

1. 2:00 P.M. Agenda

Documents:

[2023-02-21 Planning Commission Agenda.pdf](#)

2. Meeting Material

Documents:

[2023-01-10 Planning WS Summary .Pdf](#)

[2023-01-17 Planning Summary.pdf](#)

[Yachats Parking Plan Recommendations.pdf](#)

[2023 PC Goals And Recommendations.pdf](#)



CITY OF YACHATS  
PLANNING COMMISSION MEETING  
Tuesday, February 21, 2023, at 2:00 pm  
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/88553805590>

Meeting ID: 885 5380 5590

One tap mobile

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**Regular Meeting**

- I. Meeting Called to Order
- II. Announcements, and Correspondence
- III. Citizens' Concerns (limited to items not on the agenda, 5-minute limitation per person)
- IV. Current Business
  - a. Local Wetland Inventory Status
  - b. Housing Implementation Plan Update
  - c. City Center Parking Management Plan Recommendations
- VI. New Business
  - a. Outdoor Seating Expansion Recommendations to Council
  - b. 2023 Planning Commission Goals and Projects
  - c. Budget Considerations for Proposed 2023-2024 City Budget
- VII. Reports (Provide written reports)
  - a. Planners Report
  - b. January Meeting Summaries
- VIII. Other Business
  - a. From Commission
  - b. From Staff

This meeting is open to the public and all interested persons are invited to attend the meeting In-Person and Zoom. 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.

POSTED 02/15/23 By: Kimmie Jackson, Deputy City Recorder

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**CITY OF YACHATS  
PLANNING COMMISSION WORK SESSION  
SUMMARY MEETING INUTES  
January 10, 2023**

Guests/Audience: 8

1. (0:14) CALL TO ORDER AND ROLL CALL at 10:02AM: John Theilacker, Vice-Chair, Jacqueline Danos, Julie Bailey, Loren Dickinson, Tod Davies. Absent: Lance Bloch. STAFF: Kimmie Jackson, Deputy City Recorder, Katherine Guenther, Planner, and Holly Hamilton, CIP Coordinator.
2. (1:10) Title 9 Definition Changes: Identified terms and prioritized definitions on the attached work product. Planning Commission has decided to review further before resubmitting to Council.
3. (57:50) Commission discussed the goals and when they are supposed to be submitted to Council which is referenced in the Planning Handbook that it should be prepared in January whereas other Commissions state theirs are due in November. The Commission has an existing list that was compiled back in April 2022 and will revisit the list.
4. (1:11:55) The Commission discussed the lighting comments from Resident Stott made at the January 5<sup>th</sup> Council Meeting and no decisions were made and noted the Code Enforcement is aware of the concerns. The Commissions consensus is the need to put out lighting information for citizens to understanding the ordinances surrounding lights and give examples of what people can do.

Vice-Chair Theilacker adjourned the Work Session 11:29 am.

Prepared by Kimmie Jackson January 11, 2023

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**CITY OF YACHATS  
PLANNING COMMISSION REGULAR MEETING  
SUMMARY MEETING INUTES  
JANUARY 17, 2023**

Guest: 10

1. (0:12) Meeting called to order by Chair Lance Bloch at 3:00pm.; John Theilacker, Jacqueline Danos, Julie Bailey, Loren Dickinson, and Tod Davies. STAFF: Kimmie Jackson, Deputy City Recorder, Katherine Guenther, Planner & Assist. City Manager
2. (1:16) Announcement/Correspondence: Commissioner Danos stated there is an upcoming grant for Solar Kiosk Energy Resilience from the Department of Energy and was forwarded to Parks & Commons and Emergency Preparedness, that she will be pursuing and submitting as a private citizen to see how the process and procedures work and will report back to the Commission. No matching requirements are needed from the City.
3. (6:14) Citizens Concerns: None
4. (6:40) Chair Bloch called for changing the order of the agenda to move the Elections of Chairs ahead of Current Business.
5. (7:25) Elect Chair: A Nomination was made to appoint John Theilacker for Chair and after a unanimous vote, the Ayes have it.
- 6.
7. (10:51) Elect Co-Chair: A Nomination was made to appoint Loren Dickinson as Vice Chair. Loren declined. A second nomination was made to appoint Jacqueline Danos for Co-Chair and after unanimous vote, the Ayes have it.
8. (13:30) Fences, Hedges and Walls refined: recommended language to amend YMC Titles 5 and 9 from Commission Members was reviewed and discussed per Council direction. Commission unanimously agreed to accept a revised draft presented by Chair Theilacker and recommend its adoption by Council. Chair Theilacker will update and forward to the Planner and Planner will check with DCLD if they need to review, and then forward to Council.
9. (33:55) Parking Recommendation specifics: The Commission individually reviewed the final City Center Parking Management Plan (2022) as homework and four submitted comments. Those comments were briefly discussed, and it was decided that a single document merging the individually prepared comments would be prepared and discussed by the Planning Commission at its February Work Session. For example, the PC will prepare a street-by-street list for parking

