

WALDPOR PLANNING COMMISSION
February 24, 2020
MEETING NOTICE AND AGENDA

THE WALDPOR PLANNING COMMISSION WILL MEET ON MONDAY, February 24, 2020 AT 2:00 P.M. IN THE **CITY COUNCIL MEETING ROOM**, 125 ALSEA HIGHWAY, TO TAKE UP THE FOLLOWING AGENDA:

1. CALL TO ORDER AND ROLL CALL
2. MINUTES: (January 27, 2020 Planning Commission Meeting)
3. CITIZEN COMMENTS AND CONCERNS
4. DISCUSSION/ACTION ITEMS:
 - A. Waldport Development Code Amendments
 - 1) Additional Waldport Code Amendments
 - B. Planner's Report
 - C. Garage Conversion Report
 - D. Other Issues*
5. ADJOURNMENT

*Denotes no material in packet

The Council Chambers are accessible to all individuals. If you will need special accommodations to attend this meeting, please call City Hall at (541)264-7417 during normal business hours.

Notice given this 20th day of February 2020

City of Waldport

WALDPORT PLANNING COMMISSION
JANUARY 27, 2020
MEETING MINUTES

1. CALL TO ORDER AND ROLL CALL: Chair Barham called the meeting to order at 2:00 p.m. Chair Barham and Commissioners Woodruff, Stole, Phillips, Kelleher and Lambert answered the roll. Commissioner Schlosser was excused. A quorum was present.

2. MINUTES: The Commission considered the minutes from the November 18, 2019 meeting. Commissioner Stole noted the “t” missing from Commissioner Lambert’s name in the last sentence of section 2. Commissioner Woodruff moved to approve the minutes as corrected. Commissioner Phillips seconded, and the motion carried unanimously. The Commission then considered the minutes from the December 16, 2019 workshop. Commissioner Woodruff moved to approve the minutes as presented. Commissioner Stole seconded, and the motion carried unanimously.

3. CITIZEN COMMENTS AND CONCERNS: None.

4. DISCUSSION/ACTION ITEMS:

Contract Planner Justin Peterson introduced himself and gave a brief review of his credentials. City Manager Kemp explained that the City has entered into a contract for planning services through the Cascades West Council of Governments (CWCOG). This is a three-year contract but can be amended or ended with a 30-day notice. He noted that this is a good opportunity to explore a relationship with the CWCOG for regionalized services, as well as a means to create some continuity in planning services along the coast over time. CWCOG is in the process of hiring a full-time coastal planner, so Mr. Peterson’s time will probably be limited, as he’s currently commuting from the valley. He will be working in the City office one day a week, with 8 hours of off-site work devoted to Waldport as well.

A. Waldport Development Code Amendments - Downtown District:

Parking. In the Downtown District, the current code language states that all on-street and off-street parking is public. Several parking lot owners and/or businesses have posted signs delineating spaces for specific businesses in the off-street parking areas. A lengthy discussion ensued regarding the issue, following which the consensus of the Commission was to leave the language as is at present, with any issues to be privately resolved between the businesses that share lots.

Residential-only uses in certain areas. The Commission considered the map provided in the packet, showing the proposed areas where residential uses could be allowed. Following discussion, consensus of the Commission was to approve the proposed amendment language.

After a brief review, consensus of the Commission was that the amendments regarding the Downtown District could be moved to the public hearing process.

B. Planner’s Report: .Commissioner Barham noted Commissioner Woodruff had expressed a concern regarding approval of a permit for a garage conversion to bedrooms. The Code has a requirement for having a garage or carport in conjunction with a new

dwelling, though staff pointed out that it does not dictate the use of the structure. Discussion ensued, and Mr. Peterson was requested to review the file and report back to the Commission at the next meeting.

C. Other Issues: None.

5. ADJOURNMENT: At 3:40 p.m., there being no further business to come before the Commission, the meeting was adjourned.

Respectfully submitted,



Reda Q Eckerman, City Recorder

APPROVED by the Planning Commission this _____ day of _____, 2020.

SIGNED by the Chair this _____ day of _____, 2020.

