

1. 2:00 P.M. Agenda

Documents:

[2021-08-17 Planning Commission Agenda.pdf](#)

2. Meeting Materials

Documents:

[YachatsSOW.pdf](#)



CITY OF YACHATS  
PLANNING COMMISSION MEETING  
Yachats OR  
Tuesday August 17, 2021, at 2:00 pm  
Public Meeting via ZOOM Meeting

Join Zoom Meeting

<https://us02web.zoom.us/j/83635844124>

Meeting ID: 836 3584 4124

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

**Work Session**

- I. Walkway Update
- II. Planning Commission priorities discussion

**Regular Meeting**

- I. Call to Order
- II. Announcements and Correspondence:
- III. Citizen Concerns
- IV. New Business
  1. Parking SOW discussion
  2. Work on 1<sup>st</sup> priority item from the Work Session
- V. Old Business
  1. Fences code change review and vote
- VI. Planner Report
- VII. Other Business
  1. From the Commission
  2. 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. Posted 08/12/2021

**TGM CXX**  
 City of Yachats Education and Outreach Project  
 on Parking Management for City Center

	<b>Agency Project Manager</b>		<b>Consultant Project Manager</b>
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Name: Address: Phone: Fax: Email:	<b>City Project Manager</b> Katherine Guenther 501 Hwy 101 N PO Box 345 Yachats, OR 97498 541-547-3565 ext. 102 citymanager@YachatsMail.org		

Agency or ODOT – Oregon Department of Transportation  
 City – City of Yachats  
 TGM – Transportation and Growth Management Program  
 Project – Community Education and Outreach Project

**A. Project Description and Overview of Services**

**Project Purpose and Transportation Relationships and Benefits**

The purpose of the Community Education and Outreach Project (“Project”) is to help the City of the Yachats (“City”) and its residents understand best practices for parking management, to have community conversations about options, and be prepared to take action to improve parking management in the City.

One significant impact on an area’s walkability is how it manages automobile parking. Parking is a large user of land. Excess parking can push land uses apart, making it harder and less pleasant to get around without a car. Excessive parking code requirements can also hinder commercial and mixed-use development. Insufficient parking availability can hinder economic development and livability. By managing parking well, these problems can be alleviated.

**Project Overview**

This project aims to engage in city-specific discussions and data, getting community buy-in on parking reform. The project will address concerns about parking supply and management in the core area and during events.

The project will include a site visit with stakeholder interviews, a parking inventory, a consultant-run community parking workshop, and a basic report summarizing the discussion and providing

recommendations for potential reforms, including examples of zoning code amendments from other communities. A parking utilization study is a contingent task.

In doing so, the project will:

- Engage community members in long-term thinking about parking management in the Project Area.
- Identify key blocks for using parking permits, meters, or other management techniques.
- Identify potential areas for managing spillover parking around the core parking congestion.
- Prepare the City to update its code and parking management practices.

### **TGM Program Objectives**

The TGM Program is a joint effort of the Oregon Department of Transportation (“ODOT”) and Department of Land Conservation and Development (“DLCD”). The goals of TGM are to strengthen the capability of local governments to effectively manage growth and comply with the Oregon Transportation Planning Rules (Oregon Administrative Rules 660-012-0000), to integrate transportation and land use planning, and to encourage transportation-efficient land uses that support modal choice and the efficient performance of transportation facilities and services. Specifically, TGM supports efficient use of land and resources; human-scaled, walkable communities; good connections between local destinations; and pedestrian, bicycle, and transit-oriented development.

The TGM Program’s *Smart Development Code Handbook*, identifies Five Principles of Smart Development:

- Efficient use of land resources
- Full utilization of urban services
- Mixed use
- Transportation options
- Detailed, human-scaled design

The Project must be done in a manner that furthers the those principles and and supports the TGM Mission, Goals, and Objectives, available at this url:

<https://www.oregon.gov/lcd/TGM/Documents/mission-goals-objectives.pdf>

### **Project Area**

The Project Area is downtown Yachats, roughly bounded by Lori Lane, Marine Drive, the Pacific Ocean, and 500 feet east of Highway 101.

### **Background**

Yachats is a city with roughly 550 residents on the Central Coastal Oregon. The City is a popular tourist destination, particularly in the summer months. Like many Oregon coastal towns, Highway 101 serves as the main commercial corridor and main street. ODOT completed a street redesign in [2018?] including improving crossings and bulb-outs to make it easier for people to walk along the highway and to cross it.

During the peak summer months [provide details here], particularly around [list specific events], parking in the city can be congested. The area around the grocery store (C&K Market) is of particular interest [add details?]. This parking congestion causes stress and has negative impacts on city livability, local businesses, and people working to get around town via various modes.

### **Project Expectations**

## **Project Management and Roles**

City's Project Manager shall:

- Review and comment on Project deliverables
- Participate in Project meetings
- Coordinate meeting and Workshop location, setup, and outreach
- Provide legal notice (if required)

Project Team shall consist of:

- a. Agency Project Manager
- b. Department of Land Conservation and Development Regional Representative
- c. ODOT Region 2 Planner
- d. City Project Manager
- e. Consultant Project Manager

As specified in tasks, Project Team shall review and comment on Project deliverables and participate in Project meetings.

