

1. 2:00 P.M. Meeting Materials

Documents:

CIC.pdf

COOS CO CIC.pdf

Future Tasks.pdf

2022 Goals - JGD (From Jacqueline Danos).Pdf

2022 PC Proposed Tasks (From John Theilacker).Pdf

# 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.

February 2022 – Planning Commission

Re: Commission goals for 2022

From: Jacqueline Danos

It seems that the first goal that the Planning Commission has set for itself is the creation of a Committee for Citizen Involvement or Citizen Involvement Committee. With a concern over the lack of communication between the citizens of Yachats, Mayor and Council, and the various City Commissions this seems to be a good start to the administrative new year. My strong inclination when developing the structure of such a committee is to start with questions about why create this committee and an outline of what a committee such as this is not and then develop the outline of what a committee could be and what might be expected of it.

Questions of “why”?

1. What issue or issues is Yachats currently dealing with that warranted the suggestion of this committee now?
2. What is the hole within Yachats land use planning that this committee would be filling?
3. What has changed recently that makes it the right time for this committee to be created or resurrected?
4. Has there been a strong push by members of the community to have more involvement in land use planning?
5. Has there been a strong push by members of the community requesting more dissemination of information to the community regarding land use planning?
6. Is communication between the City Council and the various Yachats Commissions and Committees enabling information about land use to be shared and incorporated into city decisions? If so, why a CIC/CCI? If not, would a CIC/CCI be the impetus for better information sharing?

What a CCI is not:

1. An advocacy group that rallies citizens to support or not support specific projects proposed within Yachats.
2. An advisory or decision-making committee.

What a CCI is:

1. A committee that aids the City in expanding the delivery of information regarding land use issues, meetings, and projects to a larger percentage of the Yachats community.
2. A committee that monitors and reports what is happening on the various Yachats Commissions and City Council with regards to land use projects.
3. A committee that helps the City Planner and City Manager post updates on projects in ways that the information can reach a larger percentage of the Yachats community
4. The committee to which citizens can come with ideas and views regarding current and potential land use issues so that these ideas can be shared with the various City Commissions and City Council

Type of Work Assigned:

1. With direction from the City Planner the committee might be involved with advertising upcoming land use meetings, writing monthly newsletter updates, monitoring the Community Voice section of the city website, coordinating the sharing of information between the various commissions and City Council, being the “go to” committee for citizens to access informational and educational materials such as lighting ordinance guidelines, water conservation systems, green development, etc.

The second priority of the Planning Commission is bringing the Comprehensive Plan and the supporting Municipal Code up to date. Without a strong Comprehensive Plan, and a supportive code backing it, code enforcement becomes weak, development might not meet community standards and desires, and economic resilience can be at risk. This is a project that the newly established CIC/CCI would be very useful with. Yachats has received grants for housing and a parking study both of which are part of the Comprehensive Plan. Having assistance with community outreach will be much appreciated by this Commission since there will be definite need for outreach withing the work of these grants.

With a new City Manager starting this month and the creation of a Committee for Citizen Involvement cross disciplinary work between the Parks & Commons, Public Works & Streets, and the Planning Commissions can begin. By having the Planning Commission work with the other Commissions more directly my hope would be that defined implementation plans can be developed through better communication and integration of work being done under the umbrella of the Comprehensive Plan. Examples of projects that are directly related to some specific goals of the Comprehensive Plan are broken down below.

