

1. 3:00 P.M. Agenda

Documents:

[2021-12-21 Planning Commission Agenda.pdf](#)

2. Meeting Materials

Documents:

[CIC-Dickinson-12-04-2021.Pdf](#)

[Information And Other Citys Ordinances.pdf](#)

[11-2021 JGD Response To Mayor On Goals.pdf](#)

[Housing Grants Update.pdf](#)

[Jacqueline Danos Response To City Council Request For Review Of Annual Goals.pdf](#)

[JGD CIC Recommendations.pdf](#)



CITY OF YACHATS
PLANNING COMMISSION MEETING
Yachats OR
Tuesday December 21, 2021, at 3:00 pm
Public Meeting via ZOOM Meeting

Join Zoom Meeting

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

Meeting ID: 836 3584 4124

One tap mobile

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Meeting ID: 836 3584 4124

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

Work Session – CANCELLED

Regular Meeting

- I. Call to Order
- II. Announcements and Correspondence:
- III. Citizen Concerns
- IV. Meeting Summary – No Vote
- V. New Business
 1. Membership changes, interview & Vote
 2. Community Involvement Committee recommendation (CIC)
 3. Tree Ordinance
- VI. Planner Report
- VII. 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. Posted 12/16/2021

CITIZENS' INVOLVEMENT PROGRAMS

Comments by Loren Dickinson

December 4, 2021

There are two separate, but related, citizens' involvement programs being discussed. In the following, the terms CIC and CCI are considered to be synonymous.

I. PLANNING PROCESS CIC

Oregon Goal 1 - OAR 660-015-0000(1)

This Goal clearly addresses community involvement with respect to the planning process. Whereas this goal is intended to be developed for community-wide involvement, through its language it is specifically related to the city's planning process (Planning Commission), and not necessarily all City-wide issues except those related to planning.

Based on my observation, it appears to me that the Planning Commission does a pretty good job of advising the public and soliciting citizen involvement with the current Commission Meeting procedure; the Oregon Public Meetings Law. Issues and agendas are posted ahead of the meetings, and public comment is solicited at a number of times during meetings and public hearings.

The Goal mandates that a process for citizen involvement in planning issues be codified, and a Committee for Citizen Involvement (CCI) be established. The Committee would be tasked with completing that requirement as listed in Goal 1. The Planning Commission CIC could follow the following format:

Planning Commission CIC (under the Planning Commission)

Membership:

1. Two volunteer Planning Commissioners
2. City Planner
3. Possibly outside volunteers, but limited

Scope of Issues:

Planning issues only

Relationship to other Commissions and CC:

1. Delegate to City-wide CIC (see below)
2. Provide reports to City-wide CIC

Actions Available to Planning Commission CIC:

1. Codify, for public information, the Planning Commission CIC process.
2. Plan and facilitate any special public information meetings about planning issues that may be needed related to Planning Commission activities.

II. CITY-WIDE CIC

Yachats Goal K:

Yachats Goal K reads: *“The City encourages the public to participate in governmental decision-making processes by providing policies and procedures and access to public information”*. This is also prescribed in the Oregon Open Meetings Law.

What in my observation is currently missing from the City’s efforts at information sharing is a broad-scope method for exchange of information among the commissions that involves public comment and input. The current Commission Chair meetings partially accomplish this, but do not include a public comment format. This information exchange with public involvement could be accomplished by revising the current Commission Chairs Meeting format to become a CIC, or to form a separate CIC committee under the City Council which might function as follows:

City-wide CIC (under the City Council)

Membership:

1. One volunteer member from the City Council, who would be the Chair.
2. One delegate from each of the Commissions – best if commission chairs, who should be most knowledgeable in all activities of his/her commission.
3. Open to citizen volunteers and community business representatives.

Scope of Issues:

1. Any city-wide issue except issues, pending applications and actions of the Planning Commission (which would be handled through its CIC – public hearing process).

Actions Available to City-wide CIC:

1. Advocacy
2. Any issue (except Planning)
3. Any task (except Planning)

Relationship to Commissions and Citizens:

1. Exchange of information from each commission as to current concerns, activities, projects, etc. I.e. so that all are fully informed.
2. Advise and recommend to CC any action needed by any commission.
3. Solicit input and comment from citizens:
 - a. for any issue in 1. and 2., above.
 - b. for any issue not discussed previously.

The committee could meet once a month and be advertised with an agenda and open to the general public. The format could be similar to a City Council meeting with the first part like a typical working session, and the second part like a public hearing.

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Discussion topics could not include any pending Planning Commission applications and public hearings. Comments for those should be reserved to occur only in front of the PC at the appropriate time.

Pros:

Some form of City-wide committee would serve to more fully inform the various governmental commissions, agencies and the public, and would give the public a “voice”.

Cons:

The activities and attendance of the committee would certainly substantially increase the commitment times of all representatives and delegates, and the City staff.

Meetings would need to be scheduled and posted just like CC and Commission meetings and hearings. Substantial staff time would be required.

