

WALDPORT PLANNING COMMISSION
November 24, 2014
MEETING NOTICE AND AGENDA

THE WALDPORT PLANNING COMMISSION WILL MEET ON MONDAY, NOVEMBER 24, 2014 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. CITIZEN COMMENTS AND CONCERNS
3. COMMISSION COMMENTS AND CONCERNS
4. MINUTES: (October 13, 2014)
5. CORRESPONDENCE
 - A. Handy Haven RV Park Conditional Use – Application Withdrawal and RV Park Policy Effective November 1, 2014
6. DISCUSSION/ACTION ITEMS:
 - A. Work Session – Sign Ordinance Amendments
 - B. Planning Report
 - B. Other Issues*
7. 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)563-3561 during normal business hours.

Notice given this 18th day of November 2014

City of Waldport

WALDPOR PLANNING COMMISSION
October 13, 2014
City Council Meeting Room
MEETING MINUTES

1. CALL TO ORDER AND ROLL CALL: Chair Woodruff called the meeting to order at 2:02 p.m. Chair Woodruff and Commissioners Andrew, Egan, Gordon, Hafner, and Yorks answered the roll. Commissioner Peterson was absent. A quorum was present.

2. CITIZEN COMMENTS AND CONCERNS: None.

3. COMMISSION COMMENTS AND CONCERNS: None.

4. MINUTES: The Commission considered the minutes from the September 22, 2014 Meeting. Commissioner Andrew **moved** to approve the minutes as written. Commissioner Hafner **seconded**, and the motion **carried** unanimously on a voice vote.

5. CORRESPONDENCE: None.

6. PUBLIC HEARINGS:

A. Case File #3-CU-PC-14 Elaine Correia, General Manager, Willamette Marine Services – Handy Haven RV Park, Application for Amendment to Conditional Use

Chair Woodruff opened the public hearing, calling for abstentions, bias, conflict of interest, or *ex parte* contact. Commissioner Gordon stated he has reviewed the site many times and he has represented the applicant in the past. Commissioner Andrew stated she is familiar with the RV Park as she drives by it at least twice per day. No objections were raised.

Staff Report: City Planner Lewis reviewed the staff report, noting that the applicant was requesting an amendment to a conditional use permit for the Handy Haven Recreational Vehicle Park to remove the 15-day maximum stay restriction and allow six long term RV spaces and five temporary RV spaces.

Applicant Elaine Correia presented information including but not limited to the minimum area between RV spaces, that enforcement of the RV Park has recently increased to improve the appearance, and that rules are currently being drafted to improve operations and appearance of the RV Park. The applicant responded to Planning Commissioner questions. i.e. the RV park would be primarily vacant in the winter unless permanent or long term occupancy is permitted; the lengths of stay at the RV Park have increased since the economic downturn, and the applicant will pursue removal of the vehicle that has been parked long term at the east end of the property;. The applicant stated this application request was initiated when the City's code enforcement officer contacted her about RV Park occupancies exceeding 15 days. There was further discussion about the minimum spacing between RVs.

Oral testimony included one person expressing concern about 1) maintenance and appearance, and that the owner/manager need to take responsibility for maintenance and appearance of the RV Park, 2) question about where vehicles will park, 3) regulations are needed on types of RVs, maximum RV lengths, and restroom facilities, 4) loose pets, 5) overall safety and 6) the visibility and appearance of the RV Park. The applicant stated that restroom facilities are provided. There was further discussion about restricting the number of vehicles (RVs, cars, boats) allowed and ensuring appropriate that parking spaces are provided.

There was a request to leave the record open. The public hearing will be continued at the November 24, 2014, 2:00 p.m. Planning Commission meeting. Commissioners requested additional information, i.e. discussion with code enforcement officer regarding why this issue was initiated, have there been any fires at the RV park, and a request for a copy of the proposed RV Park Rules that have been prepared by the applicant and possibly McKinley RV Park rules and regulations.

