

**WALDPORT PLANNING COMMISSION
SEPTEMBER 24, 2018
MEETING NOTICE AND AGENDA**

THE WALDPORT PLANNING COMMISSION WILL MEET ON MONDAY, SEPTEMBER 24, 2018 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: (August 27, 2018)
3. CITIZEN COMMENTS AND CONCERNS
4. CORRESPONDENCE – None
5. PUBLIC HEARINGS –
 - A. Case File #3-C-PC-93 (2018 Modification)
Modification to Conditional Use
Applicant: Episcopal Diocese of Oregon (St. Luke's By the Sea)
6. DISCUSSION/ACTION ITEMS:
 - A. Planning Report
 - B. Waldport Development Code Amendments – Accessory Dwelling Units
 - D. Other Issues*
7. COMMISSION COMMENTS AND CONCERNS
8. 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 18th day of September 2018

City of Waldport

**WALDPORF PLANNING COMMISSION
AUGUST 27, 2018
MEETING MINUTES**

1. CALL TO ORDER AND ROLL CALL: Chair Woodruff called the meeting to order at 2:00 p.m. Chair Woodruff and Commissioners Virtue, Stole, Phillips and Barham answered the roll. Commissioners Schlosser and Kelleher were excused. A quorum was present.
 2. MINUTES: The Commission considered the minutes from the July 30, 2018 meeting. Commissioner Barham **moved** to approve the minutes as presented. Commissioner Virtue **seconded**, and the motion **carried** unanimously.
 3. CITIZEN COMMENTS AND CONCERNS: None.
 4. CORRESPONDENCE: City Planner Lewis noted inclusion of a Planning Commissioner Training that will take place on Thursday, September 27 in Eugene. He suggested that any Commissioners interested in attending contact City staff as soon as possible to make arrangements.
 5. Public Hearing: None.
 6. Discussion/Action Items:
 - A. Planning Report: Lewis reviewed his written report. No action was necessary.
 - B. Waldport Development Code Amendments:
 1. Downtown District Zone (DD): Consensus of the Commission was to include the following: all yards abutting a residential zone shall be a minimum of ten (10) feet; outdoor storage shall be screened with either a sight-obscuring fence or a buffer strip of vegetation; the distance from side and rear property lines should either be 0 or a total of 6 feet (three on either side) in order to eliminate narrow and unsightly gaps that are difficult to maintain; and a drainage plan shall be submitted - the same language that is currently included in the C-1 and C-2 zone.
 2. Notification of Land Use Applications: Commissioner Barham suggested a clarification to the proposed amendment: "...active homeowner associations *that have registered with the City to receive notices regarding land use hearings for proposals and actions affecting their immediate area.*
 3. Appeal Timing and Proceedings: **Consensus** of the Commission was that the proposed language was reasonable.
 4. Development & Subdivision Time Limits: **Consensus** of the Commission was that the suggested changes would help to streamline the process. No changes to the proposed language were made.
 - C. Other Issues: A brief discussion ensued regarding the recent LUBA hearing on Vista View. Mr. Lewis indicated that it was his understanding the issue would be remanded back to the Planning Commission for review. He noted that though the plan was preliminary, there had apparently not been sufficient detail in the findings addressing storm drainage. Mr. Lewis will be in contact with the applicant to determine when the issue will be brought to the Commission.
- Mr. Lewis noted that if the Commission felt comfortable with the proposed revisions that had been reviewed already, he could send the 35-day notice to DLCD for the first public hearing. **Consensus** of the Commission was to proceed with the first group of revisions, with a public hearing potentially scheduled for October. The topic for the

September meeting will be accessory dwelling units.

7. COMMISSION COMMENTS AND CONCERNS: None.

8. ADJOURNMENT: At 3:13 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 _____, 2018.

SIGNED by the Chair this ___ day of _____, 2018.

Ray Woodruff, Chair

Conditional Use Permit Application
Case File: #3-C-93 (2018 Amendment)
Date Filed: Aug. 30, 2018
Application Complete: Aug. 31, 2018
Meeting Date: Sep. 24, 2018, 2:00 pm
120-day Decision Date: Dec. 31, 2018

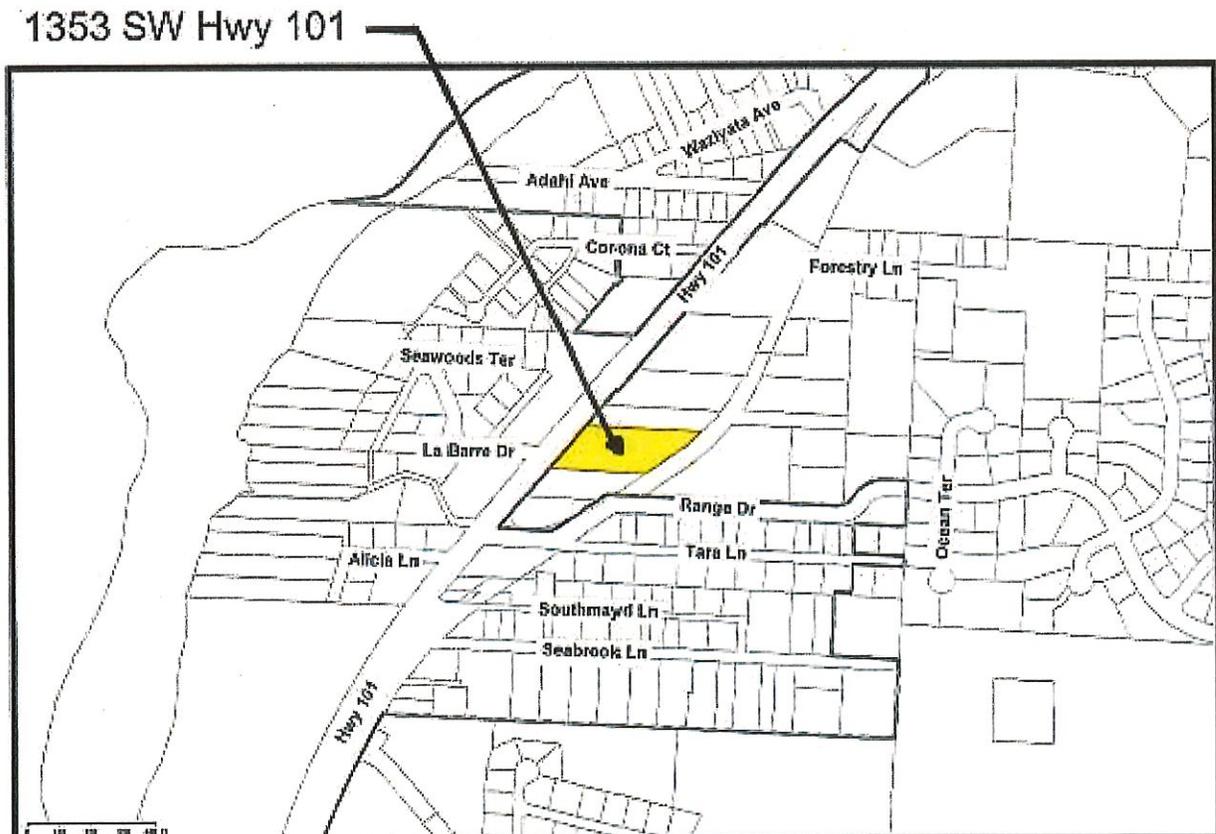
STAFF REPORT Waldport Planning Commission Action

