

WALDPORr PLANNING COMMISSION
AUGUST 24, 2026
MEETING NOTICE AND AGENDA

THE WALDPORr PLANNING COMMISSION WILL MEET ON MONDAY, AUGUST 24 , 2026 AT 2:00 P.M. AT WALDPORr CITY HALL, 355 NW ALDER STREET TO TAKE UP THE FOLLOWING AGENDA:

1. CALL TO ORDER AND ROLL CALL
2. REVIEW OF MINUTES FROM APRIL 27, 2026
3. CITIZENS' OPENING COMMENTS
4. ACTION ITEMS AND NEW BUSINESS
 - A. Discussion: Metal Storage/Shipping Containers, Accessory Structures
 - B. Brief Review: Proposed Code Text Changes, Public Hearing Process
5. PLANNER UPDATES
 - A. Permits
 - B. City News
6. CITIZENS' CLOSING COMMENTS
7. COMMISSION COMMENTS AND RECOMMENDATIONS
8. ADJOURNMENT

Attachments:

- April 27, 2026 Minutes
- Planner's Log

Notice given on this 20th day of August 2026

NOTE: The City Council Meeting Room is accessible to all individuals. Comments prior to the meeting may be emailed to: recorder@waldport.org. The public is also encouraged, if they see fit, to mail written testimony to the City. Comments may be mailed to PO Box 1120, Waldport, OR, 97394. Comments must be received no later than 1:30 pm on the day of the meeting to be considered.

Waldport Planning Commission

Meeting Minutes

April 27th, 2026

1. **CALL TO ORDER:** Commission Chair Steve Barham called the meeting to order at 2:15 PM.

2. **ROLL CALL:** Commission Chair Steve Barham, Commissioners Michael Schlosser, Joan Crall, Christine Campbell, Jay Morris, and April Swift answered the roll. A quorum was present.

3. **SWEARING IN OF NEW PLANNING COMMISSIONER: Municipal Clerk Megan Torres** swore in the new **Planning Commissioner Thomas Ebling**.

4. **MINUTES:** The commission considered the minutes from the March 23rd, 2026, Planning Commission Meeting. **Commissioner Crall** moved to approve the minutes. **Commissioner Morris** seconded the motion. The motion passed as follows:

Aye 6 (Barham, Schlosser, Crall, Campbell, Morris, Swift)

Nay 0

Abstain 1 (Ebling)

5. **CITIZENS' OPENING COMMENTS:** None.

6. **ACTION ITEMS AND NEW BUSINESS:**

A. State of Oregon Public Meeting Law Review and Presentation: City Planner

Jaime White went over topics brought up at the previous Planning Commission meeting, such as ethics, quasi-judicial proceedings, bias, and recusals. Moving forward, **City Planner White** presented an Oregon Public Meeting Law presentation. This presentation included the following topics: Governing bodies subject to Public Meeting Laws, what constitutes a governable meeting, including communications outside of a scheduled meeting. Quorum, notifications and their methods of delivery, space and location, accessibility, public attendance, voting and recordkeeping requirements. City Planner white went on to discuss prohibited serial communications and scenarios.

7. **PLANNER UPDATES: City Planner White** provided an update on current permit activity, including permits for a single-family residence, a bedroom addition, a garage, and a deck. Additional development activities included consolidating two lots and replacing the existing sign at the Community Center. Project updates included

completion of the Crestline Sidewalks project, which is currently awaiting final inspection by ODOT. Roof repairs at the Museum remain ongoing. **City Planner White** also reported that interviews for new City employee positions will begin soon and that construction of gazebos at Southworth Park is underway. Council updates included continued development of the Memorial Benches Program, adoption of a new sidewalk ordinance, approval of the sheriff's contract, onboarding of a new Municipal Judge, and discussion of Council goals. These goals include creating a more inviting downtown, addressing the Core Building, improving signage, and enhancing the community's overall beautification. Regarding scheduling, **City Planner White** noted that the City is currently in budget season. The next City Council meeting is scheduled for May 14. There will be no Planning Commission meeting in May because the regularly scheduled meeting date falls on Memorial Day. The next Planning Commission meeting is scheduled for June 22. The City is also awaiting direction from the Council on scheduling a public hearing on a code text amendment, as the process will involve both the Planning Commission and the City Council. Upcoming City Hall closure dates were shared, including Memorial Day (May 26), Juneteenth (June 19), Observation of Independence Day (July 3), and Labor Day (September 7).

