



City of Bandon

555 Hwy 101, PO Box 67
Bandon, OR 97411
(541) 347-2437

Bandon by the Sea

CITY COUNCIL CONSENT AGENDA	DATE: 3-4-2024
SUBJECT: CITY COUNCIL AND URBAN RENEWAL AGENCY BOAD; PLANNING COMMISSION MINUTES	ITEM NO: 3.10

BACKGROUND:

City Council and Urban Renewal Agency meeting minutes as submitted by Richard Taylor, Minutes Clerk

- February 5, 2024, City Council - Regular Meeting
- February 12, 2024, City Council - Work Session

Planning Commission meeting minutes as submitted by Nicolette Cline, Planning Assistant

- January 25, 2024, Planning Commission – Regular Meeting

FISCAL IMPACT:

None

RECOMMENDATION:

Motion to approve as part of the Consent Calendar Items.

SUBMITTED BY:

June Hinojosa, City Recorder



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MINUTES

CITY OF BANDON CITY COUNCIL AND URBAN RENEWAL AGENCY BOARD

COUNCIL CHAMBERS, 555 HIGHWAY 101, BANDON, OR 97411

MONDAY, FEBRUARY 5, 2024

Livestreamed via Zoom Meetings

COUNCIL MEMBERS PRESENT:

Mary Schamehorn, Mayor
Joshua Adamson, Councilor
Peter Braun, Councilor
Chris Powell, Councilor
Geri Prochetto, Councilor
Madeline Seymour, Council President
Brian Vick, Councilor

STAFF PRESENT:

Torrey Contreras, City Manager
Shala Kudlac, City Attorney
Dana Nichols, Planning Director
Denise Russell, Utilities Office Manager
Nicolette Cline, Planning Assistant
Officer Damon Price, Bandon Police
Richard Taylor, Minutes Clerk

1. CALL TO ORDER/ROLL CALL/INVOCATION/PLEDGE OF ALLEGIANCE

Schamehorn called the meeting to order at 7:00 p.m. Roll Call was taken as indicated above. Fr. Doug Hale of St. John Episcopal Church provided the Invocation. The Pledge of Allegiance was led by Seymour.

2. PRESENTATIONS

2.1 Bethe Patrick – Volunteer of the Month

Patrick, Executive Director of the Greater Bandon Association (GBA), presented the organization's Volunteer of the Month Award to Carol Maude for her contributions to the community through Shoreline Education for Awareness (SEA), the Whale Watch Spoken Here volunteer program, the Cranberry Festival, and the GBA's Nog Walks.

2.2 Margaret Pounder – Chamber of Commerce Update

As President and Chief Executive Officer of the Bandon Chamber of Commerce, Pounder gave a presentation on the Chamber's marketing efforts to attract tourists to visit and stay in Bandon. She focused on advertising in digital media, efforts to bring people with disabilities to Bandon, the importance of community support for local businesses, and a look ahead at upcoming Chamber sponsored events in 2024. Pounder presented statistics showing how much money was spent in Bandon as result of Transient Occupancy Tax (TOT) invested in promotion.

3. CONSENT CALENDAR ITEMS

3.0 City Council/Urban Renewal Agency and Planning Commission Minutes

- City Council and Urban Renewal Agency Board Regular Meeting – January 9, 2024
- Joint City Council and Planning Commission Work Session - January 22, 2024

3.1 Accounts Payable Report for December 2023

3.2 Library Report for January 2024

3.3 Public Works Report for January 2024

3.4 Sprague Theater and Community Center Calendar for February and March 2024

3.5 Planning Department Report for January 2024

3.6 Police Department Report for January 2024

3.7 Finance Department Report for December 2023

3.8 Consolidated Municipal Utility Report for December 2023 and January 2024

3.9 Municipal Court Report for December 2023

3.10 Budget Committee Minutes

- Budget Committee Meeting – April 24, 2023
- Budget Committee Meeting – May 8, 2023

3.11 Appointment to Budget Committee

Due to a vacancy, the Mayor appointed David Gerhart to the Budget Committee, with Council approval.