APPLICANT: Episcopal Diocese of Oregon (St Luke by the Sea)

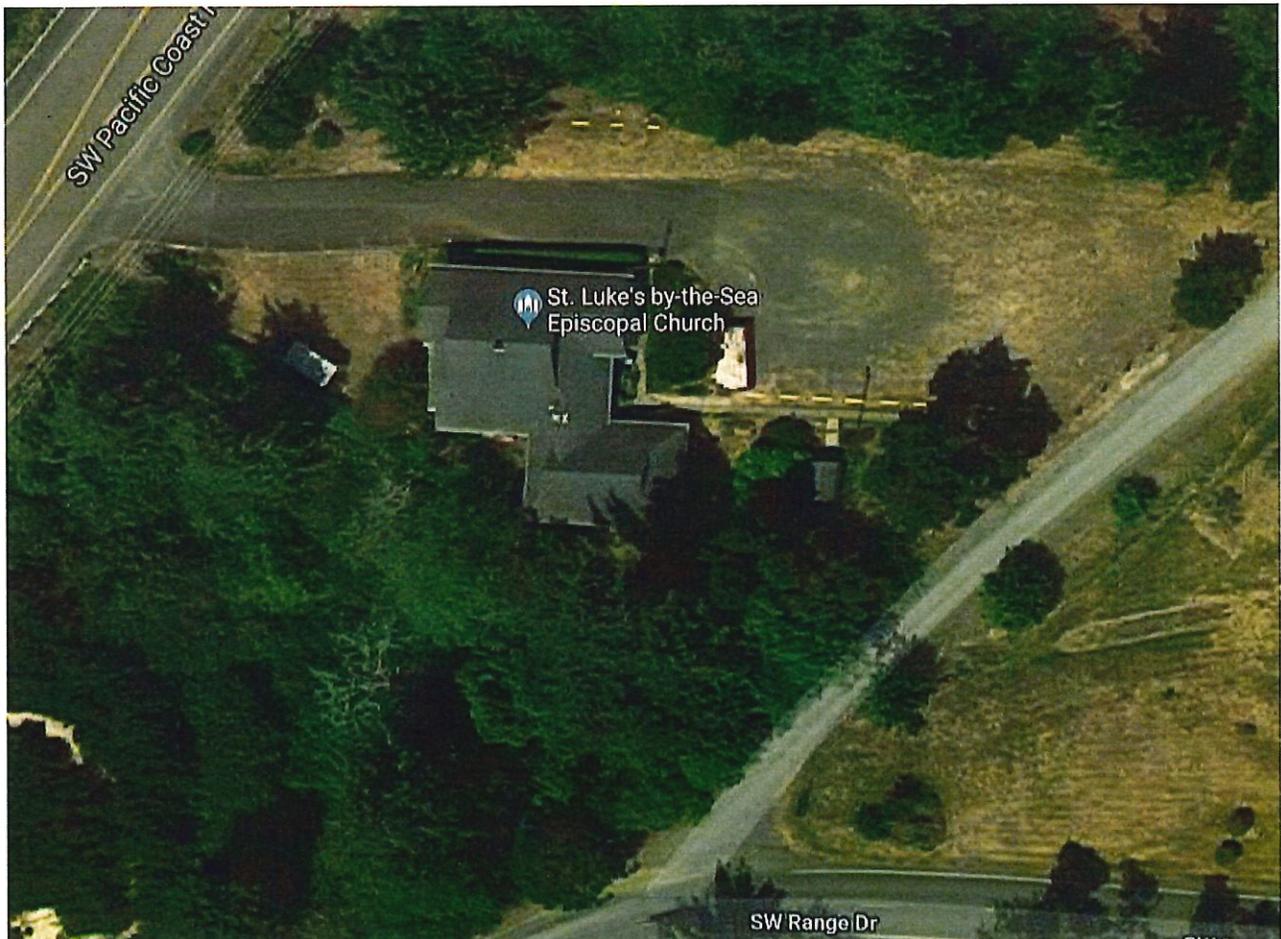
REQUEST: Applicant seeks to place two Conestoga-type huts in a grassy area near the existing parking lot in order to provide temporary transitional shelter for two homeless women who are transitioning to aid-assisted housing. The applicant believes this proposal is consistent with the role of the church within the local community, and is an accessory use to that allowed by the existing permit for church activities.

A. REPORT OF FACTS:

1. **Property Location:** The property is located at 1353 SW Pacific Coast Highway and further identified on Lincoln County Assessor's Map 13-12-25AA as tax lot 1114. The subject property is located on the east side of Highway 101 and north of Range Drive.



2. **Zoning Designation:** C-2 General Commercial
3. **Plan Designation:** General Commercial
4. **Lot Size:** The lot size is 1.15 acres.
5. **Surrounding Land Use:** Nearby land uses include the LDS church to the east, Copeland Lumber to the north, and small retail uses across Highway 101 to the west.
6. **Topography & Vegetation:** The property is predominantly level with a natural swale along the southern property line. The site is landscaped with grassy lawn and decorative shrubs. There is a paved driveway entrance off of Highway 101 leading to a large graveled parking area.
7. **Existing Structures:** The church is located on the subject property.
8. **Utilities:** The following utilities serve the subject property:
 - a. **Water:** Southwest Lincoln County Water District
 - b. **Sewer:** On-site septic system
 - c. **Electricity:** Central Lincoln P.U.D.
9. **Development Constraints:** None identified.



B. EVALUATION OF THE REQUEST:

1. Waldport Development Code

Relevant criteria are identified by title below. Complete descriptions of relevant criteria are provided in this staff report as an attachment.

16.32 General Commercial Zone C-2

16.84 Conditional Uses

2. Applicant's Proposal:

The applicant submitted the application form, fee, a narrative addressing relevant criteria, site plan, photographs of the proposed huts, Conestoga Hut Policy and Covenant, and Conestoga Hut Ground Rules. The applicant's description of the proposed request is provided below.

Applicant seeks to place two Conestoga –type huts in a grassy area near the existing parking lot in order to provide temporary transitional shelter for two homeless women who are transitioning to aid-assisted housing. The applicant believes this proposal is consistent with the role of the church within the local community, and is an accessory use to that allowed by the existing permit for church activities.

A Conestoga hut is an enclosed, insulated and locked structure.

The wooden huts will each be about 6' by 15': large enough to hold a cot and storage inside. There will be a light and window inside each hut. The insulated huts will have locking doors and electrical heat.

