburg advised of complaint forms outside of city hall and encouraged people to use them. A letter of compliance will be sent to establish a paper trail after which it will be sent to the county compliance officer and/or fire marshal. A list will be more time efficient for the county and/or fire marshal.

d. **Mayor:** Mayor Cox is excited about the workshop and future agenda.

10. **Future Meetings:** Thursday, August 19, Regular meeting of the Common Council at 5:30 p.m.

There being no further business, Mayor Cox Adjourned the meeting at 7:38 p.m.

Attest:

_____________________________      _______________________________
Mayor, Pat Cox                        City Recorder, Jessica Ginsburg
Vacation Rentals

Extensive research has been completed and here are a few highlights that have been found in various Cities close to the size of Port Orford and what they have passed about vacation rentals.

1) Limited the number of Business licenses that they will issue to Vacation Rentals within City Limits. (Yachts limited to 135)

2) Currently Terri always said that Vacation Rentals do not need Business Licenses However how are we supposed to keep track of who is paying the TLT Tax. With council approval I would like to write a resolution to include Vacation Rentals only (not long term rentals)

3) All complaints have to come to City Hall and after 3 complaints within a time frame designated by City Council we can suspend or revoke the business license.

4) Vacation rentals have to ensure that there is enough parking on site.

5) There has to be someone designated as a contact or registered agent within 10 minutes driving distance to the property as a contact for City Hall, Police, Fire or Public Works in case of an emergency.
Emergency Preparedness Plan

Introducing Jim and Jenna Howe

Jim has a broad range of skills, including 28 years negotiating skills (Joint Venture Fisheries, businessman) and all phases of construction. He’s experienced at planning and executing complicated projects, keeping in mind long-term goals as well as current needs.

Jenna has decades of experience as a sought-after technical writer: organizing information and explaining complex information clearly. That experience translates directly to writing grant proposals, emergency procedures, information for citizens and tourists, etc.

We have both been working with Gary Burns to research the risks and possible responses for natural disasters that could affect Port Orford. There’s a lot to know, and a lot of preparation to do.

As we gather information, we add it to https://bra.in/3qwLRJ (the Brain). This link allows you to read the information and view the relationships, but a Team Brain subscription is required to edit this Brain. General information about navigating this information store is at https://thebrain.com/support/tutorials.

This project is growing at a surprising rate. There is designing the project, getting funding, coordinating with groups at the local, state, and national level, writing the plan, setting up caches of supplies, and preparing responders and ordinary citizens, so we will be ready to respond in the event of a disaster.

Requests

Hire Grant and Plan Writer (Jenna Howe)

This should be one position because the grant writer needs to understand the plan. Also, there are efficiencies in having these interrelated tasks done by a single person.

The writer’s tasks include the following:

- Write grant proposals.
- Document the plan.
- Write progress reports for granting agencies.
- Write up procedures for preparations and incident response.
- Write Port Orford-specific disaster brochures, mailers, etc.
- Update city docs as needed.
For example, https://portorford.org/emergency-services/ currently recommends that individuals/families maintain a three day emergency supply. According to the linked document, we on the coast should have a thirty day supply.

Note: Grant writing cannot be funded with grants. It’s considered unethical and would be a red flag to granting organizations.

**Hire Emergency Coordinator (Jim Howe)**

We’ve identified agencies and organizations that the City can work with for planning, resources, and grants. They will need to work with a recognized representative of Port Orford. Jim has begun to contact these groups as an ordinary citizen, but to go further he needs a City title such as Emergency Coordinator, and he will need an @PortOrford.org email address.

As the official Emergency Coordinator, Jim can:

- Report to the City Administrator, so we have a comprehensive plan that is representative plan for Port Orford.
- Work with various City departments, discussing their needs and the ways they can work together in an emergency. These needs and capabilities can be included in grant requests.
  
  (Example: The need and cost to repair or replace the Tsunami siren.)
- Work with the Curry County Emergency Coordinator and other costal Coordinators.
- Work with granting organizations to widen the scope of some of the grants, in cases where the grant provides discretionary authority to the grantors.