Braun moved to approve the Consent Calendar. Vick seconded the motion and it carried by unanimous show of hands vote (6:0:0):

AYES: Adamson, Braun, Powell, Procetto, Seymour, Vick
NAYS: None
ABSENT: None

4. NEW AND OLD BUSINESS ITEMS

4.1 Review and Consideration of a Request for the City of Bandon to Establish a Sister City Relationship with the Bandon-Kinsale Municipal District, County Cork, Ireland

Noting that 2024 was the 150th anniversary of Bandon, Oregon, as a recognized settlement, attorney Robin Miller presented the Council with a proposal for the City to engage in a "sister city" relationship with its namesake in Ireland, now represented by the Bandon-Kinsale Municipal District. He observed that there was an emotional and cultural connection between the two communities, and although some cultural exchange had happened in the past, no formal declaration could be found.

Seymour made a motion directing Staff to pursue "twinning" with the Town of Bandon in County Cork, Ireland. Braun seconded the motion and it passed unanimously by show of hands vote (6:0:0):

AYES: Adamson, Braun, Powell, Procetto, Seymour, Vick
NAYS: None
ABSENT: None

4.2 Letter of Collaboration – Transforming Risks into Resilience for Communities and Ecosystems in and around Oregon’s Estuaries – NOAA Climate Resilience Regional Challenge Grant

Nichols: The Oregon Department of Land Conservation and Development (DLCD) approached the City with an opportunity to submit a proposal to utilize grant funds for projects identified in the Coquille River Estuarine Resilience Action Plan (ERAP). A pathway on the north side of Redmon Pond, near Jetty Road, along with a drainage program for the South Jetty neighborhood and Jetty Road, qualified for \$250,000 in "green infrastructure" funding to cover planning and design by consultants, City Staff support reimbursement, and cultural monitoring and consultation by tribal entities.

Braun moved to approve a letter of collaboration to be submitted with the proposed grant application. Vick seconded the motion, which carried by unanimous show of hands vote (6:0:0):

AYES: Adamson, Braun, Powell, Procetto, Seymour, Vick
NAYS: None
ABSENT: None

4.3 Professional Services Contract between the City of Bandon and Civic Plus for Capturing Social Media Content in Accordance with Oregon State Law

Contreras: State law required social media content and posts related to City business made by City officials to be retained for the public record. Because private sector businesses were not required to maintain public records, Staff proposed to contract with Civic Plus for this service, at a cost of \$8,983 over the next two years, with an annual service fee increase of approximately 5% thereafter.

Braun made a motion to authorize the City Manager or designee to enter into a professional services contract with Civic Plus for capturing social media posts in accordance with Oregon state law. Vick seconded the motion, which carried by unanimous show of hands vote (6:0:0):

AYES: Adamson, Braun, Powell, Procetto, Seymour, Vick
NAYS: None
ABSENT: None

4.4 Request for a Council-Initiated Vacation of Portions of 6th Street SW, Lincoln Avenue SW, and Kensington Avenue SW on the Jetty

Nichols: At its January 9, 2024, Regular Meeting, the City Council requested Staff to prepare a report assessing the feasibility of initiating the vacation of unimproved rights-of-way abutting or crossing land owned by the Coquille Indian Tribe and containing the Pacific View Senior Living Community. The request for the vacation was made on behalf of the Tribe by Tribal One. Staff recommended that all costs associated with the vacation be borne by the property owner or its representative.

Braun made a motion to initiate vacation proceedings and direct Staff to prepare notices for a Public Hearing at a future City Council meeting. Vick seconded the motion, which carried by unanimous show of hands vote (6:0:0):

AYES: Adamson, Braun, Powell, Procetto, Seymour, Vick
NAYS: None
ABSENT: None

4.5 Resolution 24-01 To Adopt an Update to the Bandon Emergency Operations Plan

Nichols: The City's Emergency Operations Plan was formalized through a grant from the Department of Homeland Security in 2013 and was intended to be updated every five years. An attempt by Staff to update the plan in 2020 was stalled by the onset of the COVID-19 pandemic. Staff proposed to update information about City Councilors and City Staff and their designated roles, with a recommendation to update every two years when the Council and Mayor elections were held.