7. DISCUSSION/ACTION ITEMS:

A. Work Session – Sign Ordinance Amendments: A draft summary of the latest sign ordinance amendments and a draft of proposed amendments to Waldport Development Code Chapter 16.76 Signs were included in the Planning Commission packets. Planning Commission discussion primarily focused on whether or not signs were permitted to be located within state highway right-of-way, i.e. Hwy 101 and Hwy 34. Discussion included the need to determine 1) whether or not the City has any jurisdiction of Hwy 101 through downtown that would allow signage which may have resulted from the improvement project completed a few years ago and, 2) whether or not the Oregon Department of Transportation (ODOT) would allow any signage in other state highway right-of-way locations. Following discussion Commissioner Gordon **moved** that all sign amendment items be deferred until a determination of whether or not signs and other improvements, e.g. awnings and overhangs, are allowed in the state highway right-of-way. Commissioner Andrew **seconded**, and the motion **carried** unanimously on a voice vote.

B. Planning Report: Building permit and land use activity for September 25, 2014 through October 31, 2014 was reviewed.

8. ADJOURNMENT: At 3:25 p.m., there being no further business to come before the Commission, Commissioner Andrew **moved** to adjourn. Commissioner Yorks **seconded**, and the motion **carried** unanimously on a voice vote.

Respectfully submitted,

Reda Q. Eckerman
City Recorder

APPROVED by the Planning Commission this ____ day of _____, 2014.

SIGNED by the Chair this ____ day of _____, 2014.

Ray Woodruff, Chair

Handy Haven RV Park and Carwash
P O Box 817
Waldport, OR 97394
541-270-5601

RE: Handy Haven RV Park Conditional Use Amendment Application

Greetings:

After careful consideration of the comments made at the Planning Commission meeting October 13, 2015, we have decided to withdraw our application for the Conditional Use Amendment.

Our objective for the application was to modify the fifteen-day restriction in the original permit that a guest is allowed to stay. It became clear during the meeting that by state law, local regulatory agencies could not restrict or limit the length of tenancy in an RV park as long as it met certain conditions. Handy Haven meets those conditions.

We are interested in Waldport being an attractive place for both travelers and residents. With this goal in mind, we have revised our park rules with stricter appearance screening and compliance. *(A copy is attached.)*

We checked into the building and fire code questions raised during the meeting and the park meets those requirements, also. The park rules incorporate these concerns as well. We comply with the County Health Department regulations as well. *(A copy of the latest inspection is attached.)*

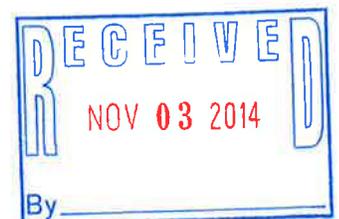
We have plans to upgrade the park and facilities in early 2015. The current tenants will be receiving notice of the changes. To remain in the park, they will have to upgrade as well. *(A copy is attached.)*

Thank you for your time and guidance.

Sincerely,



Elaine Correia
General Manager
Handy Haven RV Park
November 1, 2014



Handy Haven RV Park Policy Effective November 1, 2014

Welcome to Handy Haven RV Park and Carwash

Our goal is for your experience at our park to be comfortable, peaceful and positive. We hope you will enjoy your visit to our park.

We need your cooperation in observing the following rules. They will be strictly enforced to protect the health and safety of yourself, your family and your neighbors.

Failure to comply with any State and Local laws or Facility Rules listed below will be reason for immediate termination from Handy Haven RV Park, forfeiting any rents paid.

TERMS OVERVIEW

- Maximum RV length is 40', no exceptions.
- Maximum capacity: 6 persons. Rate includes 2 persons; additional guests will be charged \$2/per person/per day.
- One motor vehicle per space.
- Electric heaters are not permitted.
- Garbage must be bagged and put in containers
- Health Department demands airtight sewer connections – you must comply or you cannot use our facility.
- No car or RV washing in the park.
- No clothes lines, hanging clothes or ornamental objects on trees, vehicles or fences. See Appearance details.
- Laundry facilities are available across the street.
- **Check in time is 2:00 pm.** (Please do not come early without calling to check if your site is available early as we have no waiting area.)
- **Check out time is 12:00 PM**

REGISTRATION

All spaces are assigned by the park office. All guests, vehicles and pets must be registered. Rentals are not transferable.

- Registration fees are due within 30 minutes of arrival. Full payment for space rent is due in advance for term of stay.
- Late fees will be charged at the rate of \$5/ per day from the beginning of rental term after 1-day grace period.
- Deposits are refunded if cancellation is received 72 hours before arrival Un-occupied sites may be re-rented. Reserved sites will not be held past 6pm, unless notified of late arrival.

