

1. 2:00 P.M. Agenda

Documents:

[2022-02-15 Planning Commission Agenda.pdf](#)

2. 2:00 P.M. Meeting Materials

Documents:

[CIC.pdf](#)  
[COOS CO CIC.pdf](#)  
[Future Tasks.pdf](#)



CITY OF YACHATS  
PLANNING COMMISSION MEETING  
Yachats OR  
Tuesday February 15, 2022, at 2:00 pm  
Public Meeting via ZOOM Meeting

Join Zoom Meeting

<https://us02web.zoom.us/j/88553805590>

Meeting ID: 836 3584 4124

One tap mobile

+12532158782,,83635844124# US (Tacoma)

+13462487799,,83635844124# US (Houston)

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

Meeting ID: 836 3584 4124

Find your local number: <https://us02web.zoom.us/u/kcsCGYNmt6>

**Work Session**

I. CIC Review

**Regular Meeting**

**(Immediately to Follow Work Session)**

- II. Call to Order
- III. Announcements and Correspondence:
- IV. Citizen Concerns
- V. New Business
  - a. Election of officers
- VI. Old Business
  - 1. Discussion of CIC, Vote
  - 2. Further tasks for Planning Commission
- VII. Planner Report
- VIII. Other Business
  - 1. From the Commission
  - 1. From Staff

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 is 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.

# Citizen Involvement Committee

Comments by The Planning Commission

1/18/2022

## Goals:

1. Increase citizen involvement in all aspects of local government.
2. Improve communication between local government, residents, and businesses.
3. Meet Oregon Goal 1 OAR 660-015-0000(1)

During discussions of the CIC in the January 18<sup>th</sup> Planning Commission meeting it was agreed that we should focus on the requirements of Oregon Goal 1, and emphasize getting citizen involvement in the planning process. Toward that end we are making the following recommendations.

## MEMBERSHIP:

We should advertise for community volunteers to fill up to **5 seats** on the CIC. Their only qualification is that they be Yachats residents with an interest in community involvement. These people will report to the **City Planner** as a primary contact.

[\(John Ayer has indicated that he is in touch with several potential volunteers.\)](#)

## DUTIES:

1. Identify a Spokesperson to organize their meetings, as well as one or more alternates. The Chair should rotate to provide opportunities for cross training, as well as coverage for absences.
2. Report directly to the Yachats City Planner concerning all active projects. Identify the person to do this report, and rotate the function to provide opportunities for cross training.
3. Outreach and Education are the primary duties of the CIC.
4. Increase citizen input to long range planning. This may include input to Comprehensive Plan updates. It may also include preparation, distribution, and analysis of community surveys as required by Planning Commission projects.
5. Have a representative to attend Yachats City Council meetings when requested.
6. Write a column for the Yachats monthly newsletter whenever CIC activities provide information to share.
7. Identify community projects which require volunteer help, which may include participation in the CIC and the Commissions, and advertise and recruit this volunteer help.

## RELATIONSHIP TO THE PLANNING COMMISSION:

Advisory, reviewed by the Yachats City Planner. This is not a policy making committee.

## **ARTICLE 1.4 CITIZEN INVOLVEMENT PROGRAM (Citizen Advisory Committee)**

### **SECTION 1.4.100 PURPOSE:**

The purpose of this Article is to provide direction to the “Citizen Advisory Committee” which is one of the components of the County’s Citizen Involvement Program. The intent of this Article is to clearly define the role and the procedures by which the public will be involved in the land use process.

1. To advise the Planning Department staff on revisions to the Plan and Zoning and Land Development Ordinance, which have been initiated by the Department at the direction of the Board of Commissioners; and
2. Will not advise or replace the role of the Planning Commission or Board of Commissioners.

### **SECTION 1.4.200 MEMBERSHIP:**

1. To be recognized by Coos County as a component of the Citizen Involvement Program. This committee shall serve as advisory only and shall consist of seven (7) members who represent the broad geographical area of Coos County; and
2. Members shall be representative of the diverse professional backgrounds and public interest of this County, which could include, but are not limited to the following:
  - a. Land Surveyors;
  - b. Business Owners;
  - c. Realtors;
  - d. Science Community;
  - e. Indian Tribes;
  - f. Educational Community;
  - g. Forestry;
  - h. Legal;
  - i. Land Use Consultants;
  - j. Agricultural;
  - k. Industry;
  - l. Public in general;
  - m. Civil Engineer; and
  - n. Title Company.
3. A member of the Citizen Advisory Committee shall be at least eighteen (18) years of age and a resident of Coos County, and
4. Shall serve without compensation.