Seymour offered a motion to approve Resolution 24-01, adopting a revised Emergency Operations Plan for the City of Bandon. Adamson seconded the motion and it passed unanimously by show of hands vote (6:0:0):

AYES: Adamson, Braun, Powell, Procetto, Seymour, Vick
NAYS: None
ABSENT: None

5. PUBLIC HEARING ITEMS (none)

6. URBAN RENEWAL AGENCY ITEM (none)

7. PUBLIC COMMENTS

Kudlac: Oral testimony regarding the Gravel Point project should be heard during the Public Hearing at the City Council meeting on February 21, 2024, to be included in the public record.

7.1 Written Comment from Carol Domme, General Manager, Windermere on the Beach

Letter in support of the Bandon Chamber of Commerce continuing to receive Transient Occupancy Tax (TOT) revenues from the City of Bandon.

8. CITY MANAGER COMMENTS

Contreras: A closed session item would be discussed after the Regular Meeting.

9. CITY COUNCIL COMMENTS

Seymour: Leaving early, recovering from surgery.

Procetto: Happy Valentine's Day.

Braun: Congratulations to Volunteer of the Month Carol Maude.

10. ADJOURN TO EXECUTIVE SESSION

Schamehorn adjourned the Regular Meeting at 7:49 p.m. The Council convened an Executive Session regarding potential litigation pending or likely to be filed, and the review of privileged records, pursuant to ORS 192.660(2)(F) and (H).

The Executive Session adjourned at 8:30 p.m.



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MINUTES

CITY OF BANDON CITY COUNCIL AND URBAN RENEWAL AGENCY BOARD BUDGET WORK SESSION

COUNCIL CHAMBERS, 555 HIGHWAY 101, BANDON, OR 97411
MONDAY, FEBRUARY 12, 2024
Livestreamed via Zoom Meetings

COUNCIL MEMBERS PRESENT:

Mary Schamehorn, Mayor
Peter Braun, Councilor
Chris Powell, Councilor
Geri Procetto, Councilor
Madeline Seymour, Council President
Brian Vick, Councilor

STAFF PRESENT:

Torrey Contreras, City Manager
Paula Burris, Finance Director
June Hinojosa, City Recorder
Dana Nichols, Planning Director
Christine Kingsbury, Library Director
Jim Wickstrom, Electric Supervisor
Andrea McMahon, Executive Assistant to City Manager
Nicolette Cline, Planning Assistant
Richard Taylor, Minutes Clerk

COUNCIL MEMBER NOT PRESENT:

Joshua Adamson, Councilor

1. CALL TO ORDER/ROLL CALL

Schamehorn called the meeting to order at 1:30 p.m. Roll Call was taken as indicated above.

2. DISCUSSION

2.1 Budget Work Session of the Bandon City Council/Urban Renewal Agency Board

Accompanied by a slideshow, Contreras provided an overview of the City's budget process and budgetary issues facing the City.

- The Operating Budget and Capital Budget are the two primary components of the City's Combined Financial Program, or Budget.
 - The Operating Budget funds the provision of essential, recurring, lawfully required City services and is primarily funded by taxes, fees, assessments, and utility sales.
 - The Capital Budget funds capital purchases and projects, through grants, bond proceeds, unexpended fund balances, and donations.
- Funding categories:
 - The General Fund is comprised of non-restricted monies used to fund the Operating Budget. Revenue sources and amounts for the FY 2023-24 General Fund included:

▪ Property Taxes.....	\$235,100
▪ Other Taxes.....	\$1,378,589
▪ Franchise Fees	\$95,000
▪ Planning Permits/Other Funds.....	\$255,000
▪ Other Permits and Fees.....	\$1,780
▪ Intergovernmental	\$675,503
▪ Police and Court Fines.....	\$78,000
▪ Reimbursements	\$569,213
▪ Miscellaneous	\$153,190
▪ Transfers from Other Funds.....	\$30,049
▪ Fund Balance.....	\$5,106,607

 - Bandon's permanent property tax rate of \$0.4580/\$1,000 assessed valuation only generates 4.6% of the City's General Fund.
 - Non-permanent property tax revenue is derived from the Local Option Street Tax and General Obligation (GO) Bond taxes.
 - The combined permanent and non-permanent property tax rate is \$2.25/\$1,000, excluding Urban Renewal Agency taxes.