Handy Haven RV Park Policy
Effective November 1, 2014

- You may pay with cash or credit card. Online payment option is available at www.HandyHavenRVPark.com

QUIET TIME 10pm to 8am

- Be courteous to your fellow visitor; refrain from loud music and disruptive behavior. Please operate audio devices such as radio, player or musical instruments so that it does not disturb neighboring campers.

THE SPEED LIMIT IN THE PARK IS 5 MILES PER HOUR

Violators will be warned, then fined or requested to leave.

TERM OF OCCUPANCY and Prepayment Discounts

- RV sites are used for recreational purposes only. Term of occupancy is nightly. The current nightly rate may be paid in advance for a weekly discount.
- **To qualify for weekly discounted rate, prepayment must be paid in full.** Partial payments will disqualify the discount and rate will revert to the current nightly rate.
- A guest reservation rental agreement cannot exceed fourteen (14) consecutive days in one RV space site. See below for extended stays.

REGULATIONS and CONDUCT

- RV tenants will not make any improper, unlawful, or inappropriate use of the RV space or facilities of Handy Haven RV Park.
- No unruly, boisterous, illegal, drunken, disturbing, fighting or threatening behavior. Violators may be expelled from the park immediately.
- Vandalism, recreational drug use is a crime and will be reported to the authorities. Please respect privacy of other guests and neighbors.
- No open alcoholic containers in the park.
- Use of firearms or fireworks is prohibited.
- No open fires at RV spaces. Open fire is allowed only in a designated fire pit.
- **Smoking is prohibited in all buildings.**
- **Children must be supervised at all times.**
- At least one person at the site must be 18 years old or older.
- **Visitors-** Guests are responsible for their visitors to keep this park policy in force.

Handy Haven RV Park Policy Effective November 1, 2014

PETS

- **All pets must be leashed** when outside tenant's RV and in the park.
- Pet owners will comply with all applicable state and local laws and ordinances and, in addition, shall confine pets to the tenant's RV space.
- All pets must accompany RV tenants when they leave Handy Haven RV Park and at no time may be left unattended.
- The tenant shall promptly remove any pet from Handy Haven RV Park upon demand in the event that said pet shall, in any way, disturb other tenants.
- RV guests are **required to pick up after their pets**. A \$10 fine for not picking up after your pet will be collected.
- No pets (except assistive animals) are allowed in any buildings.
- Noisy or vicious animals are not allowed.
- Pets confined to RV must not create a disturbance.
- Pets must be properly licensed and inoculated. An identification tag is a smart idea. The tag should include a number where somebody can be reached when you are away from home.
- Animals found loose may be seized and subjected to laws pertinent to stray animals. Should your animal become lost, immediately call the Animal Shelter in Newport (541-265-6610).

VEHICLES and PARKING

- Only 1 vehicle per space. Vehicles include cars, trucks, boat trailer and vans.
- Only one RV per site.
- Parking is beside RV or in front without obstructing Fire lane.
- Parking in an unused site is prohibited- the site may be rented or reserved for another customer.
- All vehicles and RV's must be licensed and in operable condition. Major repairs, oil and radiator draining are not permitted.
- No loud or annoying vehicles will be allowed in the park.
- Visitors may not block driveway or adjacent spaces. Visitors may need to park on street side of park.
- At all times there must be a 20 foot Fire Lane for Emergency Vehicles.

Handy Haven RV Park Policy
Effective November 1, 2014

RV APPEARANCE

- **No tarps or other coverings over or around RV.**
- **RV must be well maintained and in good physical condition and appearance. Deterioration of RV condition and appearance will be grounds for dismissal from park if it is not remedied immediately.**

WATER USE

- Use is very restricted.
- Washing of RV and vehicles permitted only in the carwash area.
- Any leaking water connections must be repaired immediately. Extra water fee of \$50/month for minor leaks left unattended.
- For larger leaks that increase water bill, tenant may be required to pay a Shared Responsibility Payment. Handy Haven is not responsible for hoses and connections to the RV.

GROUNDS APPEARANCE

The appearance of Handy Haven RV Park is of the utmost importance. Handy Haven is located in the Downtown District and is very visible to Waldport citizens as well as tourists. Extended stay occupants have more of a tendency to place or store items on the outside of their RV's.