Consultant shall:

- Maintain regular communication with the City's Project Manager and ODOT Agency Project Manager to ensure satisfactory completion of deliverables in accordance with Project Schedule.
- Prepare project deliverables and provide to the City and Agency Project Manager in a format suitable for distribution by e-mail.

[...]

## **B. TASKS**

### **Task 1: Project Kick-off and Site Visit**

#### **1.1 Project Team Meeting**

Consultant shall arrange and conduct a Project Team Meeting, in person or by conference call, to review the Project context and objectives, and discuss Project tasks. Consultant shall facilitate the discussion to:

1. Identify Stakeholders and their contact information for Stakeholder Meetings;
2. Identify key questions for the Stakeholder Meetings. Questions will focus on land use and transportation and are expected to include:
  - Describe the current state of parking downtown
  - Identify the location and timing of current parking challenges
  - Explore past attempts to address parking challenges
  - Describe the role downtown should play in the future of the community
  - Identify what types of land uses should be encouraged in downtown
3. Establish dates for the Site Visit, Stakeholder Meetings, and Workshop;
4. Review logistical assignments and discuss meeting space needs for the Stakeholder Meetings and Workshop;
5. Identify necessary background information for Consultant to obtain and review, including but not limited to:
  1. Yachats Comprehensive Plan
  2. Yachats Village Circulation Plan (1996-97)

### 3. [?????]

Consultant shall prepare a brief, one-to-two-page Project Team Meeting summary and submit electronically to Project Team. Summary must include a refined Project Schedule showing major tentative dates for meetings and deliverables so that project processes are well understood.

#### **1.2 Draft Base Map and Draft Materials**

City shall prepare Draft Base Map and Consultant shall prepare Draft Materials, displaying key information to inform the discussions at the Stakeholder Meetings and in Tasks 2 and 3.

Base Map must depict the Project Area at a scale and level of detail to solicit public input on Project Area. Base Map is expected to include aerial imagery, zoning, comprehensive plan designations if significantly different than zoning, and locations of key landmarks. Base Map must be suitable for use at Workshop and similar public presentations and for incorporation into written deliverables.

City shall provide draft Base Map electronically to the Project Team for review and comment no later than 7 days before the Site Visit. Agency Project Manager will compile comments and provide to Consultant. Consultant shall incorporate edits from Agency Project Manager prior to Site Visit.

#### **1.3 Site Visit**

City shall arrange and conduct a Site Visit for the Consultant to familiarize them with Project Area, visit key spots, conduct field reconnaissance, and assemble information for use in later tasks. Site Visit must tour the Project Area in Yachats. During Site Visit, Consultant shall take photographs that illustrate key issues for use in later deliverables.

#### **1.4 Stakeholder Meetings**

City shall arrange and Consultant shall conduct meetings with five to seven local stakeholders to solicit opinions of the parking challenges faced by the city.

Stakeholders are expected to include, but are not limited to:

- Project Area business owners
- Project Area residents
- City Council members
- City staff

Consultant shall use key questions identified during Project Team Meeting and the Draft Base Map, Draft Materials, and Site Visit photographs to gather input.

#### **1.5 Parking Inventory**

Consultant shall inventory existing parking spaces in the Study Area. The inventory must include all on-street, off-street, private, and public parking spaces. Consultant shall follow the guidance of the TGM publication, *Parking Made Easy: A Guide to Managing Parking in Your Community*, chapter 7 (pp. 18-21), to conduct the inventory. The results of the inventory will be included in the Parking Policy and Data Memorandum.

#### **1.6 Site Visit and Stakeholder Meetings Memo**

Consultant shall prepare a two-to-four page Site Visit and Stakeholder Meetings Memo detailing findings from the Site Visit and Stakeholder Meetings. Consultant shall provide Site Visit and

Stakeholder Meetings Memo to the Project Team electronically within seven days after Stakeholder Meetings.

### **1.7 Final Base Map and Final Materials**

City shall prepare Final Base Map and Consultant shall prepare Final Materials, displaying key information and input gathered during Tasks 1.3 to 1.5, including photos of the Project Area conditions. City shall prepare Final Base Map and Consultant shall prepare Final Materials incorporating comments received from the Project Team and stakeholder input. Agency Project Manager will reconcile conflicting comments for Consultant. Final Base Map and Final Materials must be in a format suitable for use in the Task 2.4 Workshop.

