1. 2:00 P.M. Agenda

   Documents:

   2022-03-29 Planning Commission Agenda.pdf

2. 2:00 P.M. Meeting Materials

   Documents:

   2.15.22 Planning Meeting Summary.pdf
   2021 Summary Of Building Activity.pdf
   CIC.pdf
   City-Led Engagement Toolkit Final.pdf
   Jac CODE CHANGES.pdf
   Loren YMC-Revisions-PROPOSED.pdf
   Section 9.68.060 Recreational Vehicles DRAFT JGD.pdf
   Yachats HNA_HIP - PE Plan.pdf
   YMC Title 9 - JT Comments.pdf
   YMC-Revisions-COMPOSITE.pdf
   Meeting Summary 3.15.22 Planning.pdf

CITY OF YACHATS
PLANNING COMMISSION MEETING
Yachats OR
Tuesday March 29, 2022, at 2:00 pm
Public Meeting via ZOOM Meeting

Join Zoom Meeting
https://us02web.zoom.us/j/81148284486

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Work Session

I. Parking workshop report – Loren

II. Housing needs assessment update – Jacqueline

III. Small, code clarifying changes to Title 9

Regular Meeting
(Immediately to Follow Work Session)

IV. Call to Order

V. Announcements and Correspondence:

VI. Citizen Concerns

VII. New Business
a. Continue on work session code changes

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.

VIII. Old Business
   a. Vote on CIC rewrite

IX. Planner Report

X. Other Business
   a. From the Commission
   b. From staff

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City of Yachats
Planning Commission
Regular Meeting and Work Session Summary
February 15, 2022

I. CALL TO ORDER

Work Session began at 2:02 pm
Present: Loren Dickinson, Jacqueline Danos, Ariana Carlson, John Theilacker, Lance Bloch, Chair, Christine Orchard, Dayna Capron, Neal Moprhis, Acting City Manager, Katherine Guenther, John Theilacker

CIC REVIEW *(0.56)*

Dickinson advised that Bloch's version could be used as a starting point and each commission member can present their input. He also suggested that the Commission look at the Coos County version as it some interesting aspects and good points.

(2:32) Danos summarized her written input. Felt CIC is about land use and not all aspects of local government. Then spoke about advisory capacity to the Planning Commission and referred to a UO report regarding citizen involvement versus citizen advisory and summarized the difference.

(5:48) Discussion on Danos' input. Theilacker indicated it is a two way street. The CIC needs to educate the Yachats community regarding land use issues but also it needs to bring community concerns back to the Commission.

(7:09) Bloch mentioned advisory was at the bottom and asked where Danos saw this in relation to the Planning Commission. Danos indicated she thought it was the Commission's desire to have a CIC report to the City Planner and not directly to the Commission. The Planner would be able to determine how the concerns from the CIC would be addressed.

(9:02) Orchard advised she was fine with Danos' input but indicated she thought the CIC was dealt with at the last meeting where they took the information from the consultant and Bloch sent his subsequent email.

(9:37) Dickinson advised that since some additional, useful information has been gained since the last meeting he felt that could be taken into account and Bloch's version could be modified to create a final document.

(10:38) Danos reiterated that the first goal on the outline from last month indicates "all aspects of local government: and it should be land use. In addition she indicated that the document from Coos Bay is a Citizens' Advisory Committee outline, not a Citizens' Involvement Committee outline.

(11:31) Dickinson advised he agreed with Danos commentary provided and felt a monthly newsletter was an excellent idea; it is a way to get continuous information out to the community as well as using the community voice section on the website.

(12:34) Orchard questioned whether the newsletter would be separate from the City newsletter. Danos explained that she thought it could be an update in the regular monthly newsletter from the City. She also highlighted that a CIC is not an advocacy group and cannot advocate for a specific project. She

continued by asking if an Ordinance needed to be created and if so, she felt the terms needed to be very specific.
(14:18) Bloch discussed the options available – either a directive or a recommendation. Voiced his concern about being too prescriptive with a volunteer community group and felt it best to be a little informal.
(15:30) Dickinson concurred but felt it was good to be prepared if Council came back and asked for something different.
(15:54) Guenther gave a quick description of the differences between a commission and a committee.
(17:29) Danos advised that going through it there is a lot of overlap with the other commissions with regard to planning She felt that this a CIC would need information from the other commissions too as they also do land use work. Discussion held on CIC working between the commissions and channeling information.
(18:56) Guenther advised that before increased staff shortages occurred, the monthly Commission Chair meetings were extremely helpful and productive. She felt there is an opportunity there to get a snapshot of what each Commission is working on and where they overlap .It is City Manager, the Mayor and Commission Chairs. That could be a place to have a CIC member.
(21:00) Discussion held regarding including this in the "duties" list and continued discussion of what advocacy means to the group. Advocating a certain concept as opposed to advocating a particular project. Danos felt the purpose of the CIC is informational and making sure the City honors the state goals for land use.
(27:50) Orchard expressed concern about adding to the City Planners' job. Guenther advised she currently doesn't have a job description but they are working towards putting together information for the position such as description, rate of pay and hours. She advised that Council had voted to increase her time to four (4) days a week. She felt that this group could actually be a time saver for her in terms of reaching people.
(30:01) Danos indicated what she visualized for a CIC is also an educational aspect, i.e. the lighting ordinance. She suggested having a space in City Hall and a person from CIC being available during the work day to answer questions to free up time for the Planner, City Manager or staff. Discussion ensued.
(35:32) Dickinson referred to Bloch's document and indicated that under duties along with long range planning, he also felt they might have input on ordinances, codes, etc. Bloch explained his choice of wording.
(37:16) Guenther gave further explanation of what long range planning means in this area – more of a collaborative approach as opposed to day-to-day operations.
(38:02) Another comment from Dickinson was that he would like to have in the description that this committee have no advocacy or input on quasi jurisdictional issues, specific issues, projects, etc. Discussion continued on advocacy and distribution of information.

