

1. 10:00 A.M. Agenda

Documents:

[2023-11-14 Planning Commission Work Session Agenda.pdf](#)

2. Meeting Material

Documents:

[Conditional Use App. Form.pdf](#)
[Chapter 9.72 CUP Changes.pdf](#)
[Memo To PC 10.24.23.Pdf](#)



CITY OF YACHATS
PLANNING COMMISSION WORK SESSION
Tuesday, November 14, 2023, at 10:00 am
To Be Held Via Zoom & In Person Located at:
Commons Bldg., Civic Meeting Room 1
441 Hwy 101 N., Yachats OR 97498

Join Zoom Meeting

<https://us02web.zoom.us/j/87461950197>

Meeting ID: 874 6195 0197

Work Session

- I. Continued discussion of possible changes to Title 9 of YMC, Zoning and Land Use

This meeting is open to the public and all interested persons are invited to attend the ZOOM Meetings. This meeting will be audio taped. All items to be considered by the Commission must be submitted to City Hall no later than one week prior to the meeting. The minutes of this meeting are the Audio Tape which will added to the packet after the meeting within 24 hours. In accordance with ORS 192.630, City of Yachats will make a good faith effort to provide accommodations for any person desiring to attend a public meeting, if the request is made at least 48 hours in advance of the meeting time; a sign language or foreign language interpreter may be available, with advance notice. Call City Hall at 541- 547-3565 or Oregon Relay 1- 800-735-2900 (TDD) two days in advance. POSTED 11/13/23 By: Kimmie Jackson, Deputy City Recorder

Application for approval of the following uses permitted by Conditional Use shall include the submittal of a Basic Site Plan:

- Home Occupation
- Temporary Real Estate Office
- Bed and Breakfast Facility
- Residential Facility

Basic Site Plan – Two dimensional plan accurately drawn, clear, measurable, and fully dimensioned, showing the following information:

1. Written scale, graphic scale, and north arrow
2. Property boundaries with dimensions of each boundary
3. Building setbacks to property lines
4. Required off-street parking spaces and space dimensions
5. Required yards, including streetside setback, if applicable
6. Driveway and point(s) of ingress and egress
7. Existing fences, walls, and hedges at property boundaries
8. All zoning tabulations

Application for approval of all other uses permitted by Conditional Use shall include submittal of a Detailed Site Plan and Architectural Plans and Elevations.

Detailed Site Plan

- (1) Site plan, including date drafted, space(s) for revision date, with north arrow, drawn to scale of one inch equals twenty (1"=20') feet, unless otherwise approved by the City Planner. The plan must be accurately drawn, clear, measurable, and fully dimensioned. Provide written scale, graphic scale and north arrow.
- (2) Total gross and net land areas of the entire site. ("Net" is minus the square footage of any land proposed for dedication to the public, not including easements.)
- (3) Label and show the lengths of all existing property lines of the development site.
- (4) Label and show the zoning designations, property boundaries, land uses, and approximate building locations of all adjacent properties.
- (5) Label and show the locations, widths, and names of all existing or platted adjacent public streets, alleys, sidewalks, planter strips, curbs, and other

public rights-of-way, and other important features such as City boundary lines.

- (6) Either as part of the detailed site plan, or on a separate sheet drawn to the same scale as the site plan, existing site features shall be shown, including ground topography (contours), wooded or naturally vegetated areas, trees of 8 inches DBH or greater, floodplains, shorelines, wetlands, riparian corridors, geologic hazard zone, and any existing buildings, roads, trails, fences, or other physical improvements, and all existing easements.
- (7) Label and show all existing natural drainage patterns, flow arrows showing existing and proposed drainage patterns, and existing and proposed swales, ditches, or other drainage ways.
- (8) Location, dimensions, use, coverage, and height of proposed buildings and proposed improvements in relation to property and street lines. Clearly indicate and label existing and proposed building elements, and their dimensions to adjacent property lines.
- (9) Dimensional features showing compliance with the applicable area, width, coverage, yard, vision clearance, natural resource protection standards, and other design standards as specified in this Chapter.
- (10) Location, dimension, and arrangements of proposed site elements including sidewalks, parking areas, site access, and interior circulation, off-street loading and unloading, trash disposal areas, and lighting for these areas.
- (11) Zoning tabulations based on the underlying zone or zones if split, including minimum lot area and proposed lot area (measured in square feet, or acres if exceeding one (1) acre); maximum gross floor area and proposed gross floor area, if applicable; maximum residential density and proposed residential density (measured in dwelling units per acre), if applicable; minimum yard areas and proposed yard areas; maximum building height and proposed building height, as defined and calculated in accordance with Chapter ___ of YMC; maximum building and impervious lot coverage and proposed building and impervious lot coverage; and minimum required parking and proposed (off-street) parking.
- (12) Location, dimensions, and arrangement of all areas devoted to open space, retention of existing trees and vegetation, proposed ground cover, trees and other native plantings, and recreation.
- (13) A copy of the last recorded subdivision plan of which the property is part.
- (14) Locations and designs of all on-site and off-site improvements related to access control and traffic capacity.