For example, there is a grant for disaster preparedness in Oregon, but only for cities with population over 85,000. Nine cities in Oregon meet this qualification, and none are on the coast. Coos and Curry counties together do not meet the criteria, which appear to have been set at a national level. For the funding organizations to meet their goals of preparing the state and nation for disasters, they need to adjust these criteria. We can work with them on that.

- Make personal connections with various Government and State agencies. Personal working relationships can smooth the way when we turn to these agencies for funding or emergency help.
- Organize fund raising and disaster preparedness awareness via community events.
- Request and receive donations for the City Emergency Program (cash and/or in-kind) from companies and individuals.

**Establish a budget**

Our research shows that many granting organizations want the receiving organization to contribute a percentage of the total budget. When applying for
grants, we will need to know how much the City can budget for Emergency Preparedness. One of the Emergency Coordinator’s tasks will be to gather information to use in establishing this budget.

In the event of a disaster

Immediate action by Council and Mayor

At best, it takes weeks from the onset of a disaster until help arrives from outside agencies such as FEMA. If we aren’t quick to start the request process, it can be even longer.

The process goes something like this:

1. The City Administrator must notify the city council of the emergency.
   
   In our case, the Emergency Coordinator would gather information from emergency response leads around Port Orford. He can then give the Administrator a preliminary report of the locations and extent of the damage and the most pressing needs.

2. The City Council advises the Mayor of the emergency and the requirements for aid.


4. Oregon OEM reports the emergency to the Governor.

5. The Governor requests assistance from FEMA.

There should be at least one alternate for each local position in that chain.

Summary

At this time, we are requesting that:

- A position of Emergency Coordinator be created, reporting to the City Administrator. This should be a salaried position, since there is considerable work involved.
- Jim be given the authority as Emergency Coordinator, with an @portorford.org email address, to work with local and external organizations on behalf of Port Orford.
- A writer/grant writer be hired to start drafting grant proposals, to write up the plan and associated materials, and generally to organize the masses of information involved. Jenna Howe is a good candidate for this position. Again, it should be compensated since there is considerable work involved.

Once these are done, we can make more progress on the work of emergency preparedness for Port Orford and the surrounding areas, such as:

- Find/apply for grants
- Find/apply for donations
- Write plan
- Review plan with stakeholders
• Make connections to other coastal coordinators
• Make connections to State and Federal agencies
• Setup food and equipment caches
City of Port Orford
P.O. Box 310 Port Orford, OR 97465
(541) 332-3681

CITY RIGHT-OF-WAY USAGE LICENSE
City Ordinance Chapter 12.24

Licensee Information: Byre Sea Gardens LLC Date: 7/26/21
Name: Geoffrey Smith Phone #: 541-551-5229
Address: 3 Greer Cir. Signature:

Property location:
Street location: Assessors Map: Lot#:
Description of Improvements: Attach Drawings/Plans if available:

New gravel on N. Shoulder/Rawd and truck up gravel
along E. Shoulder/Parking area. Gravel will be compacted.