(44:13) Theilacker indicated he thought it should be specified under #4 of duties insert “any city initiated comprehensive plan, etc.” Discussion was held regarding city initiated versus citizen initiated.

(48:53) Bloch voiced his concern that if the requirements of the committee are too restrictive it will be hard to get people to serve on the committee. He wants to promote that citizens have a part in making decisions in the City.

(50:51) Danos indicated that the CIC is the bridge between the citizens and the Commissions. The CIC will communicate a citizen’s idea to the appropriate commission. The CIC makes sure the citizenry at large are heard. Danos felt that Hui Radomski and Katherine could help insert the appropriate language.

(53:27) Bloch felt that the document was adequate and that it came down to leaving it as is, or inserting the words “city initiated”. He felt strongly that those two words would severely inhibit the Commission’s ability to get member for a CIC.

(54:09) Discussion held as to bringing the issue to a vote in regular session. Bloch was hopeful a consensus could be reached without a vote. Danos questioned what the vote was for and Bloch indicated it was to approve the document and send it to City Council. Discussion continued.

(59:00) Bloch read back the notes and changes made to the document.

1. Increase citizen involvement in land use planning issues of local government.

Duties:

3 Outreach and education are the primary duties of the CIC.

5. Have a representative attend Yachats City Council meetings when requested.
6. Have a representative available to attend the monthly Commission Chair meeting in order to increase communication between commissions and committees.
8. Duties are exclusive of being involved in issued that are being covered in quasi- judicial hearings, i.e. hearings on variances, conditional land use, etc.
9. Identify an individual who can keep hours at a desk in City Hall, these hours to be specified between City Planner and CIC.

(1:01:18) Danos felt that the wording about quasi-judicial was cumbersome and off putting. She felt that having a line indicating what the CIC is NOT is clearer. *It is not an advocacy group and it is not an advisory or decision making group.*

Relationship to the Planning Commission:

Facilitating communication between citizens and the City.

(1:05:10) Discussion on who the CIC reports to.

Dickinson concluded the work session at 3:05 pm.

Chair, Bloch called the regular session to order at 3:05 pm.

II. ANNOUNCEMENTS AND CORRESPONDENCE *(1:06:43)*

(1:07:02) Dickinson advised Committee that there has been no word from DLCD regarding the parking study.

(1:07:26) Danos advised the kick-off meeting for Housing Needs Assessment Grant is February 23rd at 11 am. Bloch asked if the information would be on the website and Danos advised it was not a public meeting.

III. CITIZEN CONCERNS

None

IV. NEW BUSINESS

A. Election of Officers

(1:09:34) Bloch apologized for not doing this in December or January and advised that he and Dickinson would not be offended if someone else was nominated.

(1:10:33) Dickinson nominated John Theilacker as co-chair. Danos seconded the nomination.

(1:10:48) Orchard nominated Lance Bloch to continue as Chair Dickinson seconded the nomination.

(1:11:49) Bloch called the vote for John Theilacker as Co-Chair of the Planning Commission.

Vote: Danos, aye; Orchard, aye; Carlson, aye; Theilacker, aye; Dickinson, yes; Block, yes. **Nomination carried unanimously**.

(1:13:09) Bloch called the vote for himself to remain as Chair of the Planning Commission.

Vote: Danos, aye; Orchard, aye; Carlson, aye; Theilacker, aye; Dickinson, yes; Block, yes. **Nomination carried unanimously**.

OLD BUSINESS

A. Discussion of CIC, Vote

(1:14:07) Bloch asked the Commission if after hearing his reading his interpretation of the CIC document after the work session if they felt comfortable voting on it.

(1:14:43) Orchard indicated the changes were minor and she was comfortable voting Dickinson and Carlson agreed with her.