- Special Revenue Funds support specific programs, services, capital purchases, and projects. Revenue sources and amounts for the FY 2023-24 General Fund included:
 - Police Reserve Program.....\$62,522
 - Street Tax\$516,110
 - Library Memorial\$97,474
 - Library\$584,272
 - Tourism Development\$461,253
 - Community Beautification.....\$57,712
 - State Revenue Sharing\$113,143
 - Block Grant\$106,320
 - Fund Balance\$1,998,806
- The Tourism Development Fund is anticipated to have a closing balance of \$1,200,000 for FY 2023-24 and increase to about \$1,450,000 in FY 2024-25.
- Transient Occupancy Tax (TOT) has a great potential for growth, contingent on approval of new hotel and resort developments.
- The TOT rate is 9.5%, including 6% lodging tax and 3.5% enhanced services tax.
- 80% of lodging tax is assigned to the General Fund; 20% to tourism development.
- 30% of enhanced services tax goes to the General Fund; 70% to tourism development.
- Combining the two TOT rates, 61.58% overall is assigned to the General Fund; 38.42% is restricted for tourism development, as required by state law.
- In the City’s FY 2023-24 Budget, \$170,000 was appropriated to the Bandon Chamber of Commerce for tourism promotion—by far the largest contribution to a community organization.
- A survey of regional cities showed that tourism promotion was privately funded in Gold Beach; Port Orford had no program; Brookings received a \$3,000 tourism promotion grant; Lincoln’s Chamber of Commerce promoted tourism; Newport provided \$125,000 for three years of tourism promotion by the local Chamber; and North Bend, Coos Bay, and Charleston formed a privately funded consortium that promoted tourism.
- Enterprise Funds are designed to be self-sustaining through recurring user fees in support of proprietary or business-like services, such as the City’s utilities.
 - In FY 2023-24, the Electric Utility’s operating expenses exceeded user fee revenue by \$451,875—a structural deficit that was covered by its Fund Balance. Capital expenses came to \$1,630,000.
 - The Water Utility also showed a structural deficit in FY 2023-24—\$326,645—which was backfilled by a Fund Balance. Capital expenses amounted to \$2,832,325.
 - A deficit of \$202,498 in the Wastewater Utility Fund was covered by non-recurring Fund Balance as well. Capital Expenses in FY 2023-24 were set at \$4,323,123.
 - Powell: The voter-approved rate increases had not produced the desired relief from Utility deficits.
 - Seymour: The measure would not have passed if the requested increase was higher.
 - Vick: Half the Councilors expected the measure to fail.
 - Schamehorn: The voters had been supportive of rate increases but not rate-setting authority. The cause of the deficits needs to be determined.
 - Contreras: Revenue from user fees should offset operating costs. One-time use funds were not permanent and not intended to make up deficits.
 - Burris: Funds not spent on operating utilities had accumulated during good years and could carry over to the following year, with leftover Capital Fund Balances also covering operating expenses. System Development Charges (SDCs) could only be used for new capital improvements or to repair current infrastructure.
- The Capital Fund is used for non-recurring purchases and projects.
- Debt Service involves funds utilized to make payments on City debt.

A discussion followed the conclusion of the slideshow.