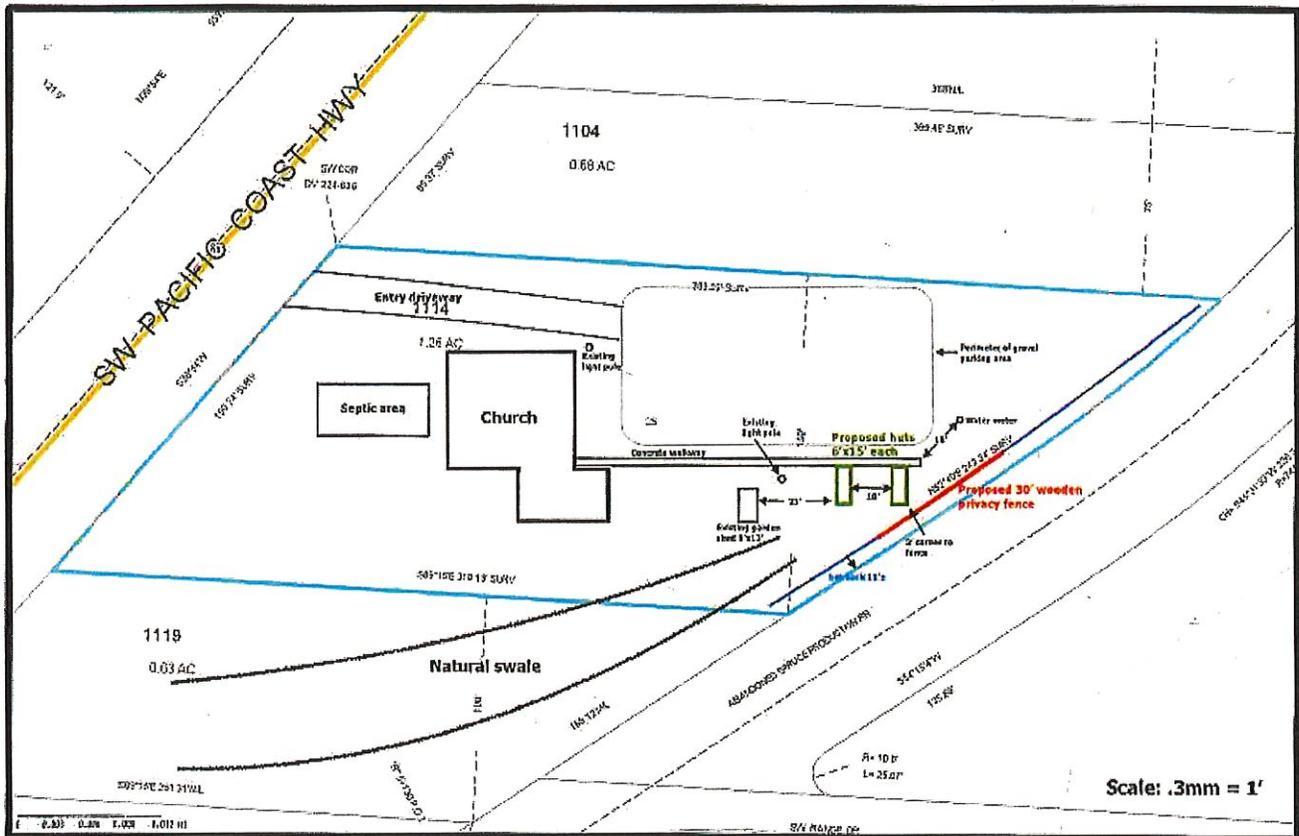
Initially, a portable toilet will be placed nearby and shielded by fencing from neighbors. The congregation will seek a grant to provide a locked bathroom and shower space in future. However, this must wait until the funding is granted for sewer hookup to the city sewer system.



Power will be run to the huts. A water tap will be placed nearby. There is an existing picnic table. Trash services are offered on-site by the church. Access to the interior church facilities will be available when the church is open for meetings and services.

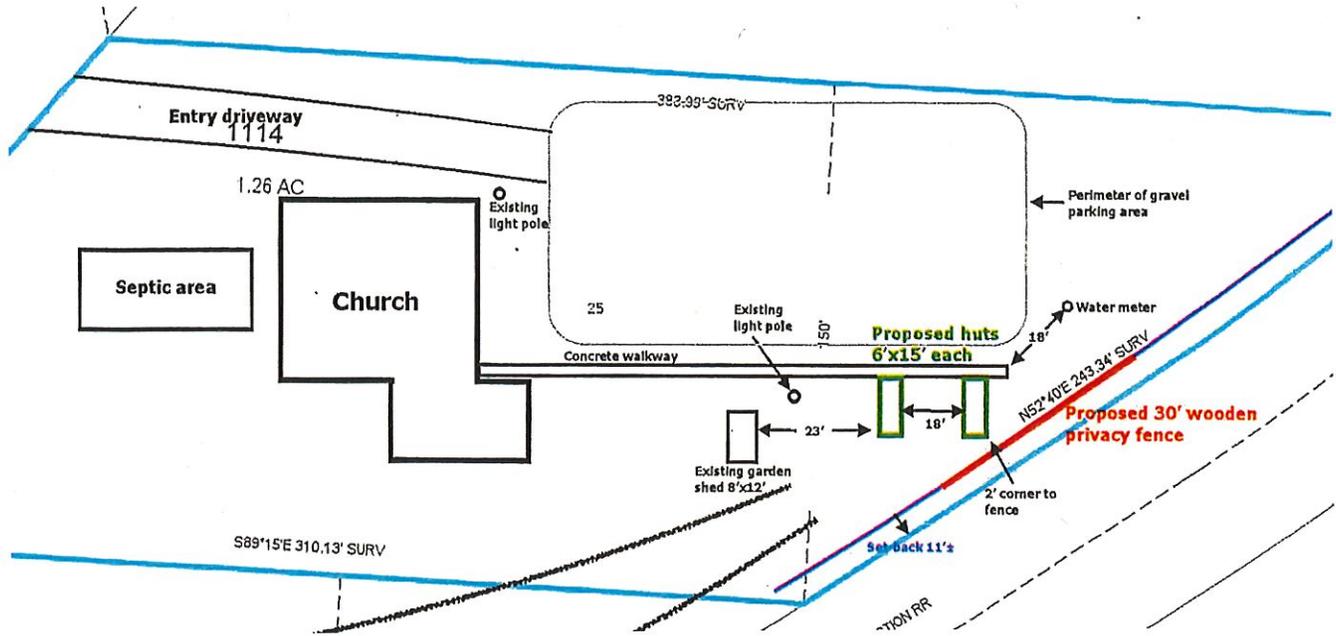
The Reverend Judith Jones, and a local volunteer who lives a few blocks from the church and works with women in the local jail, will visit the women to help connect them with social services, be available for emergencies, provide counseling and accountability and pastoral services as needed.

St. Luke's By the Sea Episcopal Church • 1363 Highway 101 South • Waldport, OR 97394



Property owned by
 The Episcopal Diocese of Oregon
 11800 SW Military Lane
 Portland Oregon 97219





3. **Written Testimony**

At the time this staff report was prepared, no written testimony was submitted.

STAFF ANALYSIS AND SUMMARY

1. **Modification to Existing Conditional Use Permit**

In a C-2 zone, conditional uses and their accessory uses may be conditionally permitted subject to the applicable provisions of the Waldport Development Code. A church is an identified conditional use in the C-2 zone. The applicant was granted a conditional use permit for a church in 1993 (Case File #3-C-93). The applicant now requests a modification to the 1993 conditional use permit to allow an accessory use, i.e. two Conestoga-type huts for transitional shelter.