### **SECTION 1.4.300 TERM OF APPOINTMENT:**

1. The term of appointment to the Citizen Advisory Committee shall be three (3) years from the date of appointment, except as otherwise provided for in this Article.
2. A committee member may be re-appointed by the Board of Commissioners for additional terms.
3. The chairperson shall be the presiding officer at all Citizen Advisory Committee meetings.
4. The vice-chairperson shall be the presiding officer in the absence of the chairperson.
5. The secretary shall be responsible for the preparation of the committee minutes. If agreed upon by the Citizen Advisory Committee, the Planning Staff may present summary minutes. Summary minutes are not transcripts. Staff does not have the resources to transcribe minutes. The meetings will be recorded.

#### **SECTION 1.4.400 ORGANIZATION:**

1. The Citizen Advisory Committee shall hold meetings as determined by the Planning Department staff and follow the provisions of the Oregon Open Meetings Law (ORS 192.610-.685).
2. Members of the Citizen Advisory Committee shall hold elections at the formation meeting and again thereafter, at the first scheduled meeting of the calendar year. The committee shall designate a chairperson, vice-chairperson, and secretary whose terms shall be for one (1) year.

#### **SECTION 1.4.500 TENURE AND REMOVAL:**

1. Members shall serve for terms of three (3) years; provided, however, that the initial membership of the committee shall be staggered terms.
2. A member of the committee may be re-appointed by the Board of Commissioners to serve additional terms. The Planning Director or designee shall provide the Board of Commissioners with comments/recommendations of the re-appointment prior to the Board of Commissioners' decision.
3. Members of the committee may be removed by the Board of Commissioners, with or without cause.
4. A member may resign at any time by submitting such resignation in writing to the Board of Commissioners.

5. If a member of the committee fails to attend three (3) consecutive meetings, and those absences are unexcused, that member will be automatically removed. The Board of Commissioners shall advertise to replace that position.

**SECTION 1.4.600 DUTIES AND RESPONSIBILITIES:**

1. Shall co-operate with the Planning Department staff.
2. All committee meetings will be open to the public and all persons shall be permitted to attend any such meetings. Executive sessions shall not be conducted by the committee pursuant to ORS 192.660.
3. Notice of each committee meeting shall be posted at the Coos County Courthouse seven (7) days prior to the meeting, detailing the date, time, place of meeting and subject matter. The Board of Commissioners shall include the meeting on the weekly agendas that are posted on the Coos County website.
4. Decision and/or recommendations of the Citizen Advisory Committee shall be advisory only and shall be non-binding on the part of the Planning Department, Planning Commission, or other decision making board.
5. Members will treat each other with respect, will not monopolize meeting time, and will listen to and try to understand one another's view.
6. When a member cannot agree to an issue, the member shall indicate why they cannot agree and must propose alternatives that would result in obtaining their agreement or abstention.
7. The committee may meet to discuss land use in general, or to review or comment on plan amendments and/or zone changes initiated by the Planning Department staff; also, the committee may initiate the study and review of a plan amendment and/or zone change.
8. The committee as a whole shall not appeal any land use decisions at any level of government (i.e., Administrative, Planning Commission and Board of Commissioners). Individual members' rights as citizens are in no way affected by this clause.
9. Minutes of the committee comments and/or concerns will be forwarded to the Planning Department, who will forward copies to the Planning Commission and the Board of Commissioners.
10. In reviewing revisions to the plan and/or ordinance, the Committee must adequately reflect consideration of the following criteria:
  - a. The Oregon Revised Statutes (ORS) and Oregon Administrative Rules (OAR) as they relate to land use planning; and
  - b. The Statewide Planning Goals and Guidelines for land use planning; and

- c. The Coos County Comprehensive Plan, including its goals, policies and maps; and
  - d. Policy directives or interpretations as provided by the Board of Commissioners.
  - e. If a committee member disagrees with a proposed change, that member is responsible for providing adequate reasons and identifying specific language allowing staff to research the matter.
  - f. Members are responsible for reviewing the materials prior to the meeting to be able to review the material in a timely manner.
11. The minutes of the Committee meetings shall be the Committee's official report and/or comment. Minutes shall be kept on file in the Coos County Planning Department.