- Spaces should be kept clean and free of debris. **NO items, structures or equipment should be stored outside of an RV.**
- Outside items should be limited to patio furniture that is designed for outdoor use, operable bicycles and barbecue equipment that is maintained in an attractive, clean and neat condition and potted plants that are kept in good condition, i.e. watered, pruned and weeded.
- Nothing should be hung outside of an RV to dry or air or for any other purpose.
- Nothing should be stored under or behind the RV that can be seen from the access drive or from any street.
- No RV or auto work or repairs should be carried out within the RV Park unless permission has been granted by RV Park management and the work/repair is limited to one day, i.e. no appearance of repair is visible overnight.
- **Guests must keep their site clean and free of clutter at all times.** To keep the park grounds clean, we ask that you do not litter. No

Handy Haven RV Park Policy Effective November 1, 2014

storage sheds or items may be stored outside the RV. This includes cloth lines, appliances, patio enclosures, odds and ends, and so forth.

- Violation of these conditions are grounds for immediate dismissal from the park.

GARBAGE

- Trash dumpsters are for guests ONLY. Only household garbage is allowed and it must be bagged in plastic and tied.
- Garbage must be put in dumpster and not on ground.
- All other trash (outside of household garbage) must be taken to the local disposal site- Dahl Disposal, Crestline Drive Waldport.
- Garbage pick up day is early Thursday morning.

WINTERIZING

- Guests are responsible for winterizing their own RV's. The park will be responsible for the spigot to your RV ONLY.
- **At no time will the faucets in your RV be left running to prevent frozen pipes.** You must prepare your pipes and insulate your RV properly to avoid freezing.
- At no time will electric heaters be allowed under your RV.
- **If you choose to use an electric heater in your RV instead of propane furnace, you will be charged an additional \$50 per month.**

RESTROOMS

- Please do your part to keep the restrooms clean and sanitary.
- Flush only toilet paper in the toilet and pick up after using the facility.
- No porta-potty dumping in the bathrooms.
- **No smoking in restrooms!**

TSUNAMI ZONE

- Handy Haven RV Park is located in the coastal Tsumani Zone.
- In the event of a tsumani, the closest evacuation route is up Norwood Drive to the south side of the park.
- Handy Haven is located outside the FEMA Special Flood Hazard Zone.

Handy Haven RV Park Policy
Effective November 1, 2014

LIABILITY

- Handy Haven RV Park is not responsible for any loss or damage to tenants' personal property, vehicles, trailers or RV's due to theft, vandalism, fire, any other casualty, or act of God.
- The RV tenant expressly assumes all risk of such loss or damage and must carry their own insurance.

INDEMNIFICATION: RV tenant shall indemnify and hold harmless Handy Haven RV Park, its officers, and employees from all claims, liability, and expenses, including but not limited to attorney and other professional fees, for injury to persons, loss of life, or damage to property arising out of the tenants exercise of his rights hereunder, except as may be caused by the gross negligence or intentional acts of Handy Haven RV Park or its officers and/or employees.

Violation of any of the above rules will be grounds for immediate termination of camping privileges.

Rules are subject to change without notice.

Office hours: Mo - Sa from 10am to 3pm Phone: 541-563-4591

RECREATIONAL PARK INSPECTION REPORT
Lincoln County 36 SW Nye Street Newport, OR 97365
541-265-4127

Page 1 of 1

Owner Name:
WILLAMETTE MARINE SERVICES, LLC
HANDY HAVEN RV PARK
655 SW STARR ST

WALDPORT, OR 97394

HANDY HAVEN RV PARK
PO BOX 817

WALDPORT, OR 97394

Inspection Type: SEMI
Inspection Result: COMPLD
Establishment #: 2110279A Area: 31

Units: 12
County: 21

Phone: (541) 563-4591 x
Inspector: Amy Chapman
Start Date/Time: 10/6/2014 at 6:15:51 PM

AN EVALUATION OF SANITATION ON YOUR PREMISES HAS THIS DAY BEEN MADE AND YOU ARE HEREBY NOTIFIED OF THE VIOLATIONS FOUND. VIOLATIONS NOTED ON THIS REPORT MUST BE CORRECTED WITHIN THE TIME LIMIT SPECIFIED.