2. **Conditional Use Standards & Procedures**

In granting a conditional use permit for a home occupation, the Planning Commission determines whether or not the proposed request complies with meets the conditional use requirements. The Conditional Use requirements are listed in *italics* and followed by the applicant's response.

A. *General standards. In addition to the other applicable standards of this section, all conditional uses shall comply with the following requirements:*

1. *The site under consideration is suitable for the proposed use, considering:*

a. *The size, design and operating characteristics of the use;*

St. Luke by the Sea is a long time member of the Waldport Community. The church was built in 1965—which predates land use zoning for Waldport. The current zoning applied to this property is C-2/General Commercial. The church holds about 50 people in the main assembly hall. The assembly hall and other rooms are used frequently to provide meeting space for various gathering needs. The graveled parking lot greatly exceeds the necessary required parking for this size congregation. In 1993 the

Episcopal Diocese of Oregon requested a conditional use permit for the new education room. The church is in good condition and is regularly maintained by the congregation.

The St. Luke by the Sea congregation recently voted overwhelmingly to support aiding two women at a time transitioning back into the community after serving time in the county jail. The women will be offered temporary, transitional shelter through the Conestoga hut project. This project has been successfully implemented in both the City of Eugene (Episcopal Church of the Resurrection) and in the City of Springfield (St. John the Divine).

St. Luke by the Sea would like to limit occupants to one year of use; however, with the long waiting period for aid-assisted housing, the occupants may need to stay in the huts for more than one year.

St. Luke is choosing to provide only two huts so that the project can be low-key, closely managed, and successful. A set of ground rules and procedures has been developed and must be signed and agreed to by the hut occupants. A covenant between the occupants and the church will also be signed. These two sample documents have been attached as exhibits to this modification request.

There is existing, downward pointing, on-site lighting in the parking lot and of this area. This will be unchanged.

b. The adequacy of transportation access to the site;

If, as is likely, hut occupants do not have their own vehicles to use initially, the church will provide each occupant with a Green Bike. They will also receive rides from volunteers for meetings and their needs as necessary and appropriate.

c. The natural and physical features of the site such as general topography, natural hazards, natural resource values, and the like.

The two 6 x 15' wooden huts will be placed just south of the existing sidewalk leading to the church. The site is level. A wooden sight-obscuring fence will be built along the property line to offer privacy to the users of the huts and to shield the huts from views to the east and southeast. There is existing natural vegetation that shields views through the swale area to the south. The huts are shielded from view from the west by the church building. The Diocese owns the adjoining lot to the north (tax lot 1104). This lot is well vegetated with trees and shrubs, obstructing any view.

There are no known natural hazards.

The applicant believes that given the above consideration, the site is suitable for the proposed requested use.

d. The proposed land use is compatible with the existing and projected uses on surrounding lands, considering the factors of subsection (A) (1), above.

Applicant believes that the proposed use is a minor, accessory use to the existing church use. The site layout, natural features and project design are sufficient to provide compatibility with the existing uses on surrounding lands. It is doubtful with screening given by the proposed fence, that surrounding uses and neighbors will be aware of the huts or the occupants. There will be minimal or no impacts on the existing and projected surrounding uses from the proposed huts.

At times, a few people have camped in the church parking lot due to dire needs. There have been no complaints from neighbors. The St. Luke congregation will endeavor to keep the outside uses from the huts quiet, clean and consistent with the surrounding uses in this area.

D. CONCLUSION:

If the Planning Commission determines that the proposal meets the requirements of the ordinance, it can make a motion to approve the request, at the same time directing staff to prepare findings, conclusions, and a final order for adoption.

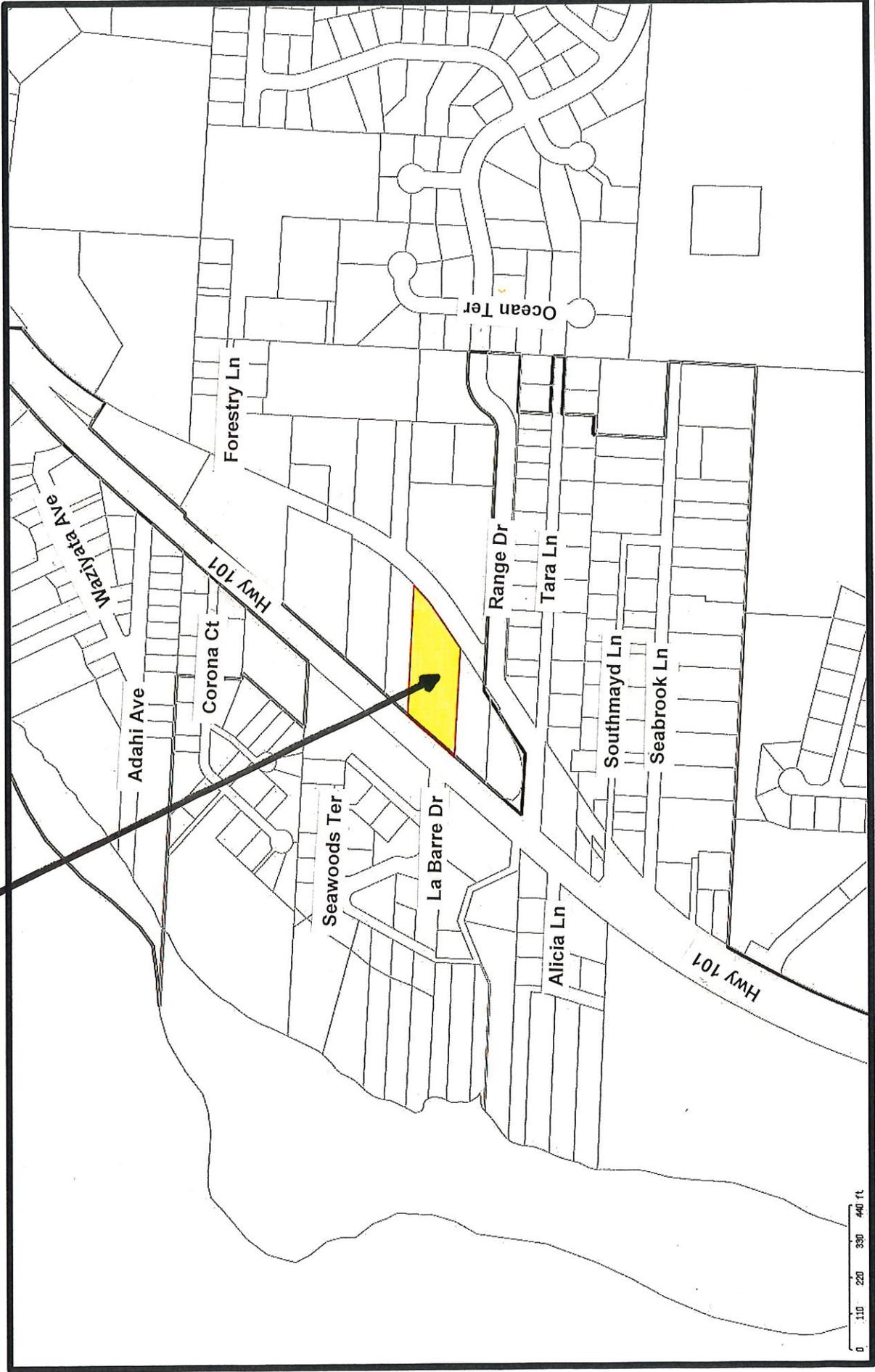
A motion to deny the request should set forth the general rationale for the decision and direct staff to prepare the final order. In the event of an approval, staff offers the following conditions which may be amended at the discretion of the Planning Commission:

1. The conditional use approval is based on the submitted plan, i.e. a maximum of two huts located on the east side of the church. Sight-obscuring screening shall be provided as described in the applicant's submittal, i.e. fencing on the east side, vegetation on the north and south sides, and the church building on the west side of the huts.
2. The Policies and Covenants, and Regulations, as submitted by the applicant, shall be maintained and enforced by the Episcopal Diocese of Oregon (St. Luke's by the Sea).

Larry Lewis
City Planner

Enclosures: Vicinity Map
Applicant Narrative
Plot Plan
Review of Conestoga Hut Ground Rules and Procedures
Conestoga Hut Policy and Covenant
Photograph of Conestoga Huts
Waldport Development Relevant Criteria

1353 SW Hwy 101



Printed 08/31/2018



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www.pavittlanduse.com

September 2, 2018

Requesting Modification to Existing Conditional Use Permit
for Episcopal Diocese of Oregon
City of Waldport Case File # 3-C-93

Applicant: Episcopal Diocese of Oregon (St Luke by the Sea)

Location: The subject property is identified as Tax Lot 1114 on Lincoln County Assessor's Map #13-12-25AA. The site address is 1353 SW Pacific Coast Highway.
The subject property is located on the east side of Highway 101 and north of Range Drive.

Lot Size: 1.15 acres

Plan Designation: General Commercial

Zoning: C-2, General Commercial

Topography and Vegetation: The property is predominantly level with a natural swale along the southern property line. The site is landscaped with grassy lawn and decorative shrubs. There is a paved driveway entrance off of Highway 101 leading to a large graveled parking area.

Surrounding Uses: Nearby land uses include the LDS church to the east, Copeland Lumber to the north, and small retail uses across Highway 101 to the west.

Development Constraints: Applicant knows of no known development constraints. Bulletin 81 Environmental Hazard Map indicates the area may be subject to high groundwater but this has not been seen onsite.

Utilities:

Water: City of Waldport Water

Sewer: on-site septic

Power: Central Lincoln PUD

Nature of the Request: Applicant seeks to place two Conestoga –type huts in a grassy area near the existing parking lot in order to provide temporary transitional shelter for two homeless women who are transitioning to aid-assisted housing. The applicant believes this proposal is consistent with the role of the church within the local community, and is an accessory use to that allowed by the existing permit for church activities.

A Conestoga hut is an enclosed, insulated and locked structure.

The wooden huts will each be about 6' by 15': large enough to hold a cot and storage inside. There will be a light and window inside each hut. The insulated huts will have locking doors and electrical heat.

Initially, a portable toilet will be placed nearby and shielded by fencing from neighbors. The congregation will seek a grant to provide a locked bathroom and shower space in future. However, this must wait until the funding is granted for sewer hookup to the city sewer system.

Power will be run to the huts. A water tap will be placed nearby. There is an existing picnic table. Trash services are offered on-site by the church. Access to the interior church facilities will be available when the church is open for meetings and services.

The Reverend Judith Jones, and a local volunteer who lives a few blocks from the church and works with women in the local jail, will visit the women to help connect them with social services, be available for emergencies, provide counseling and accountability and pastoral services as needed.

Cite of Waldport 16.84. Standards and procedures governing conditional uses, 070

A. General standards. In addition to the other applicable standards of this section, all conditional uses shall comply with the following requirements:

- 1. The site under consideration is suitable for the proposed use, considering:
 - a. The size, design and operating characteristics of the use;**

St. Luke by the Sea is a long time member of the Waldport Community. The church was built in 1965—which predates land use zoning for Waldport. The current zoning applied to this property is C-2/General Commercial. The church holds about 50 people in the main assembly hall. The assembly hall and other rooms are used frequently to provide meeting space for various gathering needs. The graveled parking lot greatly exceeds the necessary required parking for this size congregation. In 1993 the Episcopal Diocese of Oregon requested a conditional use permit for the new education room. The church is in good condition and is regularly maintained by the congregation.

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Conestoga hut project. This project has been successfully implemented in both the City of Eugene (Episcopal Church of the Resurrection) and in the City of Springfield (St. John the Divine).

St. Luke by the Sea would like to limit occupants to one year of use; however, with the long waiting period for aid-assisted housing, the occupants may need to stay in the huts for more than one year.

St. Luke is choosing to provide only two huts so that the project can be low-key, closely managed, and successful. A set of ground rules and procedures has been developed and must be signed and agreed to by the hut occupants. A covenant between the occupants and the church will also be signed. These two sample documents have been attached as exhibits to this modification request.

There is existing, downward pointing, on-site lighting in the parking lot and of this area. This will be unchanged.

b. The adequacy of transportation access to the site;

If, as is likely, hut occupants do not have their own vehicles to use initially, the church will provide each occupant with a Green Bike. They will also receive rides from volunteers for meetings and their needs as necessary and appropriate.

c. The natural and physical features of the site such as general topography, natural hazards, natural resource values, and the like.

The two 6 x 15' wooden huts will be placed just south of the existing sidewalk leading to the church. The site is level. A wooden sight-obscuring fence will be built along the property line to offer privacy to the users of the huts and to shield the huts from views to the east and southeast. There is existing natural vegetation that shields views through the swale area to the south. The huts are shielded from view from the west by the church building. The Diocese owns the adjoining lot to the north (tax lot 1104). This lot is well vegetated with trees and shrubs, obstructing any view.

There are no known natural hazards.

The applicant believes that given the above consideration, the site is suitable for the proposed requested use.

d. The proposed land use is compatible with the existing and projected uses on surrounding lands, considering the factors of subsection (A) (1), above.

Applicant believes that the proposed use is a minor, accessory use to the existing church use. The site layout, natural features and project design are sufficient to provide compatibility with the existing uses on surrounding lands. It is doubtful with screening

given by the proposed fence, that surrounding uses and neighbors will be aware of the huts or the occupants. There will be minimal or no impacts on the existing and projected surrounding uses from the proposed huts.

At times, a few people have camped in the church parking lot due to dire needs. There have been no complaints from neighbors. The St. Luke congregation will endeavor to keep the outside uses from the huts quiet, clean and consistent with the surrounding uses in this area.

Exhibits:

1. Plot Plan
2. Review of Conestoga Hut Ground Rules and Procedures
3. Conestoga Hut Policy and Covenant
4. Photograph of a Conestoga Hut

Review of Conestoga Hut Ground Rules and Procedures

The following list is a review of the Conestoga Huts ground rules and is not complete or exhaustive. The applicant agrees to abide by all rules and agreements. The purpose of this sheet is to emphasize certain issues that are especially important.