Loren Dickinson
Planning Commission member

Tree Ordinance Recommendations and Information:

<https://www.asca-consultants.org/page/TreeOrdinances>

<https://www.isa-arbor.com/Credentials/Types-of-Credentials/ISA-Certified-Arborist-Municipal-Specialist/Tree-Ordinance-Guidelines>

<https://friends.urbanforests.org/tree-ordinances-in-other-states/>

<https://www.treeremoval.com/tree-removal-regulations-by-state/#ow>

Tree Protection Handbook:

<http://oregoncommunitytrees.org/tree-faqs/additional-resources/how-to-plant-a-tree/>

Tree Ordinance in other cities:

Lake Oswego:

<https://www.codepublishing.com/OR/LakeOswego/mobile/?pg=LakeOswego55/LakeOswego5502.html#55.02.010>

Carmel:

<https://www.codepublishing.com/CA/CarmelbytheSea/html/Carmel17/Carmel1748.html>

Oregon City:

<https://www.orcity.org/planning/how-know-if-you-need-tree-removal-permit>

West Linn:

<https://westlinnoregon.gov/parksrec/tree-ordinance>

Sonoma:

<https://www.codepublishing.com/CA/Sonoma/html/Sonoma12/Sonoma1208.html#12.08.010>

Salem:

<https://www.cityofsalem.net/Pages/remove-trees-on-your-property.aspx>

Date: December 2021

To: Planning Commission

From: Jacqueline Danos

Re: Specific goal recommendations for 2022 Council

The Council Goals outlined for 2021 are very broad brush and amorphous, without any specific and direct goals. In my view a City Council should have some broad over-arching goals that remain relatively consistent from year to year. Examples of those would be the goals relating to city services, general safety of the community, environmental stewardship, and fiscal responsibility. Annually though, specific actionable items or goals should be developed which at the end of the year are reviewed to assess as completed, partially complete, or still open. Below are some examples, not an exhaustive list by any means, for a renewed 2022 Council Goals effort using the existing document as a base.

Improve timeliness, relevance, quality and effectiveness of city service delivery

Actionable item: Finalize the hiring of the new City Manager.

It will be the new City Manager's job to fill vacancies in city staff, review current delivery of services, including code enforcement and any other outstanding staffing and outside services contracts. The City Manager would also chair the Finance Committee serving to bring all the accounting under City staff.

Actionable Item: Direct the City Manager to restart the Commission Chair Roundtable meetings after which reports would be given to each of the full commissions. This would aid in creating better communication between commissions and city projects.

Prioritize and demonstrate environmental responsibility in all actions and decisions

Actionable item: Direct the City Manager to conduct a water & energy audit of all City properties as the first step in moving the City in this direction. The same would hold true for an audit of current city office procedures for recycling and the use of recycled products.

Actionable item: Direct City Manager and Parks & Commons and Library Commissions to install refillable water bottle stations in City Hall, The Commons Building and Library

Action item: Direct City Manager to find and apply for grants to update all city water meters to smart meters.

Actionable item: Direct the Planning Commission review possible ordinances regarding:

- Trees
- Styrofoam and single-use plastic

- Permeable paving

Actionable item: Create a Water Working Group to utilize the Yachats 20 Year Master Water Plan and Drinking Water Protection Plan to prioritize recommended projects recommended in these plans.

Actionable item: Direct City Planner to review existing SDC fees and building permits to re-evaluate them towards incentivizing more environmentally sustainable construction practices. Some examples: smaller home sizes, grey water systems & rainwater capture

Strengthen relationships with Community

Actionable Item: Direct the City **Manager** to create a Citizen Involvement Committee. This would strengthen the community and governmental interactions

- Be under the Planning Commission since the state goal of citizen involvement is directly connected to land use and most of the commissions' work and projects are related to land use. Budget costs would fall under the Planning Commission in the same way that trails, and the Little Log Church fall under Parks & Commons Commission.
- Attend all Commission meetings. The committee would self-organize and if they decide to have a sub-committee that handles non-land-use issues they would decide that.
- Write monthly column for the newsletter updating all work being done by Commissions.
- Post column in the Post Office, Visitors Center, Commons Bldg. etc.
- Keep the website section "Community Voice" updated and respond to citizen input
- Have a small office located in City Hall where work can be done, and citizens can come in for general information.
- Arrange and chair regular community meetings, monthly, quarterly, or semi-annually, where updates of projects, local or regional issues can be discussed, etc.

Provide a safe environment:

Actionable item: Direct the City Manager to research the sharing of police & mental health services regionally.

Actionable Item: Resurrect the "Plan Ahead" committee, or similar, which would act as the health monitoring committee for COVID and any future pandemic or health events.

Actionable Item: Enroll Commissions and Public Works employees in educational programs to learn about Universal Design, current safe street & community design principals. Safety needs to be

universally developed and applied for residents and visitors alike.

Actionable Item: Direct emergency preparedness committee to review sanitation during an emergency: what is the community capacity for hygiene if water & power is not available? Composting toilets? Perhaps a requirement of all hotels and vacation rentals to have emergency sanitation?