(1:15:11) Theilacker questioned if the Commission could vote today but see a revised document before the March meeting and before it went to Council. Bloch responded that he can have the changes made and emailed to the Commissioners tomorrow but advised that once a vote was taken, the document would be approved. Discussion was held regarding the legality of that.

(1:18:40) The Commission agreed to have Bloch write up the changes and email them to the Commissioners and the Planner.

B. Further Tasks for Planning commission

(1:19:54) Bloch indicated the Future Tasks list included in the meeting packet and referred to comments received from Danos and Theilacker. He mentioned projects in process:

1. Parking recommendations
2. Fences, hedges and walls
3. Buildable lots inventory
4. Accessory dwelling units
5. Wetlands survey

Items to be discussed are:

6. Comprehensive Plan Audit
7. Water conservation recommendations
8. Architectural standards
9. Building heights review

Bloch advised other items could be added to the list is desired by the Commission.

(1:21:31) Bloch then referred to Theilacker's Proposed Projects

Discussion held regarding review of Codes and Ordinances. Dickinson spoke of how it will be an enormous task but would be helpful to the City. He indicated that Item 8 and 9 of the current task list would fit into that but that Architectural Standards are an enormous task and something that the Commission shouldn't tackle.

(1:24:13) Danos felt that the items on the task list all come down to comprehensive plan review and referred to several of the projects currently being undertaken.

(1:26:24) Guenther advised she could start compiling a list of code sections that could be reviewed and/or updated/corrected. Discussion on city and county codes permits, and review of plans was held.

(1:35:17) Bloch broke down how to approach the goals and actions of a comprehensive plan.

1. Is this plan/goal important today?
2. Are the actions being taken appropriate today?
3. Are the actions reflected in Ordinances?

(1:36:18) Theilacker indicated he agreed with Guenther and felt that the Municipal Code should be focused on first while work is going into other parts of the Comprehensive Plan. Danos agreed.

(1:38:16) Bloch requested that Guenther make an itemized list of items confusing along with Code Sections and indicate what makes them confusing.

(1:41:02) Guenther said she would like to do "housekeeping" first by clarifying what the intent was when writing the Code. She suggested picking a few and working through them in an hour long work session. Bloch agreed.

(1:41:38) Theilacker inquired if it would be acceptable for Planning Commissioners to also submit sections of the Code they found troubling.

(1:41:53) Guenther indicated that it is important for the public to be able to understand the Code when they are anticipating building so the more input the better. She asked that the specific sentence(s) be highlighted and then have an indication as to what is confusing about it.

(1:44:03) Orchard bought up Dickinson's comment about Architectural Standards and suggested that it struck from the priority list. After further explanation as to what would be involved and discussion, the consensus was that architectural standards will be kept in mind but there is no need for a separate ordinance for Architectural standards. Discussion was held on sending Title 9 information to all Planning Commissioners and not just to the Planner.

(1:50:51) Guenther brought up that the updated database of property ownership is needed and she is working on that.
(1:52:52) Theilacker indicated that in City Zoned Ordinance in Municipal Code that a text or map amendment that notice of hearing to published and post it in 3 or 4 conspicuous places in town. As long as the use of the property is not being changed not every property owner needs to receive notice.

V. PLANNER REPORT

(1:565:18) Guenther apologized and advised there is no monthly report or a report for 2021. She had been involved in the City Manager transition and is hopeful she'll be spending much more time as Planner and will be able to do them in the future.
(1:57:11) Guenther provided an update on Agate Point. She had a call with the consultant on Saturday and they thought they'd have something for the March meeting but hadn't realized the meeting was on the 15th, not the 22nd.One or all of the individuals have a scheduling conflict in April so she thinks it will be May at the earliest. She did receive a "moderate" tweak to the plan.
(1:59:04) Guenther also advised she is expecting plans in the next day or so for an interesting project in Quiet Water and as soon as it is on the schedule she'll get out specifics. It will most likely come in the form of a variance.
(2:01:16) Danos asked if there was any update on the properties on the hill regarding the over-excavation and Guenther advised there is nothing to report on that. Work has been stopped.
(2:02:00) Orchard asked for an update on building permit requests and Guenther advised they are still coming in and indications are it is going to be a busy season this coming year.
(2:02:47) Danos asked if Roslund was moving forward with his plans and Guenther advised he had to make a slight change in the plans which pertained to ODOT and not the City However everything pertaining to the City on the original plan is still the same.
(2:04:17) Bloch emphasized that it would be very helpful to have a 2021 Annual Report and a monthly report before every meeting to have reference points to work from.
(2:04:47) Guenther advised the information is there it just needs to be consolidated. She advised that was a reasonable request and s hopeful that will happen as she drops a job and a half.
(2:05:22) Danos advised she went through the last years' permits for the grant.
(2:06:45) Guenther advised that there has been a large turnover in the Lincoln County Planning Department. She relied on their permit database which was helpful as it would list tasks that needed to be completed. They have stopped using that so it takes longer to get the information she needs.