8. CITIZENS' CLOSING COMMENTS: None.

9. COMMISSION COMMENTS AND RECOMMENDATIONS: None.

10. ADJOURNMENT: Commission Chair Barham adjourned the meeting at 4:45 PM.

Respectfully Submitted,

Megan Torres, Municipal Clerk

APPROVED by the Planning Commission this _____ day of _____, 2026.

SIGNED by the Chair this _____ day of _____, 2026.

X

Steve Barham, Chair



Memo: "Conex" Containers, Accessory Structures
From: Jaime White, City Planner
To: Planning Commission
Date: August 24, 2026

The Waldport City Council has asked the Waldport Planning Commission to review the Waldport Development Code regarding accessory structures. And more specifically, metal cargo containers (Conex).

16.72.040 General Provisions Regarding Accessory Uses

An accessory use shall comply with all requirements for a principal use, except as the code specifically allows to the contrary, and shall comply with the following limitations:

- A. An accessory structure not used for human habitation and separated from the main building may be located within five (5) feet of a rear property line if the structure is no more than fifteen (15) feet in height. Structures over fifteen (15) feet must meet the standard setbacks. Conex or other metal cargo containers are:
 1. Permitted outright in the Planned Industrial (I-P) and Public Facilities (P-F) zones;
 2. Permitted outright in the Retail Commercial (C-1), General Commercial (C-2) and Commercial Tourism (C-T) zones located east of Lint Slough and south of the Hwy 101/Maple Street intersection; and
 3. Prohibited in all other zones.
 4. Temporary uses of metal containers are allowed for a limited time for storage during residential remodeling or for moving purposes, allowed during construction with a valid building permit, and allowed with construction activities associated with implementing a subdivision or planned development

16.04.030 Definitions

"Accessory structure or use" means a structure or use incidental and subordinate to the main use of a property and located on the same lot as the main use.

Which is different than.....

"Accessory Dwelling" means a second dwelling unit added to, created within, or detached from a single-family dwelling for use as a completely independent or semi-independent unit with provisions for cooking, eating, sanitation, and sleeping.

Yard setback standards:

The rear yard shall be a minimum of ten (10) feet except;

1. An accessory structure not used for human habitation, not higher than fifteen (15) feet, and separated from the main building may be located no closer than five (5) feet from a rear property line,

16.30.090 Special Standards For Certain Uses (DD)

B. Accessory Uses and Structures. Accessory uses and structures are of a nature customarily incidental and subordinate to the principal use or structure on the same lot. Typical accessory structures in the Waldport Downtown District may include small workshops, studios, storage sheds, and similar structures. Accessory uses and structures are allowed for all permitted land uses within the Waldport Downtown District. Accessory structures shall comply with the following standards:

1. Primary use required. An accessory structure shall not be allowed before or without a primary use.
2. Setback standards. Accessory structures shall comply with the setback standards in Section 16.30.030, except that the maximum setback provisions shall not apply.
3. Design guidelines. Accessory structures shall comply with the Downtown design guidelines, as provided in Section 16.30.070.
4. Restrictions. A structure shall not be placed over an easement that prohibits such placement. No structure shall encroach into the public right-of-way.
5. Compliance with subdivision standards. The owner may be required to remove an accessory structure as a condition of land division approval when removal of the structure is necessary to comply with setback standards.



Memo: Waldport Development Code – Proposed Text Changes

From: Jaime White, City Planner

To: Waldport Planning Commission

Date: August 26, 2024

The following are proposed changes to the Waldport Municipal Code, TITLE 16 DEVELOPMENT CODE

Chapter 16.04 Introductory Provisions And Definitions – No Change

Chapter 16.08 Basic Provisions

- Section 16.08.020.A and 16.08060.A-D - Replace with new residential zone descriptions, attached.