- Schamehorn: There should be no restriction on how the first 6% of TOT is spent; the City should perform due diligence in determining how to spend the 70% of the Enhanced Services Lodging Tax that must go toward tourism development.
- Burris: Bandon Municipal Code also specifies 20% of the first 6% is earmarked for tourism.
- Seymour: Police Department has several high-mileage vehicles with no backup if they need repairs. The City should budget for one new vehicle each year.
- Braun: The Police Department budget should be increased to compensate for new vehicles. Used vehicles have been purchased in the past.
- Burris: Used police vehicles have not been available in recent years.
- Braun: The Council will need more Work Sessions to figure out how to compensate for losses in City Utilities.
- Seymour: The City is wasting money on consultants for beautification projects.
- Braun: Most of the money is coming from grants.
- Schamehorn: The budget will be balanced in spite of deficits in Utilities.
- Vick: Do developers of new hotels and motels pay for new infrastructure?
- Contreras: New development pays for related impacts on utilities through SDCs.
- Nichols: SDCs are based on Capital Improvement Plans in the City's Master Plans, some of which are being updated to reflect current conditions and costs. SDCs may or may not cover the impact of new development, but a developer would bear the cost of bringing electricity to the site of the project. A percentage of SDCs goes to new growth, and another percentage is assigned to existing Utility customers.
- Wickstrom: The rate increase has only been in effect since August 2023, so its impact on Utility revenue has not been fully realized. All transformers requested in the previous year have come in and been paid for, contributing to the deficit. The Electric Utility will have a large capital expense for a new digger derrick in the coming year but will not need to purchase transformers.

3. CITY MANAGER COMMENTS

Contreras: Staff recommends the Council provide direction as the Budget process proceeds. Staff intends to bring another report to the Council in an upcoming Work Session, including revenue and expense projections for FY 2024-25. The Council's priority objectives would be identified at that time.

4. CITY COUNCIL/AGENCY BOARD COMMENTS

Powell: Would like the Council to receive a list of City departments showing the number of employees and their duties.

Braun: Councilors would like more specific information about each Utility, to get a better understanding of what is causing the deficits.

Schamehorn: Would like to have seed money in the budget to support workforce housing for people who want to work in Bandon.

Powell: Would like an update on the City's joint workforce housing project with the Bandon School District.

Contreras: Soil analysis, wetland delineation, and an ALTA property survey were being conducted prior to the development of a site plan. Reorienting the District's ballfields or relocating one of the fields had been discussed. A draft of an agreement to authorize negotiations was to be ready within a week for the District and the developer to review. The developer is in the process of constructing workforce housing facility at Bandon Dunes.

5. MEETING ADJOURN

Schamehorn adjourned the Work Session at 2:32 p.m. The next Budget Work Session was scheduled for March 25, 2024, at 1:30 p.m.



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CITY OF BANDON PLANNING COMMISSION MEETING THURSDAY JANUARY 25TH, 7:00pm

CALL TO ORDER: 7:00 p.m. by Planning Commissioner Slothower

ROLL CALL: Taken by Director Dana Nichols

COMMISSIONER FREY: present
COMMISSIONER JURKOWSKI: present
COMMISSIONER NORMAN: present
COMMISSIONER ORSI: present
COMMISSIONER SCOBBY: joined meeting remotely
COMMISSIONER SLOTHOWER: present
COMMISSIONER STARBUCK: present

CITY STAFF PRESENT:

DANA NICHOLS, PLANNING DIRECTOR
NICOLETTE CLINE, PLANNING ASSISTANT
JUNE HINOJOSA, CITY RECORDER
SHAYLA KUDLAC, CITY ATTORNEY

3. CONSENT AGENDA

- 3.1 Regular Meeting October 5th, 2023
- 3.2 Special Meeting November 2nd, 2023
- 3.3 Regular Meeting November 16th, 2023

Commissioner Slothower asked the Commission if they read the previous agenda minutes. All Commissioners responded with yes. Slothower then asked if there were any changes and or objections. The Commissioners had no changes or objections to the minutes.

Commissioner Slothower moved and approved all minutes as written. Director Nichols explained we will be moving to action minutes.

4. PUBLIC COMMENT

A written comment by Barbara Stollberg was provided to and read by all commissioners. Norman, Slothower and Frey all agreed she made good points.