VI. OTHER BUSINESS

A. From the Commission

(2:08:29) Orchard brought up the representative for the Commission Chair meeting for Finance and advised Danos had done it for many years. Does

the Commission want someone in those meetings? Discussion held on the state of the Finance Committee.

B. From the Staff

None

Meeting adjourned at 4:16 pm.

Transcribed by Contractor, L.F. Barrett, March 13, 2022

2021 Summary of Building Activity

Site-built Homes (13)

Project Name	Description	Parcel #	Address	Zone	Opened	Status
PRAVEL	New SFR	14-12-26-CC-10100	175 Combs Circle	R1	10/7/21	In Review (LC)
TORRES	New SFR	14-12-27-DD-01000	158 Highway 101 S	R1	8/28/21	In Review (LC)
WELLS	New SFR	14-12-26-BB-03300	220 Windsong Street	R1	8/26/21	Permit issued
STERLING	New SFR	14-12-26-CC-11700	35 Joni's Way	R1	6/17/21	Permit issued
KELLEY	New SFR	14-12-26-BC-02100	867 Horizon Hill Road	R1	6/17/21	Permit Issued
CHASE	New SFR	14-12-27-AD-14900	965 Hanley Drive	R1	6/15/21	Permit Issued
KELLIM	New SFR	14-12-27-DD-01604	136 Yachats Ocean Road	R1	6/2/21	Permit Issued
DANIEL	New SFR	14-12-26-BB-03000	221 Windsong Street	R1	5/24/21	Permit Issued
O'CONNOR	New SFR. Demolish existing SFR.	14-12-34-AC-07600	79 Gender Drive	R1	4/23/21	Permit Issued
BALKEMA	New SFR	14-12-26-BB-02900	227 Windsong Street	R1	4/23/21	Permit Issued
SHADLE	New SFR	14-12-27-AD-13903	235 Radar Road	R1	4/22/21	Permit Issued
GRAY	New SFR	14-12-26-CB-06900	280 Spruce Ave	R1	1/28/21	Permit Issued
EDDY	New SFR	14-12-34-AC-02100	561 Overlook Drive	R1	1/5/21	Finaled

Manufactured Homes (2)

Project Name	Description	Parcel #	Address	Zone	Opened	Status
CAVELLO	New MFH	14-12-27-AD-02800	45 8th Street	R3	6/2/21	Permit Issued
VALLERAND	New MFH	14-12-27-AD-00400	970 Highway 101 N	R3	12/2/21	In Review (LC)

Structural Permits (17)

Project Name	Description	Parcel #	Address	Zone	Opened	Status
McGINNIS	Garage Conversion	14-12-27-AC-05100	651 Oceanview Drive	R1	10/18/21	Permit Issued
CUTLER	Carport Conversion	14-12-27-AA-01317	469 Aqua Vista	R2	10/6/21	Permit Issued
HOGAN	Install racking for solar	14-12-26-BC-01200	924 Hanley Drive	R1	10/6/21	Permit Issued
TAPIA	Enclose motorcycle parking	14-12-26-BB-03800	1285 Elk Mountain Road	R1	7/31/21	Withdrawn
SERBU	Install 2 light poles	14-12-27-AD-04100	785 Highway 101 N	C1	7/2/21	Finaled
HETZLER	Install wheelchair ramp	14-12-27-DA-03500	142 Highway 101 N	C1	6/30/21	Withdrawn
TOOKE	Add solar to existing SFR	14-12-27-AA-01313	327 Aqua Vista Loop	R2	5/13/21	Finaled

REILLY	New accessory building - shed	14-12-27-AD-02102	48 8th Street	R3	5/13/21	Withdrawn
McCARTHY	Replace rotten beams on deck	14-12-26-CB-01601	400 E. 3rd Street	R1	4/15/21	Permit Issued
ARNDT	Add solar to existing SFR	14-12-27-AC-02500	880 Ocean View Drive	R1	4/2/21	Finaled
CONWAY	Electrical, insulation, sheetrock	14-12-27-DA-90004	502 Highway 101 N	C1	3/25/21	Finaled
BLOCH	Add solar to existing SFR	14-12-27-AA-01319	549 Aqua Vista Loop	R2	3/22/21	Finaled
GILLENWATER	Repair foundation underpinning	14-12-34-AA-00809	192 Reeves Circle	R1	3/1/21	Finaled
LEWEY	New detached garage	14-12-27-DA-07400	375 W. 3rd Street	C1	2/28/21	Permit Issued
MILLS	New detached garage	14-12-27-AA-07700	1076 King Street	R1	2/19/21	Finaled
CRAWFORD	Extend existing garage	14-12-34-AA-02000	470 Yachats Ocean Road	R4	2/19/21	Permit Issued
HOUT	Foundation work and new beam	14-12-26-CB-04100	223 Lincoln Ave	R1	2/9/21	Permit Issued

Citizen Involvement Committee

Comments by The Planning Commission
2/21/2022

Goals:

1. Increase citizen involvement in land use planning.
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 18th Planning Commission meeting, as well as the February 15th 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. While it is recognized that an all-issues CIC could be very useful as well, it was felt that we should address the state requirements first. 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 qualifications are 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. Have a representative to attend monthly Commission Chair meetings in order to increase communication between the citizens and the commissions.
7. Have a representative keep hours at a “Citizen's Desk” in the City Hall.
8. Write a column for the Yachats monthly newsletter whenever CIC activities provide information to share.
9. Identify community projects which require volunteer help, which may include participation in the CIC and the Commissions, and advertise and recruit this volunteer help.