(15) State or County Road Approach Permit, if applicable.

Architectural Plans and Elevations

Any application for conditional use shall be accompanied by fully dimensioned architectural drawings, elevations, and plans for any proposed principal building or structure, or any addition to an existing principal structure. Drawings shall provide building height, materials, and colors to be used. Home occupations, bed and breakfast facilities, residential facilities, temporary real estate offices, parking areas, and private boat docks shall be excluded from this requirement.

In the case where any or all of the above are unnecessary as in the case of a change of use in an existing structure, the City Planner shall determine which items in subsection (1) through (14) of this section will not be required for application. The Planning Commission may request additional items if they determine that these additional items are necessary to understand and make a decision on the application.

“I have read the above application and hereby certify all information contained therein to be true and complete to the best of my ability. I understand that this application will not be processed until all required information is submitted to the City.”

Signature of Applicant

Signature of Property Owner (if other than applicant)

Section 9.04.030 Definitions

Add the following definition:

Site Plan – Means a two-dimensional plan, clearly legible and drawn to scale, of a property (or group of adjacent parcels or lots under the same ownership) that is subject to a permit application under this code.

Chapter 9.72 Conditional Uses

Amend Section 9.72.020 to read as follows:

Section 9.72.020 Procedure for Taking Action on a Conditional Use Application

- A. A property owner, contract purchaser, etc. may initiate a request for a Conditional Use by filing an application with the City Recorder.
- B. The application shall consist of a completed Conditional Use application form signed by the property owner and contract purchaser or agent, if applicable, and a Basic or Detailed Site Plan, as specified below.
- C. Application for approval of the following uses permitted by Conditional Use shall include the submittal of a Basic Site Plan:
 1. Home Occupation
 2. Temporary Real Estate Office
 3. Bed and Breakfast Facility
 4. Residential Facility
 5. Private Boat Dock
- D. Basic Site Plan – Two dimensional plan accurately drawn, clear, measurable, and fully dimensioned, showing the following information:
 1. Written scale, graphic scale, and north arrow
 2. Property boundaries with dimensions of each boundary
 3. Building setbacks to property lines
 4. Required off-street parking spaces and space dimensions
 5. Required yards, including streetside setback, if applicable
 6. Driveway and point(s) of ingress and egress
 7. Existing fences, walls, and hedges at property boundaries
 8. All zoning tabulations

- E. Application for approval of all other uses permitted by Conditional Use shall include submittal of a Detailed Site Plan.
- F. Detailed Site Plan – Two dimensional plan accurately drawn, clear, measurable, and fully dimensioned, showing the following information:
1. Date drafted, space(s) for revision date, with north arrow, drawn to scale of one inch equals twenty (1"=20') feet, unless otherwise approved by the City Planner.
 2. Written and graphic scale, if other than 1"=20'.
 3. Total gross and net land areas of the entire site. ("Net" is minus the square footage of any land proposed for dedication to the public, not including easements.)
 4. Label and show the lengths of all existing property lines of the development site.
 5. Label and show the zoning designations, property boundaries, land uses, and approximate building locations of all adjacent properties.
 6. Label and show the locations, widths, and names of all existing or platted adjacent public streets, alleys, sidewalks, planter strips, curbs, and other public rights-of-way, and other important features such as City boundary lines.
 7. Either as part of the detailed site plan, or on a separate sheet drawn to the same scale as the site plan, existing site features shall be shown, including ground topography (contours), wooded or naturally vegetated areas, trees of 8 inches DBH or greater, floodplains, shorelines, wetlands, riparian corridors, geologic hazard zone, and any existing buildings, roads, trails, fences, or other physical improvements, and all existing easements.
 8. Label and show all existing natural drainage patterns, flow arrows showing existing and proposed drainage patterns, and existing and proposed swales, ditches, or other drainage ways.
 9. Location, dimensions, use, coverage, and height of proposed buildings and proposed improvements in relation to property and street lines. Clearly indicate and label existing and proposed building elements, and their dimensions to adjacent property lines.
 10. Dimensional features showing compliance with the applicable area, width, coverage, yard, vision clearance, natural resource protection standards, and other design standards as specified in this Chapter.