Steve Barham, Chair

February 10, 2020

To: Waldport Planning Commission
cc: Kerry Kemp, City Manager
Reda Eckerman, City Recorder

From: Justin Peterson, Contract City Planner

Re: Status of Waldport Development Code Amendments

	Code Amendment	Status
A	Mobile Vending Regulations	Complete
B	Appeal Timing and Proceedings	Complete
C	Planned Development and Subdivision Time Limits	Complete
D	Conex or Other Metal Container Regulations	Complete
E	Livestock Regulations	Proposal to remove livestock regulations from Title 16 Development Code. This requires Planning Commission and City Council public hearings. Revise Title 6 Animals. This requires City Council action.
F	Accessory Dwelling Units (ADUs)	Last Planning Commission discussion (2019) was to consider tabling this due to the State's mandate (to cities with population >2,500) to not require ADU parking space or require owner-occupancy.
G	Downtown District Zone (D-D)	Jan. 24, 2020 Planning Commission work session: 1) insert four standards, as drafted with the of addition of "setback" in 16.30.085(A), regarding yard setbacks, screening outdoor storage, and drainage; 2) allow residential-only uses on properties fronting some minor streets; 3) maintain general purpose/public parking.
H	Tsunami Resilience Land Use Measures	Planning Commission recommended to move forward with public hearings on the draft Tsunami Evacuation Facilities Improvement Plan (an amendment to the Comprehensive Plan) and 2) the draft Tsunami Hazard Overlay Zone (an amendment to the Development Code).
I	Notification of Land Use Applications	PC proceed w/ review
J	Planned Development Zone P-D – Review and Update	PC proceed w/ review
K	Planned Industrial Zone I-P Review Standards	PC proceed w/ review
L	Vacation Rental Dwellings	PC proceed w/ review
M	Continuous Partitioning	PC proceed w/ review

**City of Waldport
2019 LAND USE / BUILDING PERMIT ACTIVITY**

Date	Application/ Activity	Applicant	Zoning	Tax Map/Lot Location	Description	Status
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For the Period January 1, 2020 through February 20, 2020

1/2/20	Fire Alarm Monitoring System	Alsi Resort	C-T	13-12-24-AA/11400 902 NW Bayshore	Fire Alarm Monitoring	Approved 1/2/2020
2/12/20	Building Permit	Michael Schlosser	R-1	13-11-30-BB/3200 1540 SW Ocean Ct	New Single-family dwelling	Received
2/14/20	Building Permit	Kristine Castillo	R-1	13-11-30-BB/7100 1575 SW Chad Drive	Garage conversion to living space	Received

February 20, 2020

To: Waldport Planning Commission

From: Justin Peterson, Contract City Planner

Re: Garage Conversion

At the December 16, 2019 Planning Commission members asked about the Garage Conversion located at 1530 SW Fairway Drive. The approved building permit for the garage conversion is attached. The building permits states, "In accordance with R-1 standards. Driveway parking spaces must be maintained to meet parking requirements".

The following standard is listed in the Residential (R-1) zone, "All new single-family homes are required to have a garage or carport constructed of like materials" (WMC 16.12.030(B)(6)). I reached out to Larry Lewis about his interpretation of the garage or carport standard. Larry replied stating that he believed the original intent of the code language was for all single-family dwellings to have a garage or carport but the code language limiting the requirement to "new" single-family dwellings left the door open for established dwellings to convert the garage to a room.

In addition, a Parking Space means, "an off-street enclosed or unenclosed surfaced area of not less than twenty (20) feet by nine (9) feet, exclusive of maneuvering and access area, permanently reserved for the temporary storage of one automobile, connected with a street or alley which affords access for automobiles" (WMC 16.04.030) and "No lot area, yard, off-street parking or loading area, or other required open space for one use shall be used as the required lot area, yard, off street parking or loading area, or other required open space for another use" (WMC 16.12.030(A)(4)). Larry said that this standard seems very clear, however, he inherited the interpretation that driveway spaces have always been included as a required parking space so that is the way it stayed. Larry also mentioned that the residential parking requirements are one of the few code interpretations that he inherited but did not press the issue to change. His opinion is that a durable and dustless driveway should be included as required parking space(s) if it is entirely on the property.

