

1. 2:00 P.M. Agenda

Documents:

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

2. Meeting Materials

Documents:

[YachatsSOW.pdf](#)

[Future Tasks.pdf](#)

[JGD 20212022 Planning Priorities.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>

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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 1st 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

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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

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

Consultant Deliverables

Future Tasks for the Planning Commission

1. Parking Recommendations – Requested by the City Council, started with the inventory.
2. Fences, Hedges, and Walls – in progress
3. Comprehensive Plan Audit – Priority 2, due every two years
4. Wetlands Survey – Almost Complete, paused in 2011
5. Building Heights Review – later
6. Buildable Lots Inventory – later
7. Water Conservation Recommendations/ Incentives
8. Accessory Dwelling Units (ADU)
9. Architectural Standards
10. City Street Lights Plan – generated as followup to the Lighting Ordinance

JGD – 2021-2022 Planning Commission Priorities

Hopefully a review of the Yachats Municipal Code regarding Fences, Hedges, and Walls can be completed at the June 2021 meeting.

As I understand it The Wetlands Inventory was completed in 2011 with only paperwork needing to be done. This is something that staff should be able to finalize without much, if any, input from the Planning Commission.

Again, as I understand it, a Street Light Plan seems to be more in-line with what the Public Works and Streets Commission would be doing. As far as the lighting ordinance is concerned almost all the streetlights are governed by ODOT and/or Lincoln PUD so the connection with the ordinance is slight.

Parking has been an issue for some time so working with Laura Buhl on the workshops and parking inventory review as soon as possible would be appropriate. The summer months are the busiest time of the year, and we will get the best data by doing this work now. Once we have the data, we can move into integrating it into our larger planning processes.

Moving forward, priorities of the Planning Commission need to incorporate current and future planning needs. Every element that currently is on our list of items is contained within the Comprehensive Plan making a review of the Comprehensive Plan of the utmost importance. Whether it is water conservation, building heights, architectural standards, or housing and ADUs. Before any of these items can be fully discussed and revised basic data is needed. The current Yachats Zoning Map is decades old. Lots have been divided and built on and that information is needed to move forward. A Buildable Lands Survey is another piece of missing data. Without a current survey trying to plan becomes a guessing game. For instance, water. Without knowing how much land is available for development, and for what uses it is zoned for, we can only guess how much water will be needed, how to conserve it and how to move forward with growth.

Housing. Housing is probably the biggest issue Yachats is dealing with now. The lack of housing choices in varying types and affordability is affecting the quality of life for many people who call Yachats home and many more who would like to call Yachats home. This isn't an issue of "affordable" housing it is an issue of equitable long-term planning needs and the economy of Yachats into the foreseeable future. Addressing the potential of ADUs is only a small, although significant, portion of the discussions needed. A Housing Needs Assessment was done by Lincoln County and Yachats can, and should, build a local needs assessment using that existing report as a base.

Significant long-term planning has not been done in Yachats. The recent increase in growth has exposed the deficiencies in our Comprehensive Plan and Municipal Code. Our priority should be to address this void in long-term comprehensive planning. This is a large and time-consuming project but without strong comprehensive planning growth will happen "to" Yachats rather than with input by and for the Yachats Community.

Several factors are all in place: A twenty-year water plan was recently completed, a drinking water protection plan has been developed, along with an effort at creating a water protection partnership, the 2020 census numbers will be coming in soon, Yachats is financially well situated and has received federal COVID relief funding, an effort is being made to develop a partnership with South Lincoln Water PUD that would share resources, a proposal that could have large implications to Yachats' land use planning and the availability of assistance from DLCD. All these developments are happening at a time when Yachats and the central coast are experiencing dramatic growth in construction and real estate sales.

Right now, we have a chance to really make a positive difference for this community. By creating a Citizen Involvement Subcommittee that could work with us and the other Commissions on the different critical planning areas such as water, infrastructure, housing and economic development, and transportation/circulation planning we could develop a cohesive planning process that brings all the City Commissions together to move Yachats forward.