No Violations Noted.

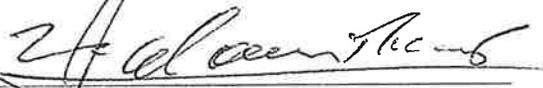
Waldport Water and Sewer.

Spaces are all numbered.
Septic connections are tight.
RVs are at least 10' apart.

Bathrooms/showers are clean and well maintained.

Solid Waste is emptied atleast once a week.

Site Report Generated: 10/6/2014 6:19:08 PM


Person In Charge


Inspection By: Amy Chapman

Handy Haven RV Park and Carwash
P O Box 817
Waldport, OR 97394
541-270-5601

RE: Handy Haven RV Park Future

Greetings:

As you may have heard, we are dealing with the City of Waldport about the future of Handy Haven RV Park. Since it is in the Downtown District and very visible to travelers and locals alike, the City expressed concerns about the appearance of the park and the occupied spaces. There are also concerns by the Fire Chief about spacing for fire safety and emergency vehicle access. Concerns were expressed about unleashed dogs from the park, too. This is a safety concern for cars traveling on Starr Street and your pet.

As a result of these concerns and conditions to operate by the City, we have revised the park rules that go into effect immediately. Most notable are the rules about appearance of the RV vehicles and the grounds.

There are other changes as well. Rent will remain at \$500 throughout the winter.

In March we plan to remodel and upgrade the bathrooms, significantly prune the shrubbery along the bank and other grounds maintenance. You will be required to move at that time. We will need to remove trees that have gotten too big and make other improvements. The bathrooms will be closed until the upgrade is completed.

Starting in May, 2015, there will only be four (4) long term sites. The rental rate will be \$600 per month. The rest of the RV sites will be for overnights and short-term visitors.

We are aware that raising the standards of the park can create a hardship on you. We are sorry for any inconvenience and if you must move, we wish you the best.

Sincerely,

Elaine Correia
General Manager
Handy Haven RV Park
November 1, 2014

November 14, 2014

DRAFT SUMMARY OF SIGN ORDINANCE AMENDMENTS

The Waldport Planning Commission is considering revisions to the sign ordinance in order to benefit the business community by 1) allowing additional types of signage that are currently prohibited and 2) establishing standards for signs that would improve the overall appearance of commercial areas. The following table summarizes the draft amendments.

	Type of Sign	Current Sign Ordinance	Draft Amendment
A.	A-Frame Signs	Only allowed in conjunction with a specific event for a max. 5 days, after which a new sign permit is required.	<p>ODOT does not permit signs in Hwy 101 or Hwy 34 right-of-way (City staff talking to ODOT to see if this regulation can be relaxed).</p> <p>Question: Any reason to allow A-Frame signs in local street right-of-way in non-residential zones, e.g. Mill St., Broadway St?</p> <p>Question: Should A-Frame signs be allowed on private property?</p> <p>Question: Allow short term for events (not to exceed 5 days) or business openings (not to exceed 6 months)?</p>
B.	Banners	Limited to 15 days in a 6 month period	<p>ODOT does not permit signs in Hwy 101 or Hwy 34 right-of-way (City staff talking to ODOT to see if this regulation can be relaxed).</p> <p>Question: Any reason to allow Banners in local street right-of-way in non-residential zones, e.g. Mill St., Broadway St?</p> <p>Question: Should Banners be allowed on private property as long as they do not extend into right-of-way?</p>
A/B.	A-Frame Sign or Banners	Not allowed.	<p>Discussion: Allow an A-Frame sign or banner but not both on a temporary basis?</p>
C.	Moving or Flashing Signs (Electronic Reader Boards)	Limited to time and temperature signs which are part of the principal sign.	<p>One per business limited to time and temperature that is part of the principal sign or a maximum size of 8 sq. ft. Question: Does a time/temperature sign need to be part of a principal sign? Currently one on Hwy 34 (Click It) that is not part of a principal sign.</p> <p>Governmental agencies or public schools are permitted to have one moving/flashing sign. Messages are limited to notice of community events and news, travel conditions, information for local residents and visitors, and similar types of messages. Paid advertising is limited to incidental use of the message, e.g. sponsorship, and at the discretion of the City Manager.</p>