#### A. Comprehensive Plan Areas for Review

1. Goals A thru C pertain to the protection of natural resources such as estuarine and shoreline.
  - a. The City Planner is currently working to update the Wetlands Inventory. Once that update has been completed a better review of these sections can take place.
2. Goal E – Protection from Natural Hazards and Disasters
  - a. The recent Hazard Mitigation update that was done should be officially incorporated into the Comprehensive Plan.
3. Goal F – Providing Recreation Opportunities
  - a. The Parks & Commons Commission has been doing work on the following projects:
    - An update to the Community Park which needs to be incorporated into the Comprehensive Plan.
    - The Little Log Church is on the list of possible funding for a remodel.
    - Developing a formal plan for how the Commons Building is used by YYFAP, public events, and the Community at large.
4. Goal G – Control of Urban Growth & Form and Goal J – Meeting Housing Needs
  - a. With the start of the two Housing Grants Yachats has received, the Housing Needs Assessment and Housing Production Strategy, a review for these goals will be completed.
5. Goal I – Provide Adequate Public Services
  - a. Yachats has completed a 20-Year Water Master Plan and a Source Water Protection Plan which the Public Works & Streets Commission will be working on. Both plans influence how Yachats develops into the future. Costs associated with delivering water and handling wastewater, conservation initiatives, and code updates all are important issues with regards to the future of water, and therefore economic development and land use, in Yachats.
6. Goal K – Public Involvement in Land Use Planning
  - a. With the current discussion toward creating a Citizen Involvement Committee or Committee for Citizen Involvement, and the implementation of a committee, this section of the Comprehensive Plan will be able to be updated.
7. Goal M – Transportation
  - a. The existing circulation plan was developed in the 1990s and needs to be updated and properly incorporated into the Comprehensive Plan. The Trails Committee has worked with Public Works to install delineators along Ocean View Drive as part of the transfer of the road into the City's

hands. This project, along with the “Boardwalk” plan should be folded into a revised circulation plan for the city so that pedestrians, bicyclists, and drivers can share the road safely.

- b. There has been discussion by the City Council due to input from a citizen about bicycle racks being installed at city owned properties and local businesses. This should be done in conjunction with developing a bicycle infrastructure that is incorporated into the circulation plan, the community park plan, and the trails plans through the work with the Public Works & Streets Commission.
- c. The need for parking is discussed in this section. With the grant received to do a parking study this section will be able to be updated. The parking study will look at more than just parking but at alternatives to driving which will help alleviate some of the need for parking. Those alternatives roll directly into the work of the Public Works & Streets Commission and what trails has been working on.

#### Section IV - Plan Maps

Currently the Comprehensive Plan does not have up to date maps included. With the housing and parking grants, and the finalization of the Wetlands Inventory, updated GIS maps will be completed and ready for inclusion into an updated Comprehensive Plan. Yachats will also have maps that can be updated, and layers added, as projects and initiatives are brought forward.

**MEMO:**

**To:** Yachats Planning Commission

**From:** John Theilacker, PC Member

**Date:** February 14, 2022

**Subject:** Proposed 2022 Projects

My apologies to you all for not getting this to Lance sooner to make our February 15<sup>th</sup> meeting packet. I wanted to share my thoughts in advance regarding possible projects/tasks for the Planning Commission's attention for the current calendar year.

- Ensuring effective enforcement of the Zoning and Land Use portion (Title 9) of the City's Municipal Code. For the PC, this essentially means keeping pressure on Council to take the necessary legal and financial steps so that its staff has what it needs to enforce City ordinances.
- Completion of the City's wetland mapping project, including approval by Oregon's Division of State Lands (DSL) and City Council adoption. Based on comments from DSL staff, this will require revisions to the draft wetlands mapping and supporting document completed some time ago, and most likely Council authorization of City funds to pay for professional consulting services and final document production. Includes a GIS mapping component.
- Conduct a comprehensive review of the Zoning and Land Use portion of our City's Municipal Code and identify portions that need revised or updated by the Commission, staff, or consultant. Commission members and staff likely already have specific code provisions identified for revisions. I suggest we also pull ten or so of the most recent building permit approvals, review the approved plans, visit the sites, and see if the resultant construction a) satisfies the Zoning and Land Use requirements, and b) contributes in a positive way to its surroundings and community. Such an effort should identify weaknesses in the current zoning and land use provisions requiring immediate or near-term attention.