Agreements: No box will be used.
1. Licensee confirms they are the owner of the property adjacent to the City's right of way.
2. Licensee agrees that this license is personal to the licensee, non-transferable and may be revoked by the City of Port Orford at any time and without notice to licensee.
3. Licensee agrees that the use of the City's right of way is limited to the specific use authorized by this license.
4. Licensee shall notify in writing any purchaser of the property of this revocable license.
5. Licensee shall have all utilities and property lines located and marked at licensee's expense before submitting permit. (Utility locate service 1-800-332-2344)
6. The City of Port Orford reserves the right to remove any ground cover, landscaping or structures without compensation to licensee/property owner for utility installation/repair, Street maintenance/repairs, Street widening, Sidewalk construction and/or any other Street improvements, Right-of-way maintenance or any other actions deemed necessary by the City of Port Orford.
7. HOLD HARMLESS CLAUSE: The licensee agrees that their performance under this license is at their own sole risk and that they shall indemnify the City of Port Orford, its agents and employees and hold harmless from any and all liability for damages, costs, losses and expenses resulting from, arising out of, or in any way connected with this license and from any loss arising from the licensee's use of the property, or from the licensee's failure to perform fully hereunder, and the licensee further agrees to defend the City of Port Orford, its agents, and employees, against all suits, actions or proceedings brought by any third party against them for which the license holder would be liable hereunder.
8. If applicant disagrees with the action of City Staff, an appeal may be filed with the City Council within 14 days of the action, or the decision becomes final.
9. Criteria that will be used to evaluate proposed right of way use:
A. Potential impact on existing utilities (water, sewer, storm water, etc.) including potential future maintenance requirements for those utilities.
B. Will the proposed use negatively impact visibility for traffic on adjoining roadways?
C. Are there any other potential public safety concerns?
D. Will the proposed use be likely to create negative visual impact on adjoining properties?
E. Will the proposed use impact any other existing uses?
F. Is granting the ROW usage license in the public interest?
City of Port Orford
P.O. Box 310, Port Orford, Ore. 97465
(541) 332-3681 / Fax (877) 281-5307

CITY RIGHT-OF-WAY USAGE LICENSE
City Ordinance Chapter 12.24

Licensee Information: Date: July 20, 2021
Name: Mike DuBose Phone #: 541-218-1816
Address: 2220 Kincaid Rd; Williams OR 97544 Signature: __________________________
Property location: 1859 Arizona St; Port Orford Lot#: 1200
Assessors Map: __________________________

Description of Improvements: Attach Drawings / Plans if available:
Extension of privacy fence from SE property corner by approximately 20’ East. See Attached

Agreements:
1. Licensee confirms they are the owner of the property adjacent to the City’s right of way.
2. Licensee agrees that this license is personal to the licensee, non-transferable and may be revoked
   by the City of Port Orford at any time and without notice to licensee.
3. Licensee agrees that the use of the City’s right of way is limited to the specific use authorized by
   this license.
4. Licensee shall notify in writing any purchaser of the property of this revocable license.
5. Licensee shall have all utilities and property lines located and marked at licensee’s expense
   before submitting permit. (Utility locate service 1-800-332-2344)
6. The City of Port Orford reserves the right to remove any ground cover, landscaping or
   structures without compensation to licensee/property owner for utility installation/repair, Street
   maintenance/repairs, Street widening, Sidewalk construction and/or any other Street
   improvements, Right-of-way maintenance or any other actions deemed necessary by the City of
   Port Orford.
7. HOLD HARMLESS CLAUSE: The licensee agrees that their performance under this permit is
   at their own sole risk and that they shall indemnify the City of Port Orford, its agents and
   employees and hold harmless from any and all liability for damages, costs, losses and expenses
   resulting from, arising out of, or in any way connected with this permit and from any loss arising
   from the licensee’s use of the property, or from the licensee’s failure to perform fully hereunder,
   and the licensee further agrees to defend the City of Port Orford, its agents, and employees,
   against all suits, actions or proceedings brought by any third party against them for which the
   permit holder would be liable hereunder.
8. If applicant disagrees with the action of City Staff, an appeal may be filed with the City Council
   within 14 days of the action, or the decision becomes final.
9. Criteria that will be used to evaluate proposed right-of-way use:
   A. Potential impact on existing utilities (water, sewer, storm water, etc.) including
      potential future maintenance requirements for those utilities.
   B. Will the proposed use negatively impact visibility for traffic on adjoining roadways?
   C. Are there any other potential public safety concerns?
   D. Will the proposed use be likely to create negative visual impact on adjoining properties?
   E. Will the proposed use impact any other existing uses?
   F. Is granting the ROW usage license in the public interest?
FURTHER DESCRIPTION OF IMPROVEMENT:

Extension of existing cedar privacy fence 20' onto city right of way due east from 1859 Arizona St SE property corner. The fence extension would be constructed in such a way that it could easily be taken down should excavation or other activities by the City necessitate.
City of Port Orford
P.O. Box 310 Port Orford, OR 97465
(541) 332-3681