November 14, 2014

		Option B	
Type of Sign	Current Sign Ordinance		
D.	<p>Building Signs</p> <p>The sign or signs shall not exceed a total aggregate area of 120 square feet or one square foot for every foot of lot frontage along streets whichever is less.</p> <p>D.1 Roof Signs</p> <p>Prohibits signs painted directly on or flush to the roof surface.</p> <p>D.2 Wall Signs</p> <p>Max. height of 25 ft. from adjacent road level.</p> <p>Display surfaces no greater than 12 feet in height nor 25 feet in width.</p> <p>D.3 Projecting/Hanging Signs</p> <p>No more than 1 projecting or free-standing sign permitted per lot.</p>	<p>Maximum 20% of a building façade is allowed to have signs. Building signs include roof, wall, projecting/hanging, and window signs.</p> <p>Prohibits signs painted directly on or flush to the roof surface.</p> <p>Roof signs shall not exceed 16 feet in height above the adjacent street grade and shall not exceed the peak of the roof.</p> <p>No restrictions other than 20% building façade limitation.</p> <p>ODOT does not permit signs extending in Hwy 101 or Hwy 34 right-of-way (City staff talking to ODOT to see if this regulation can be relaxed).</p> <p>Projecting/hanging signs shall not extend over public right-of-way.</p> <p>No limit on number of projecting or hanging signs (other than 20% building façade limitation)</p> <p>Maximum display surface of 18 sq. ft. and maximum dimensions of 3 ft. high by 6 ft. wide per sign in Downtown District. (too large?)</p> <p>Maximum display surface of 36 sq. ft. per sign in C-1, C-2, M-P, I-P and P-F Districts.</p> <p>Projecting/hanging signs shall be a minimum 7.5 feet above pedestrian space.</p> <p>No limit on window coverage (other than 20% building façade limitation).</p> <p>In Downtown District window signs are limited to 20% coverage per window.</p> <p>Window signs must be designed in a professional manner.</p>	
E.	<p>D.4 Window Signs</p> <p>No limit on coverage.</p> <p>Permanent Free-Standing Signs.</p> <p>No more than 1 projecting or free-standing sign permitted per lot.</p> <p>Max. height of 25 ft. from adjacent road level.</p> <p>Display surfaces no greater than 12 feet in height nor 25 feet in width.</p>	<p>Pole signs are prohibited.</p> <p>Properties exceeding 10,000 square feet are allowed 1 monument sign with a maximum 8 foot height, maximum 10 foot width, and maximum 50 square feet.</p>	

**City of Waldport
2014 LAND USE / BUILDING PERMIT ACTIVITY**

Date	Application/ Activity	Applicant	Zoning	Tax Map/Lot Location	Description	Status
For the Period <u>September 25, 2014</u> through <u>November 17, 2014</u>						
10/7/14	Building Permit	Tim Boyce	R-1	13-11-30AB/3200 1240 Rose St	Special inspection (by county) for 1993 addition to single family dwelling	Approved 10/10/14
10/14/14	On-site Waste Management Permit	Sonja Bell	R-3	13-11-29AB/1304 2150 Lucy Ln Peterson Park	Septic tank replacement	Approved 10/27/14
11/10/14	Building Permit	Richard Erikson	C-1	13-11-18DD/2100 1145 Broadway St	Addition to garage	Approved 11/10/14

Grant Applications

Lint Slough Trail and Wazyata Beach Access. The City received notice that both projects are on the priority list to receive funding for construction from the Oregon Parks & Recreation Department (OPRD). The OPRD Commission will review and approve the priority funding list in November. OPRD will then prepare the grant Agreements with the City. Construction is anticipated to take place in 2015.

Bridgeview Trail. The Bridgeview Trail/Hwy 101 Seawall project remains on the priority list for funding from the Oregon Department of Transportation (ODOT). The Oregon Transportation Commission will review and approve the priority funding list in December followed by approval from the Federal Highway Administration in January/February. Construction is anticipated to take place in 2016-2017.

Miscellaneous

The Waldport City Council invites the Planning Commission to a holiday get-together on Thursday, December 11, 2014 at 3:00 p.m., immediately following the regular Council meeting. Refreshments will be provided.

Decision on whether or not to have a December Planning Commission meeting.