The existing code language or interpretation can be updated based on the goals of the community. If Planning Commission does not want garage conversions moving forward the code language should be updated to reflect that goal.

PERMIT # 519-19-002533 ^{2 sets plans} ^{1 plot plan} REC. _____

LINCOLN COUNTY DEPARTMENT OF PLANNING AND DEVELOPMENT

APPLICATION FOR BUILDING PERMIT

Date 12-13-19
Valuation \$1,000-
Permit Fee _____ Approved _____
Plan Ck _____ Disapproved _____
F.L.S. _____ Date _____
St. Srchg _____ By _____
Zoning _____
OnSite _____
Total _____

Application is made to: Erect Relocate DWELLING OCCUPANCY GROUP
A Repair Change of Occupancy B BUILDING
 Alter STRUCTURE

TO BE COMPLETED BY OWNER/APPLICANT/CONTRACTOR

Owner Kenneth Warden Address 1530 SW Fairway Phone 208-713-3298
Applicant Kenneth Warden Address 1530 SW Fairway Phone _____
Builder _____ Address _____ Phone _____
Architect _____ Address _____ Phone _____

Site Address: 1530 SW Fairway Dr Waldport OR 97394
Directions to Job Site: _____

Lincoln County Assessor's Map/Tax Lot # 13-11-30-BB-05100

Setbacks from property lines: Front No change Rear _____ Side _____ Side _____ Height _____

Is proposed structure replacing an existing structure? Yes No
Is property served by PUBLIC sewer system? Yes No

Describe work to be done. **INCLUDE NUMBER OF BEDROOMS EXISTING OR PROPOSED WHERE APPLICABLE.**
(Only work described herein will be approved by this permit).

Garage conversion to add 2 bedrooms in existing garage

NOTE 1: SEPARATE PUBLIC SEWER AND WATER PERMITS MUST BE OBTAINED FROM LOCAL DISTRICT.
NOTE 2: SEPARATE PLUMBING, ELECTRICAL, AND MECHANICAL PERMIT MUST BE OBTAINED.

I AGREE TO BUILD TO THE ABOVE DESCRIPTIONS, PLANS AND SPECIFICATION AND WITHIN THE REQUIREMENTS OF BUILDING CODE OF THE COUNTY OF LINCOLN.

Signature [Handwritten Signature]

OFFICE USE ONLY:

Planning Division In accordance w/ R-1 provisions.
Driveway parking spaces must be maintained to meet parking requirements.
On-Site Waste Management CITY SEWER [Signature] 12-16-19

Property Owner Statement Regarding Construction Responsibilities

Oregon Law requires residential construction permit applicants who are not licensed with the Construction Contractors Board to sign the following statement before a building permit can be issued. (ORS 701.055 (4))

This statement is required for residential building, electrical, mechanical, and plumbing permits. Licensed architect and engineer applicants, exempt from licensing under ORS 701.010 (7), need not submit this statement. This statement will be filed with the permit.

Please check the appropriate box:

I own, reside in, or will reside in the completed structure and my general contractor is:

Name

CCB#

Expiration Date

I will inform my general contractor that all subcontractors who work on the structure must be licensed with the Construction Contractors Board.

or

I will be performing work on property I own, a residence that I reside in, or a residence that I will reside in. If I hire subcontractors, I will hire only subcontractors licensed with the Construction Contractors Board. If I change my mind and hire a general contractor, I will select a contractor who is licensed with the CCB and will immediately give the name of the contractor to the office issuing this Building Permit.

I have read and understand the Information Notice to Homeowners About Construction Responsibilities, and I hereby certify that the information on this homeowner statement is true and accurate.