1 space striping and signage. Upon the Commission's preparation of  
2 recommendations to forward to Council, the Commission would like input on  
3 those recommendations from Public Works & Streets Commission.  
4

5 10.(53:41) Covid related parking waiver is expiring February 28<sup>th</sup> and is a Council  
6 decision. However, the current use of off-street parking by some businesses for  
7 outdoor seating discussed in the Parking Study. A Council decision to restore the  
8 off-street parking requirement is likely. This Commission would like to give some  
9 information to Council to take into consideration from the Parking Study.  
10 Depending on the timing of a Council action, the Commission may drafting a  
11 letter to Council.  
12

13 11.(1:13:36) Change meeting time discussion: A Motion made to start the regular  
14 meetings at 2:00pm on the third Tuesday of each month, and after the vote was  
15 called, all were in favor and the Ayes have it. The Planning Commission's  
16 monthly work sessions will continue to start at 10:00am on the second Tuesday  
17 of each month.  
18

19 12.(1:15:48) Planner Report: Reported no building activity in the last month. City  
20 Planner sent the signed agreement to Pacific Habitat Services, and they will now  
21 start remaining work to complete the City's Local Wetlands Inventory. The PC  
22 and City Planner will prepare an explanation to the community of what the  
23 adopted Inventory means to the residents and property owners of Yachats and  
24 its value as a land use and natural resource planning tool. The Commission will  
25 discuss at a future work session on how it will be used. There may be a need for  
26 a Public Hearing next month possibly on a Variance request; the Planner will  
27 advise if it moves forward.  
28

29 13.(1:25:22) Commissioner Danos raised two concerns regarding code  
30 enforcement: One or more trees which appeared to fall within King Street right of  
31 way were cut by a property owner without City permission, and several vacant  
32 lots at the corner of 9<sup>th</sup> Street and Highway 101 were left unsightly, have standing  
33 trash, and soils were left exposed to erosion. City Planner suggested to  
34 Commissioner Danos that she should put a request through Request Tracker for  
35 the Code Enforcement Officer to investigate The Planner reported that one of the  
36 disturbed lots is waiting on a back-ordered manufactured home and advised to  
37 request information on the other two on Request Tracker.  
38

39 14.(1:32:21) December Meeting Summaries: Attached to the online packet.  
40

41 15.(1:31:41) Other Business: It was reported that the Mayor is in favor of a  
42 presentation of goals from Commissions and will have that ready for the  
43 February meeting to review. Goals drafted by Chair Theilacker and

1 Commissioner Danos are posted for this meeting and will be discussed at the  
2 next Work Session along with goals submitted by other members.

3  
4 16. (1:4:40) Announced the need for one more Commissioner to apply and to get the  
5 word out.

6  
7 Chair Theilacker adjourned the Regular Commission meeting adjourned at 4:41pm.  
8 Prepared by Kimmie Jackson January17, 2023