5. PUBLIC HEARING – opened by Commissioner Slothower at 7:05 p.m.

5.1 23-055 Heavy Industrial Code Amendment and Comprehensive Plan Update: Amend Regulations in Bandon Municipal Code Title 17.56 to allow for Aquaculture and residential uses in conjunction with permitted uses and Amend 17.76 (Shoreland Overlay Zone) to change management unit 8 to Industrial and allow Aquaculture and Amend the Comprehensive Plan to be consistent with the newly proposed land use.

Planning Director Dana Nichols gave background and a PowerPoint presentation on the proposed project, known as the Moore Mill property.

Planning Commissioner Slothower asked about the 10-acre language referenced in the presentation. Director Nichols responded by indicating that said number was arbitrary and could be amended.

Planning Commissioner Norman asked about the number of dwelling units proposed and the square footage of said units. Commissioner Norman proceeded to ask if the dwelling units were specific to the project and if said units will house workers and researchers.

Planning Commissioner Jurkowski asked City staff for clarification about the permitted density. Director Nichols indicated that density referenced in the report was an arbitrary starting point.

Planning Commissioner Frey asked City staff to clarify the language used to describe the dwelling units. Director Nichols informed the Planning Commission that the numbers are preliminary estimates and could be re-defined or changed by the Commission if deemed necessary.

Commissioner Slothower asked about the difference between the I Zone and HI zone, with Director Nichols responding accordingly. Commissioner Slothower also requested clarification regarding the inconsistency with the Airport designations on the Shoreland matrix. Director Nichols stated that it wasn't related to this proposed amendment.

Commissioner Norman had questions about whether the subject site was the same site as the truck shop. Norman also had questions about the housing language.

Commissioner Frey requested clarification on the Shoreland Map, which Director Nichols referenced in her explanation to the Commission.

The Planning Commission proceeded to discuss the ESWD land and water dependent uses. Commissioner Slothower indicated that Aquaculture would meet the ESWD permitted uses.

Commissioner Norman raised questions about the management units and requested an explanation between Aquaculture and Mariculture. Director Nichols responded accordingly.

Planning Commissioner Scobby asked if there was a private entity interested in the project or just a plan for future development. Scobby inquired with City Staff about the ability to

word the zoning regulations to encourage "dormitory" style housing. Director Nichols responded accordingly.

Slothower opened the Hearing to the public for comment.

- Jeff Griffin, the Port of Bandon Director, came up to speak. He discussed this proposed project, The Ports' current use with Aquaculture and why it is important. He indicated the 10-acre threshold is reasonable. Commissioner Slothower asked if fresh water and brackish water would be an issue for Aquaculture moving up the river. Jeff stated that it would not. He was asked if the amount of housing units would be sufficient, and he responded it is too early to tell but would probably be enough.
- Director Nichols made a general statement about all the housing inquiries; Housing must be outright permitted in all zones, but the Commission could put conditions on what type of housing and make certain types a Conditional Use or a Type III decision.
- Sheri McGrath, Coos Curry Consulting, came up to speak. She addressed the housing concerns and the zoning language. She addressed the definition of Aquaculture and Mariculture and stated that it was set by the State. She doesn't agree with restricting these properties even more regarding ESWD use. She was asked about Tax Lot 1500 and the sizes of the three lots on this site. The ArcGIS map was pulled up on the TV to clarify. She indicated using cluster housing as an option on this site.
- Director Nichols clarified the definition of dwelling versus dwelling unit and indicated that the Commission should designate which term to include in this amendment.
- Robert (Robin) S. Miller, representative of Moore Mill, came up to speak. He thanked Jeff Griffin, Sheri McGrath, Dana, Commissioners, and staff. He stated that the main concern right now just needs to be the zoning of this site. Any project is purely speculative at this point. Director Nichols clarified that the City Council had memorialized the findings that the zoning for this property is Heavy Industrial in Resolution 23-15.
- Planning Commissioner Starbuck asked if this was all just paperwork at this point. Director Nichols clarified that it was a change to the code pertaining to the zoning for the purposes of Aquaculture.

Public Comment period ended.