By initialing the following items, I signify that I understand and agree to each of them:

_____ I agree that my permission to stay on the church grounds may be revoked at any time.

_____ I agree that I will keep the Conestoga Hut and the surrounding area clean and neat at all times, and that all my belongings will be kept inside the hut.

_____ I agree that I will use no illegal drugs while on the church grounds and that if I consume alcohol, I will do so only inside the hut.

_____ I agree that I will not be drunk or high on the church grounds.

_____ I will not have fires on the church grounds.

_____ I will display no violent or aggressive behavior on or near the church grounds, and I acknowledge that having law enforcement called because of my behavior will be considered evidence of improper conduct .

_____ I know that conflicts with the occupant of the other Conestoga Hut, with church personnel, with church members, or with my own guests may be cause to revoke my permission to occupy the hut.

_____ I will have no weapons or firearms of any kind on the church grounds.

_____ I will not panhandle, gamble, or engage in offensive behavior on or near the church grounds.

_____ I will have no loud noises or loud music on the church grounds.

_____ I will not hold large parties or gatherings on the church grounds.

_____ I will not allow my guests to park overnight in or around my site.

_____ I realize that I will be held responsible for the actions of my guests.

_____ I agree that I will have no pets on the church grounds at any time, with the exception of a certified service animal. This includes pets owned by guests.

Signed _____

Date _____

Conestoga Hut Policy and Covenant
St. Luke by the Sea Episcopal Church
1353 Highway 101 South, Waldport, OR 97394

1. OVERVIEW

St. Luke by the Sea Episcopal Church (St. Luke's) offers a portion of its grounds for temporary transitional shelter in two Conestoga Huts. St. Luke's goal is to give women transitioning out of jail a place to find rest, acceptance, and access to the resources they need to move forward and make a better life.

All occupants of the Conestoga Huts must agree to abide by the rules set forth in this policy handbook.

St. Luke's strives to see each occupant of the huts as an individual loved by God, recognizing that each one of us has a unique story that brings us to where we are today. We also recognize that homelessness and encounters with the justice system can be very destabilizing and difficult to move out of. We hope that the people occupying our huts will find a place of healing here. We expect them to set achievable goals which include plans to eventually move on to a more sustainable living situation.

2. ADMINISTRATION

The Conestoga Huts at St. Luke's will be overseen by the Vicar, by a counselor who does volunteer work with women in the local jail ("the counselor"), and by St. Luke's Outreach Committee.

3. ADMISSION

Potential occupants will be recommended to St. Luke's by the counselor. They must fill out an application, participate in an interview, and complete a background check. We are unable to provide shelter for couples or pets.

4. ORIENTATION

All new occupants will be given an orientation by St. Luke's Vicar and by the counselor. Orientation will include time to get to know each other. The orientation will also include a review of all parts of this written policy.

5. TYPE OF SHELTER

St. Luke's offers transitional shelter only. The Conestoga Huts are a place for occupants to heal, to connect with social services, to find work, and then to move on. They cannot be considered permanent housing for many reasons, including absence of plumbing, lack of built-in electrical wiring, and city zoning laws. We recognize that the amount of time it will

take occupants to secure permanent housing will vary from person to person, but we require that a plan be developed and actively followed.

6. RESPONSIBILITIES OF OCCUPANTS

Occupants must comply with the Ground Rules and Procedures as well as the rest of the church policy described in this document.

Occupants are expected to:

- actively support the maintenance of the Conestoga Hut community
- behave respectfully with each other and with all users of the church's facilities
- treat the natural surroundings and church property with respect
- develop a plan to obtain permanent housing and self-sufficiency
- meet regularly with the counselor
- meet with the Vicar quarterly to assess transition progress

The Conestoga Huts and surrounding areas are to be kept clean at all times.

Food must be appropriately stored in sealed containers (rodent and insect resistant). All trash, food waste, and non-redeemable recyclables are to be disposed of in the church's trash can or recycling container. Bottles and cans that are being collected for the refund must be redeemed promptly so that they do not accumulate and create a pest problem or an eyesore.

Intoxication on the church grounds, possession of illegal drugs, or possession of drug paraphernalia may result in expulsion.

Smoking is not permitted in the Conestoga Huts. If an occupant smokes, a water-filled ashtray must be used outside.

No open fires. Propane grills and small camp stoves are allowed.

Parking of a motorized vehicle on church property by Conestoga Huts occupants must be approved in advance by the Outreach Committee. Approval may be conditional. An approved vehicle must be in working order and have current registration. Cars are not to be used for storage.

7. USE OF CHURCH BUILDING

Occupants are welcome and encouraged to participate in the life of St. Luke by the Sea. Involvement with the church is *not*, however, either a requirement or a condition of occupancy.

The church building is separate from the Conestoga Huts and should not be seen as common space. Occupants may use the church building as follows:

RESTROOMS: Occupants may use the church's restrooms any time the church building is open. They are expected to leave the restrooms as clean as they find them.

TELEPHONE: Occupants may use the telephone in the kitchen any time that the church building is open, as long as the kitchen or fellowship area are not being used for a church or community activity.

KITCHEN: Occupants may use the kitchen when the church building is open and the kitchen is available, if they obtain an Oregon Food Handler's card. They are expected to follow basic safety practices and to clean up after themselves, leaving the kitchen as clean as they found it.

8. SERVICES

Each Conestoga Hut comes furnished with basic furniture, an electric heater, and a light. All equipment and furnishings must stay when the occupant moves out.

A covered picnic table is provided near the huts for food preparation and eating.

A locked port-a-potty is provided for the occupants' use when the church building is closed. Occupants are expected to keep the port-a-potty tidy. It will be emptied and cleaned regularly.

Each occupant will be provided with a Green Bike for transportation. St. Luke's will also work with the occupants to provide bus passes or rides for job interviews, work, etc.

9. SAFETY AND SECURITY

If there are any concerns regarding safety or security, inform the Vicar.

Occupants shall immediately report fire or other emergencies to 9-1-1. After calling 9-1-1, contact the Vicar or the counselor. Occupants are expected to assist each other in the case of an emergency.

The Conestoga Huts will have smoke detectors and exit windows.

10. SANCTIONS

Complaints will be addressed by the Vicar and the counselor in consultation with the Outreach Committee. Complaints of violence, theft, drug use, or disruptive behavior will be dealt with immediately.

If at any time the Vicar, the counselor, and the Outreach Committee together decide that an occupant is not meeting these policy requirements, the occupant will be required to find other living arrangements.

11. IN CASE OF ABANDONMENT

Any occupant who has been continuously absent from the Conestoga Hut and has made no effort to remain in contact with the Vicar or counselor for four days will be considered to have abandoned the hut. Possessions will be removed from the hut. Former occupants will have 30 days to retrieve their possessions after which time their belongings will be disposed of.

12. FUNDING

St. Luke's has limited financial resources to support the Conestoga Hut program. The church pays for the port-a-potty, garbage pickup, maintenance of the Conestoga Huts, electricity, and water. Additional supplies and amenities may be provided from time to time but should not be expected or regarded as part of the Conestoga Hut program.