Demonstrate Financial Responsibility

Actionable item: Keeping a reserve fund cannot come at the expense of needed municipal spending. All staffing positions need to be filled, professionally where possible, and salaries meet a livable wage criterion. All outside contracts that are required must be filled.

Actionable item: Complete existing and necessary projects. An example would be Driftwood Lane/La De Da Lane. Valuable infrastructure is at risk if the alleyway remains in its current condition.

Actionable item: Train in-house or contract with outside entity to research, find appropriate grants and funding, and write applications and a staff member to become well versed in GIS mapping and associated products.

Actionable item: Direct Water Working Group to finalize City financial involvement and commitment for purchasing and protecting lands of the Yachats Water Shed. The economic stability of Yachats depends on the ability of the city to provide water.

December 16, 2021

To: Planning Commission

From: Jacqueline Danos

Re: Status update on Housing Grants (HNA & HIP)

On December 8th Cascadia Partners sent the proposed Statement of Work, Schedule and Budget for the grants. After submitting a few comments back to Cascadia we received a follow-up email stating, *“Per direction from DLCD, we are in the process of making refinements to budgets and scopes for all of Cascadia’s projects that fall within this grant cycle.”* They will incorporate the review the comments submitted and send the finalized drafts when completed.

November 2021

To: Mayor Vaaler and City Council

Re: Request for input and review of 2021 Council Goals

From: Jacqueline Danos, response

The Council Goals outlined for 2021 are, in general, broad brush without specific, actionable goals. I agree that a City Council should have some broad over-arching goals that remain relatively consistent from year to year, examples of those would be the goals relating to city services, general safety of the community, environmental stewardship, and fiscal responsibility. Annually though, specific actionable items or goals should be developed which, at the end of the year, can be reviewed to assess as completed, partially complete, or still open.

Moving into 2022 the goals listed for 2021 need to be adjusted with actionable items/goals rather than the general outline presented. For example, with regards to the Master Water Plan, a goal of an implementation plan based on the specific recommendations contained within the Master Water Plan and the Drinking Water Protection Plan, including specific dates and responsible parties for completion, would be an actionable goal. Another would be the creation of a Citizen Involvement Committee (CIC) with specific responsibilities listed. For example: outreach to community & Commission(s) and the updating and response to the "Community Voice" section of the website.

An additional comment as a Commission member and a citizen: it seems to me that the City Council has goals set for itself that in a Council-City Manager form of government should fall under the purview of the City Manager. This includes the hiring of city staff and all outside services, Finance Committee operations, review of existing C.I.P 5-year plans (2019-2020 and 2017-2022 plans) for discussion with the Budget Committee and Council. And when it comes to fiscal responsibility, as important as it is to maintain some reserves, needed municipal spending on infrastructure repair and maintenance, community development, and the fully staffing of city offices at livable wages are areas where limiting spending too much can become a liability for the community rather than an example of good fiscal responsibility.

December 2021

To: Planning Commission

From: Jacqueline Danos

Re: Citizen Involvement Committee (CIC)

Yachats has been without a City Manager for a long time. Starting, we hope, in January the City will once again have a City Manager. I believe that any action on creating a Citizen Involvement Committee should be developed with the input from the new City Manager. The suggestions made by this Commission can be gathered now but no action taken before the new City Manager has a chance to become acquainted with the issues, the current staff and staffing needs, and the community.

That said, my suggestions for how to structure a Citizen Involvement Committee are below:

A Citizen Involvement Committee could strengthen the community and governmental interactions greatly. Creating a central entity that fills the **communication gap** that currently exists between the Commissions, Council, and community is in my opinion the best organizational direction to move in.

- Be under the Planning Commission since the state goal of citizen involvement is directly connected to land use and most of the commission work and projects are related to land use. Budget costs would fall under the Planning Commission in the same way that trails, and the Little Log Church fall under the Parks & Commons Commission.
- Attend all Commission meetings. One member would be assigned to cover each of the City Commission meetings to then share a summary of the meeting for other commissions and the public.
- The committee would self-organize and if they decide to have a sub-committee that handles non-land-use issues they would decide that.
- Write monthly column for the newsletter updating all work being done by Commissions.
- Post column, as well as any meeting updates and changes, on the landing page of the City website, in the Post Office, Visitors Center, Commons Bldg. etc. Perhaps a connection could be made with various businesses to post column and other information in employee lounges and meeting areas.
- Keep the website section "Community Voice" updated and respond to citizen input. Share input with the City Council and appropriate Commissions for discussions and possible action.
- Have a small office located in City Hall where work can be done, and citizens can come in for general information.
- Re-establish the monthly "chair" meeting of all the City Commissions. After each meeting a summary would be shared with the full Commissions.
- Arrange and chair regular community meetings, monthly, quarterly, or semi-annually, where updates of projects, local or regional issues can be presented by the appropriate commission(s) and discussed.
- Arrange public meetings when deemed necessary for public discussions on specific topics, issues, projects, etc. These meetings would be held jointly with the Commission overseeing the specific issue. These meetings would be held and arranged so that a broad demographic of community members would be able to attend.