Commissioner Slothower stated he would like to open a discussion about the issues and details. He stated 1000 square feet per unit seems too small, and raised the question of whether residences are going to be outright permitted or conditional use. Commissioner Norman asked if they are approving a code change to allow aquaculture in Heavy Industrial Zoning. Commissioner Frey felt certain types of Aquacultures should be excluded and restrict this proposal to just on shore.

Jeff Griffin came up and spoke to those concerns. Jeff has a degree in marine biology, and he responded to the Commission that there is a lot of oversight for aquaculture which ensures environmental concerns are addressed. Director Nichols also responded that a LUCS form is needed, with her sign off, by outside agencies as an extra layer of

environmental protection. The discussion of size and types of housing was addressed by the Commissioners and Director Nichols.

A motion was made:

· Recommend to the City Council approval of Amendments as presented, with the changes to Title 17.56.040, Limitations on maintained.

· Alternatively, an applicant may request additional dwellings through a Type II process.

· Stating that the total square footage of all residential uses must be less than 6000 sq ft.

· Adding in a requirement to #2D that crustacean and fin fish farming can only be permitted through a Type II process.

Moved: Commissioner Norman

Seconded: Commissioner Jurkowski

Ayes: Commissioners Frey, Jurkowski, Norman, Orsi, Scobby and Starbuck

Nays: None

Absent: None

Motion is passed by Commissioner Slothower, Hearing is closed at 8:40 P.M.

6. DISCUSSIONS

6.1 Work session to discuss lot lines on corner lots and the impact on fence placement. The background of Bandon Municipal Code Language relevant to this topic was discussed. Director Nichols discussed that corner lots are a particular ongoing issue and presented an example of a corner lot where the front lot is adjacent to the side yard and the side lot faces the front of the house. She proposed to the Commission an interpretation be made that the front yard fence and it's required height be placed where the front door is, and/or where the address of the property is. Commissioners all agreed to that interpretation; Commissioner Scobby referenced her own property as an example of this interpretation. Codifying this in a future code clean-up was also agreed on. Commissioner Norman wanted to clarify if this was a code amendment. Director Nichols clarified this was only changing the application of the code right now.

7. STAFF UPDATE

7.1 Planning Department Report

Director Nichols reports there are 3 single-family dwelling requests, and five requests for accessory dwelling units. Five out of the ten System Development Charges waivers have been taken up.

A work session took place between the City Council and the Planning Commission on Monday January 22nd regarding the Transportation System Plan.

The City Council did not take action on the Public Access Ordinance. City Attorney Shayla Kudlac gave a background and update on the recreational immunity that has affected the Public Access Ordinance.

A Vacation Rental Application will be brought to the Commission for the February Meeting.

Gravel Point Approval was appealed by two entities, and will be heard by the City Council on February 21st at 6:00 P.M.

The Planning Department is pursuing an inter-governmental agreement with the Lane Council of Governments to begin having a GIS program. A consultant will be hired to develop layer files and at the end of that there will be a public facing GIS mapping system that shows items like parcel zoning, storm drainage, utilities, and laterals.

City met with Regional Solutions (15 different entities from the State level that help with getting projects "unstuck") on January 24th to discuss challenges that Bandon is having regarding HWY 101 & TSP, Gorse Removal, lack of available housing, and infrastructure.

Dana mentioned setting up a Coastal Land Use Goals Presentation/Work Session with Meg Reed from the DLCD for the Commission.

8. OPEN DISCUSSIONS

8.1 Commissioner Comments

Commissioner Frey asked about the status of the Parametrix contract and their evaluation of the bike and walking paths. He also asked about the timetable on the recommendation from them. Director Nichols stated the survey response was low pertaining to that, so it is being kept open for an additional period. Planning Commissioner Orsi commented that he received an error message when trying to access that link for the TSP survey. Director Nichols responded she will look into that. There was a discussion on how to implement more public input on the survey. There will also be a public open house component to this.

9. ADJOURN: Commissioner Slothower adjourned the meeting at 9:06 P.M.

Planning Commission Meeting Minutes

Submitted by Nicolette Cline, Planning Assistant