Ground Rules and Procedures

- Permission to stay on the church grounds may be revoked at any time.
- No pets allowed on the church grounds at any time, with the exception of a certified service animal. This includes pets owned by guests.
- The Conestoga Hut and the surrounding area will be kept clean at all times.
- Illegal drug use or possession is prohibited while on the church grounds.
- Alcohol may be consumed only in moderation, and may not be consumed anywhere on the church grounds except inside the Conestoga Hut.
- No violent or aggressive behavior on or near the church grounds. Having law enforcement called because of the occupant's behavior will be considered evidence of improper conduct.
- No panhandling, gambling, or offensive behavior on or near the church grounds.
- No weapons or firearms of any kind on the church grounds.
- No loud noises or loud music on the church grounds.
- 10:00 p.m. until 7:00 a.m. shall be considered quiet hours. This means that your neighbors should not be able to hear your activities during these hours.
- No large parties or gatherings on the church grounds.

- No accumulation of belongings around the Conestoga Hut or anywhere on the church grounds.
- One heater and one light fixture (provided by St. Luke's) may be used within the Hut. You may also use a laptop and may charge your cell phone. All electrical devices must be turned off when you are not in the hut.
- No overnight guests. No guests are permitted after 9:00 p.m. without the permission of the Vicar.
- Guests may not park overnight on the church grounds.
- Occupants of the Conestoga Huts will be held responsible for the behavior of their guests.
- No fires on the church grounds.
- Conflicts with the occupant of the other Conestoga Hut, with church personnel, with church members, or with the occupants' guests may be cause to revoke permission to occupy the hut.

I, _____, have read and understand the terms of this policy and agree to abide by them while occupying a Conestoga Hut at St. Luke by the Sea Episcopal Church.

Signature: _____

Date: _____

Sign-up and Release of Claims Agreement

Name (Please print): _____

I agree to stay in the Conestoga Hut provided by St. Luke by the Sea Episcopal Church at my own risk and will make no claim against St. Luke by the Sea Episcopal Church, its leadership, the program overseers, or the Episcopal Diocese of Oregon if personal injury, loss of personal belongs, or damage of personal property occurs while on the premises.

I consider my stay in the Conestoga Hut to be transitory and not subject to the Oregon tenant laws. I understand that this shelter is being provided to help me re-integrate into the local community and that I may be asked to leave at any time.

Signature: _____

Date: _____

CONESTOGA HUTS



**ST. LUKE'S BY THE SEA
CONDITIONAL USE MODIFICATION
RELEVANT WALDPOR T DEVELOPMENT CODE**

Chapter 16.32 GENERAL COMMERCIAL ZONE C-2

16.32.020 Conditional uses permitted.

In a C-2 zone, the following uses and their accessory uses may be conditionally permitted subject to the applicable provisions of Chapters 16.72, 16.76, 16.80, 16.84 and 16.96 of this title:

- A. A use permitted as a conditional use in the R-3 zone, except uses permitted outright in the C-1 zone;
(*"Church" is permitted as a conditional use.*)

Chapter 16.84 CONDITIONAL USES

16.84.010 Purpose.

Certain types of uses require special consideration prior to their being permitted in a particular zone. The reasons for such special consideration include, the size of the area required for the full development of such uses, the nature of the traffic problems incidental to operation of the uses, and the effect such uses have on any adjoining land uses and on the growth and development of the city as a whole.

16.84.020 Authorization to grant or deny conditional use permit.

Conditional uses listed in this code may be permitted, enlarged, or altered upon authorization by the planning commission in accordance with the standards and procedures set forth in this chapter.

- A. In taking action on a conditional use permit application, the planning commission may either permit or deny the request. If a request is denied, the action must be based on reasons related to orderly development and best interests of the surrounding area or the city as a whole. Mobile home parks are exempt from 16.84.020(A) and 16.84.070(A)(2) of this chapter.
- B. In permitting a conditional use or the modification of a conditional use, the planning commission may impose, in addition to those standards and requirements expressly specified by this code, additional conditions which are considered necessary to protect the best interest of the surrounding area of the city as a whole. These conditions may include, but are not limited to, the following:
1. Increasing the required lot size or yard dimensions;
 2. Limiting the height of buildings;
 3. Controlling the location and number of vehicle access points;
 4. Increasing the street width;
 5. Increasing the number of required off-street parking spaces;
 6. Limiting the number, size, location, and lighting of signs;
 7. Requiring fencing, screening, landscaping, diking, or other facilities to protect adjacent or nearby property;
 8. Designating sites for open space;
 9. Regulating the hours of operation; and
 10. Setting a time limit for which the conditional use is approved.

In the case of conditional uses which provide for needed housing types, these conditions shall be limited to the following: controlling the location and number of off-street parking and loading spaces required, limiting the number, size and location of signs, and requiring fencing, diking, screening and landscaping. Conditions applied to needed housing types shall not unreasonably increase costs or reduce densities.

If at any time the standards or requirements for conditional use approval are not followed, a zoning violation will be considered to exist.

- C. In the case of a use existing prior to the effective date of this code and classified as a conditional use or a non-conforming use, a change in use or in lot area or an alteration of structure shall conform with the conditional use requirements.
- D. Modifications of standards listed for each conditional use may be granted if:
 - 1. The planning commission determines that a hardship would result to an applicant from the application of the standards.
 - 2. The modifications will not result in the use being detrimental to properties in the surrounding area or in the City as a whole.
 - 3. The purposes of this code are fulfilled.
- E. The planning commission may require that the applicant furnish the city with a performance bond of up to the value of the cost of the improvement, plus administrative costs and amounts for inflation not to exceed twenty (20) percent of the value of the cost of the improvement(s), to be guaranteed by such bond in order to assure that the conditional use is completed according to the plans approved by the planning commission.

16.84.030 Procedure for taking action on a conditional use application.

The procedure for taking action on an application for a conditional use shall be as follows:

- A. A property owner may initiate a request for a conditional use or the modification of a conditional use by filing an application with the city. The planning commission may require other drawings or information necessary to provide an understanding of the proposed use and its relationship to surrounding properties.
- B. Before the planning commission may act on a request, it shall hold a public hearing as prescribed in Chapter 16.108 of this title.
- C. The planning commission's decision is final unless it is appealed as prescribed in Chapter 16.108 of this title.

16.84.040 Building permit for an approved conditional use.

Building permits for all or any portion of a conditional use shall be issued only on the basis of the plan as approved by the planning commission. Any substantial change in the approved plan shall be submitted to the planning commission as a new application for a conditional use.

16.84.050 Time limit of a conditional use permit.

Authorization of a conditional use shall be void after two (2) years or such lesser time as the authorization may specify unless substantial construction pursuant thereto has taken place. However, the planning commission may extend authorization for an additional period not to exceed one (1) year. A maximum of two extensions can be granted.

16.84.060 Revocation of a conditional use permit.

Any permit granted hereunder shall be subject to denial or revocation by the planning commission if it is ascertained thereby that the application includes or included any false information, or if the conditions of approval are not complied with or are not being maintained, or the conditional use becomes detrimental to public health, safety, or welfare.