10. Inform the public of dates and times of upcoming Planning Commission hearings on land use applications when directed by the City Planner.
11. Direct citizen questions on any pending land use application to the City Planner.

RELATIONSHIP TO THE PLANNING COMMISSION:

Facilitate communication between the Planning Commission and the citizens of Yachats. This is not a policy making committee, or one which advocates a position on any pending land use application permitted by Title 9 of the Municipal Code. Land use applications include, but are not necessarily limited to: partitions, boundary line adjustments, subdivisions, any planned unit development, conditional use, or variance request.

City-Led Engagement Toolkit

Prepared By: CASCADIA PARTNERS

ACTIVITY	WHAT THIS IS GOOD FOR?	DESCRIPTION / CONSIDERATION	LEVEL OF IMPACT / OUTCOME	STAFF TIME/ HOURS*	COST (0-$$$$)	POTENTIAL EXPENSES, MATERIALS, & TOOLS	SKILLS
LOW STAFF TIME COMMITMENT							
PRESENTATION AT AN EXISTING MEETING	Informing existing groups by attending their meetings, usually more to inform than consult	Staff attend an existing community/organization meeting (PTA, neighborhood group, chamber meeting, etc) to share project information and answer questions, catalog concerns/ issues.	Inform	1-2 hours, including prep/travel	-	- None	- Public speaking - Language interpretation (if necessary)
PASSIVE POLLING	Gathering quick input from a range of residents	Something as simple as a bean poll that is set up in high traffic locations (i.e. coffee shop, library); staff of the establishment can be "trained" to encourage patrons to weigh in with their preference. Could also be a version of a "comment box" to collect anonymous input. Should typically limit to one or two key questions to solicit from residents.	Inform, Consult	1-3hrs of buy in from community establishment + periodic monitoring	0-$	- Little to none, depending on the polling method	- None
NEWSPAPER EDITORIAL	An inform strategy for communities with local paper/ online circulation & readership	An outreach strategy to inform the public about an upcoming event or prompt to visit a project website for more information.	Inform	~3-4hrs to draft editorial and coordination with media outlet	-	- None	- Writing
SCHOOL FLYERING	Passive inform strategy to increasing visability and awareness	Project information is sent home with students or shared during regular pick up/drop off periods	Inform	2-3hrs to get school buy-in to distribute flyers to students	$-$$	- Printing costs	- None
MEDIUM STAFF TIME COMMITMENT							
TABLING	Bringing information to the community through high traffic locations; the opportunity for brief, candid feedback; meet people where they are	Emphasis is on informing the public by distributing project information via highly visual project info, like posters, factsheets, etc. and potentially engaging people in a quick input gathering activity such as short intercept surveys or visual preference exercises. Best to choose a high traffic establishment (market, library, transit center, etc) for staff person to sit in front of during peak visiting hours.	Inform, Consult	Per tabling session: 3-4 hours tabling + 0.5-1hrs of set up/ breakdown/travel	$$	- Cost for printing materials (fact sheets, posters, etc) - Tabling materials (table, tablecloth, chairs, incentives/swag, etc)	- Verbal communication skills - Language interpretation (if necessary)