11. Location, dimension, and arrangements of proposed site elements including sidewalks, parking areas, site access, and interior circulation, off-street loading and unloading, trash disposal areas, and lighting for these areas.
 12. Zoning tabulations based on the underlying zone or zones if split, including minimum lot area and proposed lot area (measured in square feet, or acres if exceeding one (1) acre); maximum gross floor area and proposed gross floor area, if applicable; maximum residential density and proposed residential density (measured in dwelling units per acre), if applicable; minimum yard areas and proposed yard areas; maximum building height and proposed building height, as defined and calculated in accordance with Chapter ___ of YMC; maximum building and impervious lot coverage and proposed building and impervious lot coverage; and minimum required parking and proposed (off-street) parking.
 13. Location, dimensions, and arrangement of all areas devoted to open space, retention of existing trees and vegetation, proposed ground cover, trees and other native plantings, and recreation.
 14. A copy of the last recorded subdivision plan of which the property is part.
 15. Locations and designs of all on-site and off-site improvements related to access control and traffic capacity.
 16. State or County Road Approach Permit, if applicable.
- G. Architectural Plans and Elevations - Any application for conditional use shall be accompanied by fully dimensioned architectural drawings, elevations, and plans for any proposed principal building or structure, or any addition to an existing principal structure. Drawings shall provide building height, materials, and colors to be used. Home occupations, bed and breakfast facilities, residential facilities, temporary real estate offices, parking areas, and private boat docks shall be excluded from this requirement.
- H. In the case where any or all of the above are unnecessary as in the case of a change of use in an existing structure, the City Planner shall determine which items in subsection (1) through (16) of this section will not be required for application. The Planning Commission may request additional items if they determine that these additional items are necessary to understand and make a decision on the application.

- I. If the request for Conditional Use meets the requirements of this title, the City Recorder shall set a time for a public hearing on the request before the Planning Commission within forty (40) days from the filing thereof and shall cause notice to be given in accordance with Section 9.88.060.
- J. At the conclusion of the public hearing, the Planning Commission may approve, approve with conditions, or deny the request, based upon the general and specific standards addressing the Conditional Use, pursuant to Chapter 9.88.

MEMORANDUM

TO: Yachats Planning Commission
Yachats City Planner Katherine Guenther

FROM: John Theilacker, Chair
Loren Dickinson
Yachats Planning Commission

DATE: October 24, 2023

RE: Yachats Municipal Code Amendments, Title 9,
Conditional Use Application Submittal Requirements

At our September 12th Planning Commission work session, we reviewed the City's current land use application form and the submittal information that the form requests of an applicant for a number of different land use actions. We conducted this review with respect to the proposed site plan submittal language being considered to improve the accuracy and level of detail of plans recently submitted for PC approval. In addition, there was agreement between City Planner Guenther and the Commission that some uses subject to Conditional Use approval may require less site plan information than others. At the conclusion of this work session, the Commission authorized Commissioner Dickinson and me to meet prior to the next work session to develop appropriate site plan submittal requirements.

The Planning Commission did not hold a work session or regular meeting in October due to lack of a quorum. For review and discussion at the Planning Commission's November 14th work session, two site plan related documents are attached that resulted from Commissioner Dickinson's and my discussions. The first is a proposed Conditional Use application form for use by City staff. The second is proposed text to add/or modify several of the provisions of Title 9, Zoning and Land Use.

I should note that Section 9.72.020.B currently requires applicants for Conditional Use to file an application using forms "prescribed pursuant to Section 9.8.040." This reference (and link) is incorrect. I believe the proper reference is Section 9.88.040. It is interesting what this section requires in the way of submittal materials for all applications under Title 9. Nevertheless, I think we can do better than this.