- A. In order to consider revocation of a conditional use permit, the planning commission shall hold a public hearing as prescribed in Chapter 16.108 of this title. The permit holder shall be required to show cause as why such permit should not be revoked.
- B. If the planning commission finds that the conditions of permit approval have not been complied with or are not being maintained, a reasonable time shall be given for correction. If corrections are not made within the specified time, revocation of the permit shall become effective.

- C. Reapplication for a conditional use permit cannot be made within one (1) year after revocation except that the planning commission may allow a new application if, in its opinion, new evidence or a change in circumstances warrant it.

16.84.070 Standards and procedures governing conditional uses.

- A. General Standards. In addition to the other applicable standards of this section, all conditional uses shall comply with the following requirements:
1. The site under consideration is suitable for the proposed use, considering:
 - a. The size, design and operating characteristics of the use;
 - b. The adequacy of transportation access to the site; and
 - c. The natural and physical features of the site such as general topography, natural hazards, natural resource values, and the like.
 2. The proposed use is compatible with the existing and projected uses on surrounding lands, considering the factors of subsection (A)(1), above. Mobile home parks are exempt from Sections 16.84.020(A) and 16.84.070(A)(2) of this chapter.

City of Waldport
2018 LAND USE / BUILDING PERMIT ACTIVITY

Date	Application/ Activity	Applicant	Zoning	Tax Map/Lot Location	Description	Status
For the Period August 21, 2018 through September 17, 2018						
8/22/18	Building Permit	Jerry Walusiak	R-1	13-11-19AA/205 725 Aalsea Hwy	New detached garage	Approved 8/24/18
8/28/18	On-site Waste Management Permit	William Houston	R-1	13-12-36AB/1200, Parcel 1 3425 Fernwood Ln.	New septic system	Approved 8/31/18
8/31/18	Manufactured Home Placement Permit	Crestview Golf LLC	P-F (PD)	13-11-30BD/1200, Lot #18 Green Ln	New manufactured home	Approved 8/31/18
8/31/18	Building Permit	Crestview Golf LLC	P-F (PD)	13-11-30BD/1200, Lot #18 Green Ln	New attached garage	Approved 8/31/18
8/31/18	Manufactured Home Placement Permit	Crestview Golf LLC	P-F (PD)	13-11-30BD/1200, Lot #33 Green Ln	New manufactured home	Approved 8/31/18
8/31/18	Building Permit	Crestview Golf LLC	P-F (PD)	13-11-30BD/1200, Lot #33 Green Ln	New attached garage	Approved 8/31/18
9/7/18	Building Permit	Lost Creek Properties LLC	D-D	13-11-19BD/3300 545 Hemlock Eager Beaver	Reframe/repair middle portion of building (walls and roof)	Approved 9/7/18
9/13/18	Building Permit	Kris Kodrack	R-3	13-11-19AB/3203 220 Pine	Foundation stabilization	Approved 9/14/18

Action item for the Planning Commission: The City Council has asked the Planning Commission to provide recommended regulations for vacation rentals. City staff will develop a draft document for discussion at the October Planning Commission meeting.

September 17, 2018

To: Waldport Planning Commission

From: Larry Lewis, City Planner

Re: Accessory Dwelling Units

The Planning Commission will continue discussion on Accessory Dwellings Units (ADUs) at the September 24, 2018 meeting. The draft July 2018 ADU ordinance is attached for review and discussion.

A summary of the Planning Commission's July 30, 2018 discussion on ADUs is provided below.

- A. Consensus by the Commission that parking requirements should be as provided in the draft, i.e. one parking space is required for an ADU.
- B. Concerns about water supply and wastewater disposal.
- C. Concern about potential impact to property values.

DRAFT ACCESSORY DWELLING UNIT ORDINANCE

This italicized paragraph is a paraphrased excerpt from the Oregon Department of Land conservation and Development (DLCD) model code for Accessory Dwellings. Oregon Revised Statutes (ORS) 197.312 requires that at least one accessory dwelling be allowed per detached single-family dwelling in every zone within an urban growth boundary that allows detached single-family dwellings (for cities with a population of 2,500 or greater). Accessory dwellings are an economical way to provide additional housing choices, particularly in communities with high land prices or a lack of investment in affordable housing. They provide an opportunity to increase housing supply in developed neighborhoods and can blend in well with single-family detached dwellings. Accessory dwelling regulations can be difficult to enforce when local codes specify who can own or occupy the homes. Requirements that accessory dwellings have separate connections to and pay system development charges for water and sewer services can pose barriers to development. Concerns about neighborhood compatibility, parking, and other factors should be considered and balanced against the need to address Oregon's housing shortage by removing barriers to development. The model development code language provides recommended language for accessory dwellings. Local housing providers should be consulted when drafting standards for accessory dwellings, and the following standards should be tailored to fit the needs of your community.

Draft Waldport Development Code Amendment to Allow ACCESSORY DWELLINGS

Chapter 16.04 Introductory Provisions and Definitions

16.04.030 Definitions.

(The following definition matches the definition for Accessory Dwelling found in ORS 197.312)

“Accessory Dwelling” means an interior, attached, or detached residential structure that is used in connection with, or that is accessory to, a single-family dwelling.

Zoning Districts

(Zoning Districts that allow single family dwellings include R-1, R-2, R-3, R-4, C-1 and C-2. Therefore, ‘accessory dwelling unit’ would be added as a ‘conditional use permitted’ in each of these zones. An alternative is to add the accessory dwelling unit as a ‘use permitted outright’ in each of these zones.)

Chapter 16.84 Conditional Uses**16.64.070 Standards and procedures governing conditional uses.****O. Accessory Dwelling Units.**

Accessory dwellings are subject to the standards identified below.

A. One Unit. A maximum of one Accessory Dwelling is allowed per legal single-family dwelling. The unit may be a detached building, in a portion of a detached accessory building (e.g., above a garage or workshop), or a unit attached or interior to the primary dwelling (e.g., an addition or the conversion of an existing floor).

B. Floor Area.

1. A detached Accessory Dwelling shall not exceed 900 square feet of floor area, ~~or 75 percent of the primary dwelling's floor area, whichever is smaller.~~
2. An attached or interior Accessory Dwelling shall not exceed 900 square feet of floor area, ~~or 75 percent of the primary dwelling's floor area, whichever is smaller.~~ However, Accessory Dwellings that result from the conversion of a level or floor (e.g., basement, attic, or second story) of the primary dwelling may occupy the entire level or floor, even if the floor area of the Accessory Dwelling would be more than 900 square feet.

C. Other Development Standards.

Accessory Dwellings shall meet all other development standards (e.g., height, setbacks, lot coverage, etc.) for buildings in the zoning district, except that:

1. Conversion of an existing legal non-conforming structure to an Accessory Dwelling is allowed, provided that the conversion does not increase the non-conformity; and
2. One off-street parking space is required for an Accessory Dwelling.
3. Either the Primary Dwelling or the Accessory Dwelling shall be occupied by the owner.
4. Neither the Primary Dwelling nor the Accessory Dwelling shall be short-term rentals (less than 30 days).