ACTIVITY	WHAT THIS IS GOOD FOR?	DESCRIPTION / CONSIDERATION	LEVEL OF IMPACT / OUTCOME	STAFF TIME/ HOURS*	COST (0-$$$$)	POTENTIAL EXPENSES, MATERIALS, & TOOLS	SKILLS
"OFFICE HOURS"	Bringing information to the community through high traffic locations; the opportunity for brief, candid feedback; good for relationship building	Emphasis is on engaging in dialogue with the community rather than asking specific (survey questions). Holding "office hours" could be either a regularly occuring or one-off, unstructured event where staff are available to talk to the public about project information & answer questions. Could take place in a high traffic establishment or community event.	Inform, Consult	Per "Office Hours" session: 1-3 hours, including prepping staff on project information + staffing the office hours	-	- None	- Verbal communication skills - Language interpretation (if necessary)
INTERCEPT SURVEY	An inform and consult strategy to gather "randomized" community input immediately	Staff attending an existing community event (farmers market, fair, etc) and inviting event attendees to participate in a brief survey. Surveys should take less than 5 minutes to complete.	Inform, Consult	2-3 hours, depending on event	$$	- Printing costs if using paper survey, pens/pencils, clipboards; iPads are also used frequently with intercept surveys	- Verbal communication skills - Language interpretation (if necessary)
PRE-RECORDED VIDEO PRESENTATION	A more automated method for sharing standard project information in a format that might be easier to consume in video format and saves staff resources/time	Any presentation/project overview content that project staff anticipate needing to present multiple times can be recorded either via PowerPoint or on most/all virtual meeting platforms (i.e. Zoom). Recordings could also be a novel way to share infomation on a project website.	Inform	2-3 hours, including time to edit video after recording	$	- None	- Public speaking - Language interpretation (if necessary) - Video editing (if necessary)
MAILER CAMPAIGN	Scalable strategy to inform residents (of upcoming event, survey, etc); has some advantages to an email campaign	A strategy for informing the broad public about an upcoming event or to solicit input via online survey. Mailers or advertisements can also be inserted into City utility bills for higher visibility.	Inform	Time for setting up campaign: ~4-6hrs (which includes designing mailer, proofing, determining campaign details)	$$$	- Printing & mailing costs	- Graphic design (to create mailer)
RADIO ADS	An inform strategy that can potentially reach a broader/ targeted audience via in-language radio	An outreach strategy to inform the public about an upcoming event or prompt to visit a project website for more information. This strategy has been most successful for outreach among Spanish and Russian speaking communities.	Inform	Time for setting up ads: ~4-6hrs (which includes drafting copy, editing/translation, determining radio ad details)	$$-$$$$	- Cost will range and typically depends on frequency and time of day the radio ad is played	- Writing - Translation (if necessary)

ACTIVITY	WHAT THIS IS GOOD FOR?	DESCRIPTION / CONSIDERATION	LEVEL OF IMPACT / OUTCOME	STAFF TIME/ HOURS*	COST (0-$$$$)	POTENTIAL EXPENSES, MATERIALS, & TOOLS	SKILLS
NEWSPAPER ADS	An inform stategy for communities with local paper/ online circulation & readership	An outreach strategy to inform the public about an upcoming event or prompt to visit a project website for more information. Also consider ads in cultural or language-specific local newspapers if available.	Inform	Time for setting up ads: ~4-6hrs (which includes drafting copy, editing/translation, determining newspaper ad details)	$$-$$$	- Cost will range and typically depends on size, placement, and duration of ad	- Writing - Translation (if necessary)
SOCIAL MEDIA CAMPAIGNS	An inform stategy that requires less expenses beyond personnel time	A outreach stategy that can potentially initiate an informal online forum and could also include a call-to-action (i.e. take survey, attend open house).	Inform	~4-5hrs to draft social media content across City-managed platforms and/or coordination with partner organizations to share posts	0-$$	- None, but paid ads can be an option	- Writing - Social media strategy
FLYERING / POSTERING	Passive inform strategy to increasing visability and awareness of project. Only requires upfront time and costs.	Postering/flyering in common public spaces i.e. transit stops, coffee shops, markets, etc or can be focused in areas for targeted outreach communities.	Inform	2-4hrs to distribute flyers, posters around community	$-$$	- Printing costs	- None
1-ON-1 INTERVIEWS	Nuanced, qualitative, data through individual perspectives	Virtual/phone/in-person interivews are best for community members/stakeholders who might be more informed about topic area	Inform, Consult	Per 1-on-1 interview: .75-1hr of interview + 1-2hrs of prep and debrief	$-$$$	- Incentives/stipends for interview participants - Light refreshments (if in person)	- Interview & notetaking
ENGAGEMENT POP-UP INSTALLATION	An eye-catching, playful engagagement method to draw people in & provide quick input; builds awareness as a discussion piece	A strategy with the purpose to cultivate more awareness and attention to the project or topic, rather than a data collection strategy. The installation should include obvious ways for people to learn more information (i.e. on project webpage) and other engagment opportunities. The installation could also be used as a way to display project updates/progress, similar to a fundraising thermometer.	Inform	4-8+ hrs to develop engagement installation + periodic montoring	$$-$$$$	- Materials (and maintenance) cost	- Creativity, visual communication