2022 Parking Management Plan for City Center - Recommendations to Implement - Planning Commission final draft 2/21/23

Activity	Category	Priority	Cost	Benefit	Responsible Party	Timeline for Completion
<ul style="list-style-type: none"> <li>Hwy 101 sign for north and south-bound traffic calling out public parking, and EV charging station, at City Hall and the Commons, and RV parking on 4<sup>th</sup> Street;</li> <li>Ocean View Drive signs for south-bound traffic calling out public parking, including RV parking, on 4<sup>th</sup> Street, at rear of Commons, and 2nd Street;</li> <li>RV parking (parallel or curbside) sign along 4<sup>th</sup> Street;</li> <li>RV parking sign at La De Da Lane subject to 6th Street parking feasibility</li> <li>“No parking” sign and pavement markings on east side of Beach Street, just north of Ocean View Drive intersection.</li> </ul>	Signage	High	Low	High	PW&S	< 3 months
	Signage	Medium	Low	Medium	PW&S	When City obtains ownership
	Signage	Medium	Low	High	PW&S	< 3 months
	Signage	Low	Medium	Medium	PW&S	< 6 months
	Signage	High	Low	High	PW&S	< 3 months
<ul style="list-style-type: none"> <li>East side of Hwy 101 between Yachats River Road and Prospect;</li> <li>East side of Hwy 101 between Prospect and 2nd Street;</li> <li>Unstriped portion of City Hall, particularly ramp exiting drive thru area;</li> <li>North and south sides of 4th Street;</li> <li>East and west sides of Pontiac Street between 3rd and 4th Streets;</li> <li>West side of Beach Street from intersection with 1<sup>st</sup> Street to PO driveways.</li> <li>East side of Beach Street from “no parking area” to 2nd Street.</li> </ul>	Striping	High	Low	Medium-High	PW&S ODOT	< 12 months
	Striping	High	Low	Medium-High	PW&S ODOT	< 12 months
	Striping	High	Low	High	PW&S	< 3 months
	Striping*	High	Low	High	PW&S	< 3 months
	Striping*	High	Low	High	PW&S	< 3 months
	Striping	High	Low	High	PW&S	< 3 months
	Striping	High	Low	High	PW&S	< 3 months

Activity	Category	Priority	Cost	Benefit	Responsible Party	Timeline for Completion
<ul style="list-style-type: none"> <li>Upon City acquisition of Ocean View Drive, eliminate 5 perpendicular (head-in) spaces at intersection of Ocean View Drive and Highway 101; consider replacing vehicle parking spaces with bicycle parking area/facilities;</li> <li>Upon City acquisition of Ocean View Drive, west side of Drive at State Park.</li> <li>Implement pilot on-street parking striping during summer peak on east 1st, 2nd, or 3rd Streets to determine benefits and impacts.</li> </ul>	Striping	High	Low	High	PW&S	Upon City acquisition
	Striping	Medium	Low	High	PW&S	Upon City acquisition
	Striping	Medium	Low	Medium-High	PW&S	< 12 months
<ul style="list-style-type: none"> <li>Add City public parking lots and EV charging station to Google Maps;</li> </ul>	Public Information	High	Low	Medium-High	City Planner	< 3 months
<ul style="list-style-type: none"> <li>Research and acquire state or federal grants to solicit bids from consultants to prepare Yachats Wayfinding and Branding Plan, and City-wide traffic circulation plan; implement plan recommendations;</li> </ul>	Planning	Medium	Medium	High	PC and PW&S	< 3 years
<ul style="list-style-type: none"> <li>Temporary traffic-calming measures for 4th Street;</li> </ul>	Street** Improvements	Low	Low	High	PC and PW&S	6-12 months
<ul style="list-style-type: none"> <li>Decide between three available options for expiring Covid off-street parking waiver:               <ol style="list-style-type: none"> <li>1) Require business to meet existing off-street parking requirements;</li> <li>2) Amend off-street parking minimums so all Yachats businesses utilizing Covid waivers are in compliance; or</li> <li>3) Develop off-street parking credit program to allow businesses to attain compliance without impacting services and financially supporting future city parking initiatives/programs.</li> </ol> </li> </ul>	Planning	High	Low	High	PC and Council	< 3 months



Activity	Category	Priority	Cost	Benefit	Responsible Party	Timeline for Completion
<ul style="list-style-type: none"> <li>Time-limiting (ex., 2-hour) parking signs in strategic locations (i.e., east 2<sup>nd</sup> Street, Beach Street, Prospect, etc.);</li> <li>No overnight parking signs at strategic locations (4<sup>th</sup> Street, Commons, City Hall, etc.);</li> </ul>	Signage	High	Medium-Low	High	PW&S	< 6 months
	Signage	High	Low	High	PW&S	< 6 months
<ul style="list-style-type: none"> <li>Consider community parking requirements and incorporate striped parking in La De Da Lane improvement and Park Master Plan design;</li> </ul>	Planning	High	Medium	Medium	City	12-18 months

- “\*” Single asterisk means use of non-permanent pavement markings, such as yellow fire hoses or painted markers fixed to ground, to delineate full perpendicular (head-in) or diagonal parking space dimensions. Objective is to avoid extending pavement by striping non-paved gravel or grassed surfaces.
- “\*\*” Double asterisk means use of non-intrusive traffic calming devices, such as movable planters, temporary pavement striping, etc., to visually narrow a public street in a way that discourages speeding by thru-traffic.