CITY RIGHT-OF-WAY USAGE LICENSE
City Ordinance Chapter 12.24

Licensee Information:
Name: Sandra Anderson Phone #: 541-290-2047
Address: P.O. Box 1089 P.O. Box: 33-15-05
Property location: 33-15-05 AD
Street location: 11th and Deady Assessors Map: 33-15-05 lot#: 3800
Description of Improvements: Attach Drawings / Plans if available:

Agreements: Currently using 11 ST BOX to 1801

1. Licensee confirms they are the owner of the property adjacent to the City's right of way.
2. Licensee agrees that this license is personal to the licensee, non-transferable and may be revoked by the City of Port Orford at any time and without notice to licensee.
3. Licensee agrees that the use of the City's right of way is limited to the specific use authorized by this license.
4. Licensee shall notify in writing any purchaser of the property of this revocable license.
5. Licensee shall have all utilities and property lines located and marked at licensee's expense before submitting permit. (Utility locate service 1-800-332-2344)
6. The City of Port Orford reserves the right to remove any ground cover, landscaping or structures without compensation to licensee/property owner for utility installation/repair, Street maintenance/repairs, Street widening, Sidewalk construction and/or any other Street improvements, Right-of-way maintenance or any other actions deemed necessary by the City of Port Orford.
7. HOLD HARMLESS CLAUSE: The licensee agrees that their performance under this license is at their own sole risk and that they shall indemnify the City of Port Orford, its agents and employees and hold harmless from any and all liability for damages, costs, losses and expenses resulting from, arising out of, or in any way connected with this license and from any loss arising from the licensee's use of the property, or from the licensee's failure to perform fully hereunder, and the licensee further agrees to defend the City of Port Orford, its agents, and employees, against all suits, actions or proceedings brought by any third party against them for which the license holder would be liable hereunder.
8. If applicant disagrees with the action of City Staff, an appeal may be filed with the City Council within 14 days of the action, or the decision becomes final.
9. Criteria that will be used to evaluate proposed right of way use:
   A. Potential impact on existing utilities (water, sewer, storm water, etc.) including potential future maintenance requirements for those utilities. Yes
   B. Will the proposed use negatively impact visibility for traffic on adjoining roadways? No
   C. Are there any other potential public safety concerns? No
   D. Will the proposed use be likely to create negative visual impact on adjoining properties? No
   E. Will the proposed use impact any other existing uses? No
   F. Is granting the ROW usage license in the public interest? Yes
APPLICATION FOR FACILITY PERMIT

PORT ORFORD
ROAD DEPARTMENT

PERMIT NO.______ Date: _______

PERMIT TYPE

X Driveway/Road Approach ______ Road Encroachment ______ Special ______ Utility

X Road Improvement ______ Major ______ Minor

I, Sandra Anderson, hereby make application for a facility permit upon the right-of-way

of 11th St. Street. Number Between Deadly & Jefferson

in strict conformity to the exhibits attached hereto, subject to all terms, conditions, agreement stipulations,
and provisions contained in the application and permit, and the rules and regulations regarding roads and
rights-of-way, as set forth by the Port Orford Municipal Code, and any other applicable regulations, law or
ordinance.

DESCRIPTION: extend existing drive way to make pacific lot 2800. Joe Marsh

Maunica Anderson

Signature

Phone Number 41-290-2047

Mail Address

City

State

Zip

FACILITY PERMIT

SPECIAL PROVISIONS: The terms and specifications, which apply to this permit, are as shown on the
attachment herewith and the permit conditions listed on the reverse side of this application. Noncompliance
with these terms, specifications and conditions will result in cancellation of this permit.

ATTACHMENTS FOR:

X Driveway/Road Approach $85.00 ______ Road Encroachment $210.00 ______ Utility

X Road Improvement ______ Special $35.00

ADDITIONAL REQUIREMENTS:

Existing drive way has trees planted

Near neighbor. Trees will need to be

removed to get equipment in to

site. Can open up road for use.