ACTIVITY	WHAT THIS IS GOOD FOR?	DESCRIPTION / CONSIDERATION	LEVEL OF IMPACT / OUTCOME	STAFF TIME/ HOURS*	COST (0-$$$$)	POTENTIAL EXPENSES, MATERIALS, & TOOLS	SKILLS
HIGH STAFF TIME COMMITMENT							
COMMUNITY LEADER MODEL	A capacity-building strategy with the potential for informing & consulting harder to reach populations	Training staff from partner organizations, volunteer groups, civic leaders, or community members on project information and employing their gatekeeping & network to reach target populations with information and typically a call to action (i.e. take survey, attend open house). Staff can co-design engagement and communications strategies, events and activities. May require relationship-building with partner organizations and community members up front. Important best practice to provide compensation to community leaders for their work. Group charters can be developed to set clear goals, expectations, decision-making structure, and responsibilities.	Inform, Consult, Involve, Collaborate	4-12+ hrs of capacity building sessions/ workshops and follow up support	$$-$$$	- Incentives/stipends for community leaders - Light refreshments (if hosting in-person trainings) - Printing costs for outreach & educational materials	- Training/ education - Facilitation
FOCUS GROUPS	Nuanced, qualitative data through individual perspectives	A facilitated, 1-1.5hr discussion of generally no more than 6-8 people revolving around key project questions. This can be done virtually/in-person but requires a skilled facilitator. Good tool for consensus building and listening to diverse perspectives.	Inform, Consult	Per focus group session: 1.5-2hrs of focus group + 1-2hrs of prep and debrief	$-$$$	- Incentives/stipends for focus group participants - Light refreshments	- Facilitation & notetaking
OPEN HOUSE STYLE MEETING	A potentially more interactive forum to inform and consult community members; opportunity for relationship building & facetime between staff and residents	An in-person, interactive event that the public can attend to learn more about the project, get their questions & concerns addressed directly by project staff, and provide input. The open house format can be self-directed or be more structured with a formal presentation or facilitated conversation. Important best practice is to provide incentives (gift cards, raffle prizes, etc.), light refreshments, and childcare.	Inform, Consult	Per OH event: 3-4 hours of event + 1-1.5hrs of set up/breakdown/ travel	$$$$	- Printing costs for fact sheets, posters - Display stands, if needed - Light refreshments - Tablecloths, incentives/swag, etc - Childcare costs or activities for young children to play with - Venue cost, if necessary	- Verbal communication skills - Presentation skills - Language interpretation (if necessary) - Graphic design skills (to create open house visuals, posters, etc)
VIRTUAL OPEN HOUSE AND/OR SURVEY	A digital version of an in-person open house using a tool like ArcGIS StoryMaps	An online supplement or alternative to in-person open house; effective for visual storytelling of complex information and reaching a wider audience; can be combined with an embedded online survey to gather feedback; important to consider barriers to digital access and literacy and translation	Inform, Consult	Time for setting up virtual open house: ~4-6 weeks (which includes generating content and 1-2 rounds of drafts before launch)	$$$	- Subscription cost to access ArcGIS StoryMaps tool	- Writing - Graphic design (to create open house visuals, posters, etc) - Language interpretation skills (if necessary)

March 1, 2022

Re: Planning Commission Simplification of Municipal Code Review

From: Jacqueline Danos

Reviewing the code, definitions need to be revised for several areas within the code to be better comprehended. My first recommendations would be to revise the following within the DEFINITIONS section of the code:

"APARTMENT":
Current Definition: Means a dwelling unit as defined in this section.

Revised Definition Suggestion:
"APARTMENT": Dwelling unit, which includes at least a sleeping area, full bath and kitchen rented for a fixed amount and time.

"DECK/PORCH"
Current Definition: Means an outside walking area, the floor of which is elevated more than eight (8) inches from grade.

Revised suggestion: Separate the two words and add a definition for "PATIO" This can help clarify and assist in including the need for permeable paving as well as what is included in lot coverage allowed.

Definition Suggestions:

"DECK": A flat surface capable of supporting weight, similar to a floor, but typically constructed outdoors, often elevated from the ground, and usually connected to a building.

"Deck": Means an unenclosed amenity area or platform that may be attached to a dwelling and is intended for the purpose of outdoor dining, lounging and other similar accessory residential use.

"PORCH": Is an open structure that has breathable walls, but protection above it, usually, a covered shelter projecting in front of the entrance of a building.

"PATIO": a paved outdoor area adjoining a house.

"PATIO": An area consisting of natural or man-made material constructed at or near grade level, intended for use as an outdoor living area, and not enclosed by a permanent roof or awning.

"HEIGHT OF BUILDING"
Current definition: means the vertical distance from the average finished grade to the highest point of the building plus any fill above the natural grade. To determine building height, calculate the average building height for each side: Add the shortest building height and the tallest building height, then divide the two (2) building heights by two (2). Add together the average height for each side and divide by the number of sides.

Revised Definition suggestion:

"**HEIGHT OF BUILDING":** Building height means the vertical distance measured from the average between the highest to lowest natural/existing or proposed lot grades around the perimeter of the

structure to the highest point of the roof. When determining whether to utilize existing or proposed grade, whichever is most restrictive and results in the lowest allowed building

"HOTEL" and "MOTEL" currently the code has two different definitions, and it does have a separate definition for an **"APARTMENT HOTEL"** which is:

"APARTMENT HOTEL" means a building or portion thereof designed for or containing both individual guest rooms or suites of rooms and dwelling units but excluding all facilities coming within the definition of "bed and breakfast facility."