## Planning Commission Proposed Goals and Recommendations – February 21, 2023

Proposed Goals for 2023:

Several projects were started in 2022 which the Planning Commission will be continuing its work on. Those projects are:

- 1. Fences, Walls, and Hedges Amendment to Title 9, Yachats Municipal Code (YMC)**  
This work was forwarded to the City Council in January; estimated to come before Council for adoption in April, 2023.
- 2. Local Wetlands Inventory (LWI) Completion/Adoption**  
Consultant wrapping up final draft, then sending to DSL for certification.
- 3. City Center Parking Management Plan**  
Final report with recommendations received from the consultants, Studio Davis. Recommendations for action, with support of the Public Works and Street Commission, should be ready to be forwarded to City Council by May 2023.
- 4. Housing Studies**  
The first phase of the housing work that the Planning Commission has undertaken was finalized with the receipt from the consultants, Cascadia Partners, of the Housing Needs Analysis (HNA) Final Report. Phase Two of the process, the Housing Implementation Plan (HIP) has begun as of January. The timeline for completion of this second phase is June 2023, at which time recommendations will be forwarded to the City Council for consideration/adoption.  
Second phase to include:
  - a. Proposed amendments to the City’s Comprehensive Plan related to Housing goals, policies and actions;
  - b. Proposed amendments to City Zoning map and Title 9 of the Yachats Municipal Code (YMC) enhancing opportunities for development of a mix of housing options including but not limited to affordable housing;
  - c. Proposed non-regulatory tools and practices.
- 5. Minor Amendments to Title 9, YMC**  
New terms and definitions, and related zoning provisions, identified by the Planning Commission as “immediate priority” should be ready to be forwarded to the City Council by May-June 2023 for consideration/adoption.

**Upcoming work/projects that the Planning Commission recommends that the City Council consider are as follows:**

- 1. Comprehensive Plan Audit**  
The Planning Commission recommends a review of the sections in the Yachats Comprehensive Plan that have not had a review in the past several years.
  - a. Goals **A**-Protection of Natural Resources, **B**-Protection of Estuarine Resources, **C**-Protection of Shoreline Resources, **E**-Protection from Natural Hazards and Disasters, and **L**-Beaches have been updated but not incorporated into the Yachats Comprehensive Plan as of February 2023. The **DRAFT** language dated July 30, 2020 was adopted by the City Council in

February, 2021 (see Ord. 367). The official Yachats Comprehensive Plan on the City's website should incorporate these changes and reflect amendments through 2021. The Yachats Municipal Code has been updated to reflect the revised Comprehensive Plan for the Goals mentioned.

- b. In June 2023, with the completion of the work being conducted on housing, Cascadia Partners will submit for consideration and approval the language needed for the update to the **Goal J** – Meeting Housing Needs. The build-out analysis conducted for the HNA and all GIS mapping produced for the HNA and HIP should be made part of the Comprehensive Plan appendices.
- c. In June the Planning Commission will report to the City Council on needed updates to the Comprehensive Plan not already addressed. This recommendation will include possible funding opportunities for any needed technical planning assistance, depending on the extent of identified revisions.

## **2. Demolition and Grading Amendment to Title 9, YMC**

Consideration of amendments to Title 9 to address the demolition of structures and improve regulation of land disturbance for construction purposes. If the City Council deems it worthy of review, recommendations would be provided to City Council no later than December 2023.

## **3. Structure and Project Development:**

- a. Integration between the Planning Commission and the other commissions and committees.
  - Discuss the possibility of quarterly meetings.
  - Joint development of projects and submission of project application form
  - Monthly chair roundtable updates

- b. Citizen Involvement in Land Use Planning

Citizen involvement is part of the responsibility of the Planning Commission. Both the Parking and Housing Studies were good examples of better citizen participation. How can the Planning Commission grow that participation?

- City website use:
  - Planning Commission documents folder to the best advantage
  - Landing page
  - Citizen input page
- Facebook
- Surveys and casual meetings

## **4. Other Projects of Interest to Council**

### **Budgetary implications:**

1. GIS mapping software, hardware, and education of staff or outside consultant.
  - a. There are free courses online available such as through Coursera.
  - b. Software through QGIS, a free and open-source GIS online platform.
  - c. Software – ARCGIS Pro would be approx. \$765/year for the subscription service
  - d. ESRI Training -
2. Consultant fees and grant writing for specific projects

- a. It seems that as of February 2023 an outside consultant, Forage Design+Planning has been contracted for grant writing and public engagement.
3. Legal fees – in connection with ordinance and code review.
4. Conference and training attendance, including webinars, for Planning Commissioners and staff.