Kenneth Warden
Print Name of Permit Applicant

[Signature]
Signature of Permit Applicant

12/12/19
Date

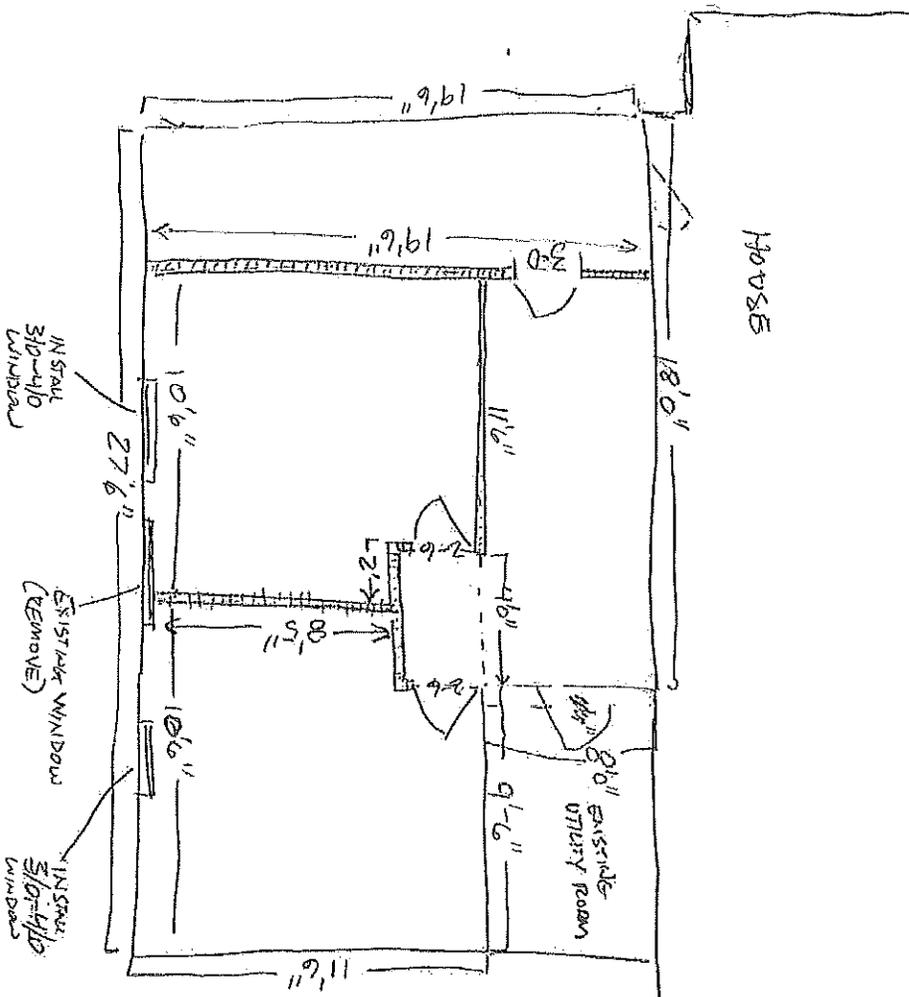
Permit #: 519-19-002533

Address: 1530 SW Fairway

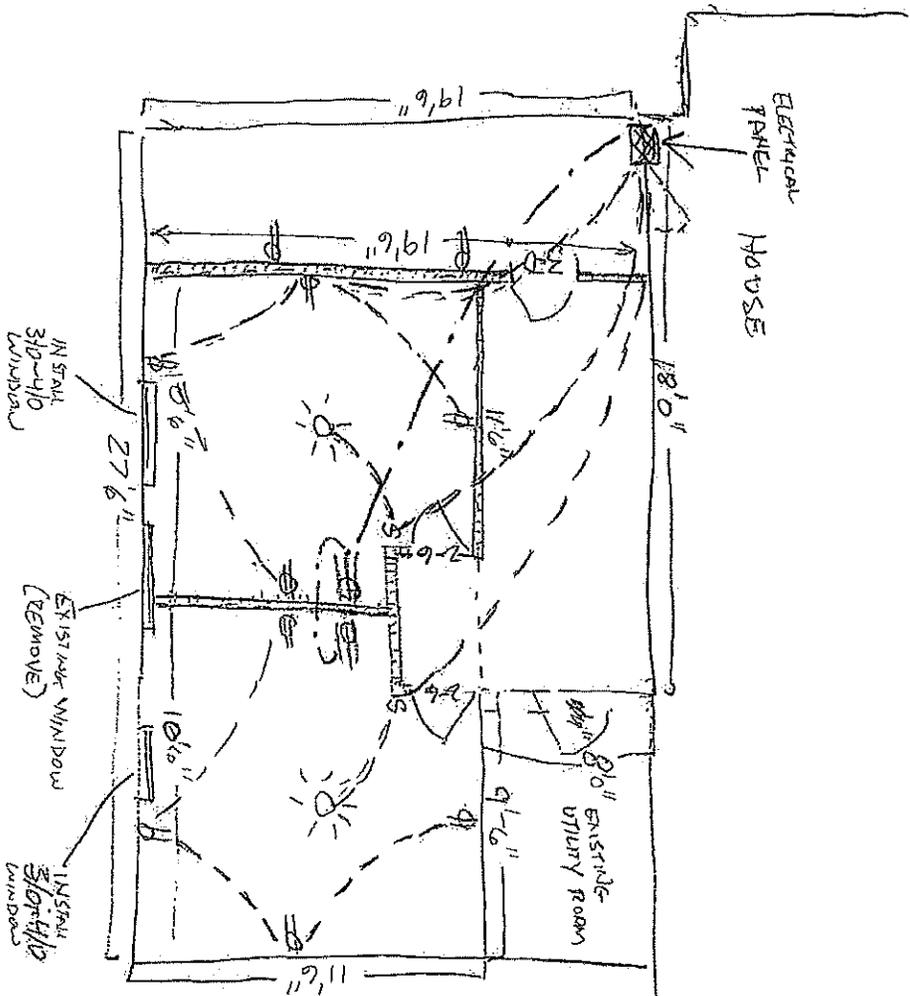
Waldport, OR.

Issued by: Knee Date: 12-13-19





——— EXISTING WALLS
 - - - - NEW WALLS
 ALL NEW CONSTRUCTION
 IS BEING BUILT WITHIN
 EXIST GARAGE



- EXISTING WALLS
- NEW WALLS
- ALL NEW CONSTRUCTION IS BEING BUILT WITHIN FINISH GARAGE
- WIRING
- - - WIRING FOR 220 HEATER
- ⊕ 220
- ⊕ OUTLET
- ☉ CEILING LIGHT
- ⊖ SWITCH

WALDPORT

BUILDING PERMIT CHECKLIST / REVIEW BY PLANNER

1. Name of Applicant Kenneth Warden Legal Description 13-11-30 BB/5100

Site Address: 1530 Fairway (identify on application)

2. Type of structure proposed: Convert garage to 2 bedrooms.
 New Addition Remodel Change of Use Existing Structures: SFD

3. Zone R-1 Plan RES Contiguous Lots: YES NO

4. Is proposed development in the flood hazard zone? YES NO FLOOD ZONE: _____
 If yes, is Flood Elevation Certificate Required: NO (not substantial construction) YES

5. Does LWI identify wetlands on or near property: YES NO
 If yes, is there satisfactory information for approval: NO _____ YES

6. Is proposed development within the coastal shorelands boundary: YES NO
 If yes, are coastal shorelands standards met: NO _____ YES

7. Is a geologic hazards permit required: YES NO If yes, has report been submitted and do building plans conform with geologist's recommendations: NO _____ YES

8. Does this development involve a conditional use permit, variance, nonconforming use, or other land use action: YES NO If yes, Case File: _____

9. Is property adjacent to state highway or collector: YES NO
 If yes, is an ODOT access permit required: NO YES If yes, has permit been provided to City: YES NO
 If yes, is a County access permit required: NO YES If yes, has permit been provided to City: YES NO

10. Application include: Plot plan: YES NO Elevations: YES NO Clear Vision: YES NO

11. Building Height, Setbacks & Lot Coverage: **Required** **Proposed**

Bldg. Height					
Front Yard					
Rear Yard					
Side Yard					
Side Yard					
Lot Coverage	Lot Size: — SF	Max. Allowed: — %	Total SF: —		%

NO CHANGE TO BLDG. HEIGHT OR FTPRINT

12. Parking Spaces Required: 1 Shown on plan: 2 (driveway spaces)

13. City Sewer: YES NO
 If no, has City signed County's on-site waste management application: YES NO

Approved: YES NO Conditions: _____

Reviewed by: [Signature] Date: 12-16-19