**SECTION 1.4.700 MEETINGS:**

- 1. Citizen Advisory Committee shall be open to the public and shall be properly noticed and agendized. Notification may include, but is not limited to, notification in newspapers, radio, TV, e-mail or other methods deemed suitable to provide adequate public knowledge of the meetings.
- 2. Decisions and/or recommendations shall be made using a consensus decision-making process.
- 3. If consensus cannot be obtained, the chairperson may call for a vote. The minutes shall clearly state that consensus on the subject was not reached, but that a vote was ultimately used to determine the recommendation or decision. If a vote is used, the minutes shall accurately reflect in detail why the members could not agree and the alternatives that were proposed.
- 4. A quorum shall:
  - a. Consist of four (4) members; and
  - b. Be present to conduct a meeting.
- 5. Planning Director or designee shall be present at all meetings.
- 6. Meetings shall follow this order:
  - a. Roll call and introductions;
  - b. Approval of previous meeting's minutes;
  - c. Communications to the committee;
  - d. Consideration of land use issues forwarded from the Planning Department, Planning Commission or Board of Commissioners;
  - e. May alter the order of business because of:
    - i. Lengthy agendas,
    - ii. The need to consider special or expert testimony, and/or

- iii. Conflicts with other public meetings;
  - f. Meetings shall not exceed duration of two (2) hours.
7. Minutes of the Citizen Advisory Committee should include:
- a. Type of meeting being held;
  - b. Date, time, and place of the meeting;
  - c. Committee members in attendance;
  - d. Member making the motion and who second the motion;
  - e. Summary of discussion and presentation;
  - f. Outcome of vote and the method of vote;
  - g. Signature of the chairperson and secretary upon approval of minutes; and
  - h. Any other information deemed appropriate for the discussions between the members.
8. Minutes of the committee meetings shall:
- a. Be signed by the chairperson and secretary or staff person that prepared the minutes,
  - b. Be given (upon adoption) to the Planning Department for:
    - i. Distribution to the Planning Commission and Board of Commissioners, and
    - ii. Storage.

**SECTION 1.4.800 PLANNING DIRECTOR OR DESIGNEE RESPONSIBILITIES FOR CITIZEN PARTICIPATION AND COORDINATION:**

1. The Planning Director or designee shall be responsible for assuring that the citizen involvement provisions are implemented.
2. The Planning Director or designee shall provide such information to the Citizen Advisory Committee as necessary, in order to identify and comprehend planning and plan implementation issues. All planning or plan implementation information supplied by the Planning Department shall be in a simplified and understandable form.
3. The Planning Director or designee shall:
  - a. Act as liaison between the Citizen Advisory Committee, Citizens of Coos County, Planning Commission and the Board of Commissioners; and
  - b. Respond to citizen comments on planning or plan implementation issues directly, or by referring the same to the appropriate agency for response.
4. The Planning Director or designee shall make available to the Citizen Advisory Committee, copy(ies) of all proposed amendments to Coos County's Comprehensive Plan or Implementing Ordinance, or any studies, reports or background information necessary to



understand the proposal(s), at least ten (10) days prior to the scheduled meeting date.  
(OR-01-01-001PL 8/1/01)

## **Future Tasks for the Planning Commission**

1. Parking Recommendations – Requested by the City Council, started with the inventory. Workshop with DLCD moving forward. **(In progress, waiting on DLCD)**
2. Fences, Hedges, and Walls – Review by DLCD is next **(In progress, Waiting on Planner)**
3. Buildable Lots Inventory – part of Housing Needs Analysis, grant application approved **(In progress, waiting on DLCD)**
4. Accessory Dwelling Units (ADU) - Part of Housing Needs Analysis, grant application approved **(In progress, waiting on DLCD)**
5. Wetlands Survey – Almost Complete, paused in 2011. Next steps need to be clarified by Planner. **(In progress, Waiting on Planner)**
6. Comprehensive Plan Audit – due every two years **(Perhaps assisted by CCI)**
7. Water Conservation Recommendations/ Incentives – supplemental role, working with other groups.
8. Architectural Standards – low priority
9. Building Heights Review – low priority
10. CIC recommendations (requested by City Council) **(In progress, being written up for approval now.)**
- 11.