Chapter 16.12 Residential Zone R-1 – Delete in its entirety. Replace with Low-Density Residential, attached.

Chapter 16.16 Residential Zone R-2 – Delete in its entirety. Replace with High-Density Residential, attached.

Chapter 16.20 Residential Zone R-3 – Delete in its entirety. Replace with High-Density Residential, attached.

Chapter 16.24 Residential Zone R-4 – Delete in its entirety. Replace with High-Density Residential, attached.

Chapter 16.28 Retail Commercial Zone C-1

- Section 16.28.010.A, 16.28.020.A, and 16.28.030.A – changes to text to reflect changes in Residential Zones.
- Section 16.28.020 Conditional Uses Permitted – O. Residences for caretaker or night watchman; P. Owner/Manager residence.

Chapter 16.30 Downtown District Zone DD – No Change

Chapter 16.32 General Commercial Zone C-2

- Section 16.32.010.A – changes to text to reflect changes in Residential Zones.
- Section 16.32.020 Conditional Uses Permitted – F. Residences for caretaker or night watchman; G. Owner/Manager residence.

Chapter 16.34 Commercial Tourism Zone C-T

- Section 16.34.010.A, 16.34.020.A, and 16.34.030.A – changes to text to reflect changes in Residential Zones.
- Section 16.34.020 Conditional Uses Permitted – J. Residences for caretaker or night watchman; K. Owner/Manager residence.

Chapter 16.36 Planned Industrial Zone I-P

- Uses Permitted and Conditional Uses changed, attached.

Chapter 16.44 Marine Waterway Zone M-W – No Change

Chapter 16.48 Planned Marine And Recreation Zone M-P – No Change

Chapter 16.52 Public Facilities Zone P-F – No Change

Chapter 16.56 Single-Wide Mobile Home Overlay Zone S-W – No Change

Chapter 16.60 Planned Development Zone P-D

- Section 16.60.020.B – changes to text to reflect changes in Residential Zones.

Chapter 16.62 Waldport Southwest Overlay Zone (W-SW)

- Section 16.62.020.A and 16.62.050.A – changes to text to reflect changes in Residential Zones.

Chapter 16.64 Coastal Shorelands Overlay Zone C-S – No Change

Chapter 16.68 Flood Hazard Overlay Zone – No Change

Chapter 16.70 Significant Natural Resources Overlay Zone – No Change

Chapter 16.72 Supplementary Regulations – Attached

- Section 16.72.040.B – Replace text with the following:
Fences, hedges and walls limited to six (6) feet in height may be located within required yards, but shall not exceed three and one-half (3½) feet in height in any required yard setback which abuts a street other than an alley, including within a clear vision area as stipulated in Section 16.72.010 of this chapter.

1. *Six (6) foot fences topped with barbed wire are permitted outright in the Planned Industrial Zone (I-P).*
 2. *Exceptions to the height limitation or use of electrified, barbed wire, or razor wire for fencing shall have prior approval as follows:*
 - a. *Approval of fences internal to the property by the City Planner. City Planner may defer approval to the Planning Commission.*
 - b. *Approval of fences along property boundary by the Planning Commission . The Planning Commission shall use the authority and procedure for conditional uses as set forth in Chapter 16.84 of this title.*
- Section 16.72.040.D.3 – Delete. This section requires an annual Planning Commission review of approved Manager/Caretaker residences. The City has not tracked these approvals so does not currently know how many or where these manager/caretaker residences occur. Instead, the City Planner recommends making annual reviews a special condition of approval.
 - Section 16.72.090 Permitted Temporary Uses – Time extension decision changed from Planning Commission to City Planner.
 - Section 16.72.110 Issuance of Permits – Authority to issue temporary permit changed from City Council to City Planner.
 - Section 16.72.130 Standards For The Keeping Of Chickens And Ducks - Delete in its entirety. Keeping of chickens and ducks is addressed in WMC TITLE 6.
 - Insert Section 16.72.130 Sidewalks.
All new development and substantial development shall include street and sidewalk improvements conforming to standards established under City code or resolution adopted by City Council. This may be altered upon approval by the Waldport City Planner. Removal of these requirement standards requires Planning Commission approval.