#### **City Deliverables:**

- 1a Project Team Meeting
- 1b Draft Base Map and other background data required for the Base Map and Materials; Review and comment on Draft Base Map and materials
- 1c Site Visit
- 1d Scheduling of Stakeholder meetings
- 1e Review of Site Visit and Stakeholder Meeting Summary Memo
- 1f Final Base Map and Review and comment on Final Materials

#### **Consultant Deliverables:**

- 1g Project Team Meeting
- 1h Draft Materials
- 1i Site Visit
- 1j Stakeholder Meetings
- 1k Parking Inventory
- 1l Site Visit and Stakeholder Meeting Memo
- 1m Final Materials

### **Task 2: Workshop**

#### **2.1 Draft Workshop Presentation**

Consultant shall produce Draft Workshop Presentation. Draft Workshop Presentation must be a slide presentation intended to be presented to the public at the Workshop. Draft Workshop Presentation must build upon the input of Task 1 and Base Map and Materials. Slides must explain the key points in a manner that is easy for the public to understand so that they can comment on the future of parking management in Yachats. Slides must not be text-heavy and must be animated with graphic or photographic images. Thirty to 40 minutes of the Draft Workshop Presentation must address the following points:

- Existing City goals for the Project Area
- Who lives and works in the Project Area and who visit the Project Area and for what reasons
- Recent changes in Project Area and redevelopment expected over the next five years
- Commercial uses types and locations in Project Area, today and possible trends over the next 5 years and how that comports to needs
- Transportation conditions and needs in Project Area, particularly key connections for walking, biking and transit use
- On-and-off street parking spaces in the Project Area

Consultant shall provide Draft Workshop Presentation electronically to Project Team for review and comment within 7 days.

## 2.2 Conference Call

Consultant shall participate in Conference Call with Project Team to discuss the Draft Workshop Presentation and comments received. The expected outcome is agreement on the needed edits.

## 2.3 Final Workshop Presentation

Consultant shall revise Draft Workshop Presentation to produce Final Workshop Presentation, as agreed upon in Conference Call. Consultant shall provide Final Workshop Presentation electronically to the Project Team.

## 2.4 Workshop

City shall arrange and Consultant shall conduct Workshop. Workshop is expected to last 1½ to 2 hours. Consultant shall present the Final Workshop Presentation. Consultant shall facilitate a discussion to understand community views on parking, determine key priorities, find key points of agreement on parking management, and thoughts of best potential options to consider.

### **City Deliverables**

- 2a Conference Call
- 2b Review and comment on draft Consultant deliverables
- 2c Workshop

### **Consultant Deliverables**

- 2d Draft Workshop Presentation
- 2e Conference Call
- 2f Final Workshop Presentation
- 2g Workshop

### **Task 3: Presentation of Findings**

#### 3.1 Draft Parking Policy and Data Memorandum

Consultant shall prepare a Draft Written Memo, 6 to 10 pages long, that builds upon the Consultant's review of the Task 1 background information and Task 1 and Task 2 deliverables and input. Draft Written Memo must include:

- a. Summary of key points of Final Workshop Presentation
- b. City's current parking policies in the Study Area
- c. Summary of Parking Stakeholder Interviews
- d. A description of local perceptions of the Study Area parking environment and challenges that City has faced regarding parking management.
- e. Preliminary assessment of how current City parking policies could be improved
- f. Recommended processes and timelines – immediate, short-to mid-term, and long-term – should the City decide to move forward with parking reform.

Consultant shall send Draft Written Memo electronically to the Project Team for review and comment within 10 days. Agency Project Manager will provide Consultant with a single set of consolidated reconciled comments and suggested edits from Project Team.



3.2 Final Parking Policy and Data Memorandum

Consultant shall prepare Final Written Memo incorporating comments and edits provided by Agency Project Manager. Consultant shall submit one bound copy of the Final Written Memo each to City and to Agency Project Manager. Consultant shall submit electronic copies of all deliverables to the City and Agency Project Manager in both PDF and a modifiable format.

3.3 Presentation to City Council

Consultant shall prepare and deliver a presentation of the Final Parking Policy and Data Memorandum to the Yachats City Council. This presentation shall be done virtually via video call.

3.4 Title VI Report

Consultant shall prepare and submit to Agency Project Manager a report delineating Title VI activities, documenting project process and outreach for all low income, race, gender, and age groups.

**City Deliverables**

- 3a Review and comment on draft Consultant deliverables
- 3b Review Title VI Report

**Consultant Deliverables**

- 3c Draft Parking Policy and Data Memorandum
- 3d Final Parking Policy and Data Memorandum
- 3e Presentation to City Council
- 3f Title VI Report

**Contingent Task 4: Parking Utilization Study**

**4.1 Parking Utilization Study** – Upon the written authorization of APM, consultant shall conduct a parking utilization study of the Study Area. This study shall count parking utilization at three different times, as agreed to by the PMT. Consultant shall follow the guidance of the TGM publication, *Parking Made Easy: A Guide to Managing Parking in Your Community*, chapter 7 (pp. 22-26), to conduct utilization survey. A turnover study will not be conducted as a part of this Project. The results of the Parking Utilization Survey will be included in the Parking Policy and Data Memorandum.

**Consultant Deliverables**

- 4.1 Contingent Parking Utilization Survey

**Project Schedule**

<b>Task</b>	<b>Deliverable Name</b>	<b>Timing</b>
1	Project Kick-Off and Site Visit	
2	Workshop	
3	Recommendations Memo and Presentation	
4	Contingent Task: Parking Utilization Study	

**Consultant Deliverables**