This permit shall be void unless the work is completed within 60 days of permit date.
INSPECTED:

Date________________________  _____ Approved  _____ Denied

By__________________________  __________________________________
  Public Works Lead

  Fire Department

A. This permit covers public right-of-way and /or City property only.

B. It is the responsibility of the permit holder to re-establish any survey monument moved, destroyed, etc. while working within City right-of-way. The re-establishment of survey monuments must be done by an approved registered surveyor, and all costs will be borne by the permit holder.

C. Notification to the Port Orford Public Works Department is required 24 hours before beginning work under this permit - (541)332-3681. Prior approval for modifications to permit specifications is required.

D. Permits may be terminated or suspended when the permit holder is found to have obtained a permit through misrepresentation of the facts or when, in the judgment of the Public Works Lead, terms of the permit are being violated or public safety is threatened. Access permits shall remain in effect until a change in land use occurs. The permit holder shall be responsible for the cost of design, installation or construction of additional roadway improvements and traffic control devices at any time in the future when the traffic generated by the use for which the access permit is authorized necessitate such installation in the interest of the public safety.

E. HOLD HARMLESS CLAUSE - The permit holder agrees that their performance under this permit is at their own sole risk, and that they shall indemnify the City of Port Orford, its agents and employees and hold them harmless from any and all liability for damages, costs, losses and expenses resulting from, arising out of, or in any way connected with this permit, or from the permit holders failure to perform fully hereunder, and the permit holder further agrees to defend Port Orford, its agents, and employees, against all suits, actions or proceedings brought by any third party against them for which the permit holder would be liable hereunder.

F. The permit holder guarantees all restoration work for a period of one year from the date of completing the installation, except non-cement/sand slurry backfills under pavements shall be warranted for two years form the date of completing the installation.

G. Any sight posts, signposts, or mailboxes that are removed will be replaced immediately in like condition in the same location and the area around them will be restored to a like or better condition.

H. Prior to the installation of any bridge, culvert or fill, the owner of property which the roadway for ingress and egress will serve shall obtain an encroachment permit from the Port Orford street department superintendent. The superintendent may require drawings, sketches or any other description of the project, as he deems necessary for clarity.

(Ord. 312'1 (part), 1978)
**Presented by:** Sandra Anderson  
**Siskiyou Coast Realty**

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**Tax ID:** R21680  
**Prop Addr:**  
**City/State/Zip:** OR

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**CURRY COUNTY, OR**

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**Latest Listing ID:** 17048014  
**County:** Curry

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**OWNER INFORMATION**

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**Owner Name:** PACIFIC COAST WAVES, INC  
**Owner Addr:** P O BOX 1089  
**City/State/Zip:** PORT ORFORD OR 97465

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**LAND INFORMATION**

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**Lot SqFt:**  
**Acreage:** 0.69

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**BUILDING INFORMATION**

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**Year Built:**  
**Eff Yr Built:**  
**Fireplace:**  
**Interior Comp:**  
**Interior Finish:**  
**Exterior Wall:**  
**Foundation:**  
**Bedrooms:** 0  
**Bathrooms:**  
**Living SF:**  
**1st Floor SF:**  
**2nd Floor SF:**  
**Bsmnt SF:**  
**Plumbing:**

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**SALES INFORMATION**

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**Deed Type:** WARRANTY DEED  
**Sale Date:** 7/5/2018  
**Sale Price:** $50,000  
**Document No:** 18-2450

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**TAX INFORMATION**

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**Tax Period:** 18-19  
**Tax Year:** 2018  
**Tax Amt:** $615.56  
**Market Land:** $49,280  
**Market Impv:**  
**Market Total:** $49,280  
**Assessed Total:** $49,280

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**LEGAL INFORMATION**

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**Map Code:** 3315-05AD-02800-00  
**Tax Lot:** 2800  
**Township:** 33  
**Range:** 15  
**Section:** 05  
**Zoning:** 1R  
**Qtr Section:** A  
**16th Section:** D  

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**Prop Class:** 100 - RESIDENTIAL NO SIGNIFICANCE VACANT  
**Legal Desc:**