Chapter 16.76 Signs

- Section 16.76.040.A and 16.76.040.B – changes to text to reflect changes in Residential Zones.

Chapter 16.80 Exceptions – No Change

Chapter 16.84 Conditional Uses – attached.

- Section 16.84.070.C, 16.84.070.D.7, and 16.84.070.D.12 – changes to text to reflect changes in Residential Zones.
- Section 16.84.070 Standards And Procedures Governing Conditional Uses – Insert O. Cottage Clusters.

Chapter 16.88 Nonconforming Uses

- Section 16.88.030.B.3 - Authority to impose conditions or limitations changed from Planning Commission to City Planner. Attached.

Chapter 16.92 Variances – No Change

Chapter 16.96 Development Guidelines – No Change

Chapter 16.100 Land Division – No Change

Chapter 16.104 Amendments – No change

Chapter 16.108 Administrative Provisions

- Section 16.108.020 Review Procedures – Table 1 adds clarification of the City's land use application and review process. Attached

Chapter 16.112 Remedies – No Change

Chapter 16.116 Effect – No Change

CITY OF WALDPOR
2026 LAND USE & BUILDING PERMIT ACTIVITY
4/21/2026 – 8/24/2026

Date	Applicant	Type of Activity	Zoning	Location	Description	Status/Comments
5/7/2026	Vandehey/Norberg	Building Permit	R-1	600 SE Bird Avenue 13-11-19-DD-01000	New Single Family House – 900 sq. ft.	approved
5/7/2026	Salyers	Building Permit	R-1	460 NE Edgecliff 13-11-19-AD-00900	ADU	approved
5/13/2026	Mosel	Septic	R-2	2055 SE Alsea Way 13-11-29-AB-05800	Replace Drainfield	approved
6/9/2026	Lorange/Pratt	Mfg. Hm. (& septic)	R-2	2055 SE Alsea Way 13-11-29-AB-05800	Replace mfg. hm. Re-evaluate septic (above)	approved
6/29/2026	Millican	Building Permit	R-2	1325 SW Forest Parkway 13-11-30-BA-03900	9'x12' covered deck, attached	approved
7/2/2026	Kosaka	Building Permit	R-1	1240 SW Chad 13-11-30-BB-10100	Add stairs to deck	Approved
7/7/2026	Treasure Bay	Sign Permit	DD	320 NW Spring Street 13-11-19-AC-01300	signs	approved
7/13/2026	Dollar General	Mechanical	DD	380 NW Hemlock 13-11-19-AC-03500	Replace HVAC	approved
7/20/2026	Nersesiam/Concraft	Mfg. Hm.	C-1	Bayview mobile homes, # A-3 13-11-18-DD-04101	New Mfg. Hm. & Flood Cert.	approved
8/6/2026	Schlosser	Building Permit	R-1	920 SW Dolores 13-11-19-CD-02400	New Single Family House – 2,000 sq. ft.	Approved
8/6/2024	Boucher	Building Permit	R-3	1707 SE Alsea HWY 13-11-20-CA-00400	New Single Family House – 400 sq. ft.	approved
8/6/2026	Boucher	Building Permit	R-3	1707 SE Alsea HWY 13-11-20-CA-00400	Workshop/garage – 2,000 sq. ft.	approved
8/13/2026	Church	Building Permits (2)	DD	105 NW Maple Street 13-11-19-BD-04500	Duplex	approved
8/20/2026	Secor	Mfg. Hm.	R-3	2025 SE Merten 13-11-29-AB-06300	Mfg. hm.	Approved

Schedule

- City Hall closed – Labor Day (M 9/7/26)