Current definition: "Hotel" means any building containing guest rooms which are rented or hired out to be occupied for sleeping purposes for guests, excluding any facility which meets the definition of "bed and breakfast facility."

"Motel" means a series of sleeping units, each having a separate entrance, composed of one or more bedrooms and bathroom, excluding any facility which meets the definition of "bed and breakfast facility."

Revised Definition Suggestions:

"HOTEL or MOTEL" means a facility with guest rooms or suites, with or without kitchen facilities, rented to the general public for transient lodging. Hotels typically include a variety of services in addition to lodging, for example, restaurants, meeting facilities, personal services, etc.

"HOTEL": Means any structure or any portion of any structure containing three or more units, which is occupied or intended or designed for occupancy by transients for dwelling, lodging or sleeping purposes, and includes any hotel, inn, tourist home or house.

Consider adding **"ACCESSORY DWELLING UNIT"** At the moment the code has a definition for an **"ACCESSORY STRUCTURE or ACCESSORY USE"** but does not have a definition for an ADU.

"ACCESSORY STRUCTURE OR ACCESSORY USE": Means a structure or use incidental and subordinate to the main use of a property and located on the same lot as the main use.

Currently ADUs allowed in R-3, R-4 and C-1 zones. They are not listed under Permitted Uses for any zone using the wording "Accessory Dwelling Unit" which is the wording best currently understood for an accessory building installed on a property for use as residential or as an office/studio.

Sample definitions:

"ACCESSORY DWELLING UNIT (ADU)": Means a habitable living unit added to, created within, or detached from a primary single-family dwelling and contained on one lot.

"ACCESSORY DWELLING UNIT (ADU)": Means a residential living unit on the same parcel as a single-family dwelling or a multifamily structure. The ADU provides complete independent living facilities for one or more persons. It may take various forms: a detached unit; a unit that is part of an accessory structure, such as a detached garage; or a unit that is part of an expanded or remodeled single-family unit or a unit in a multifamily dwelling.

The term **"RECREATIONAL VEHICLE"** appears in several locations within the code. Without clarifying definition as what a "recreational vehicle" is anything from a 10' pull behind trailer to a 50' vehicle would fall under the term "recreational vehicle".

Suggestions for Additional Recreational Vehicle definitions:

"Recreational Vehicles" (RVs) shall be defined as campers, camping tents, travel trailers, motor homes, boats, or similar recreational vehicles. Boats must be on a trailer, except for non-motorized personal watercraft.

"**Motorized recreational vehicle"** means a motor home built on a truck or bus chassis or a van chassis which usually has a section overhanging the cab. All these vehicles are powered by internal combustion engines that run on gasoline, diesel, batteries or other fuel. Van campers and pickup truck campers are excluded from the recreational vehicle definition. Inoperative vehicles are prohibited.

"Non-motorized recreational vehicle" means a conventional travel trailer, or a fifth wheel trailer utilized for recreational purposes and designed to be towed by a vehicle. Boats, horse trailers, utility trailers for storing recreational equipment or other equipment and all-terrain vehicles stored on trailers utilized for recreational purposes are considered non-motorized recreational vehicles. Pickup truck camper shells which have been removed from the vehicle and stored are considered non-motorized recreational vehicles and shall conform to the provisions of this title

"Oversized Recreational Vehicle" an oversized vehicle is any vehicle, which exceeds any of the following dimensions: twenty (20) feet in length, nine (9) feet in height or seven (7) feet in width. Motor homes and recreational vehicles exceeding these measurements are examples of oversized vehicles.

"Off-Highway Recreational Vehicle" (OHRV) shall be defined as jet skis, four-wheelers, or snowmobiles, or similar off-highway recreational vehicles, and may be on a trailer or not.

Consider adding "COTTAGE CLUSTER"

Samples:

"COTTAGE CLUSTER" means a residential development containing a cohesive cluster of small dwelling units gathered around one or more Common Green Spaces. Cottage cluster may also have shared community garden plots, recreation facilities, and other ancillary uses.

"COTTAGE CLUSTER" means a grouping of no fewer than three detached dwelling units on the same lot of record, with each dwelling unit having a footprint of less than 900 square feet, all dwellings sharing a common area on the lot of record, and internal ADA- compliant pathways connecting each dwelling to common space, vehicle parking, and sidewalks.

Chapter 9.12.020 – R-1 Residential Zone

E. Planned Unit Development (PUD): Planned unit development. (P.U.D.) except for a manufactured home P.U.D. See Chapter 9.60

Revised recommendation: The code states that a PUD is allowed in R-1 zones but must meet the requirement of 2 contiguous acres. This requirement should be included under this section as allowable but should state at the beginning "on a minimum two (2) contiguous acre lot a P.U.D. is allowable.

9.12.040 Standards: (similar recommendations for R-2, R-3 and R-4)

C. Building Height – change to reflect better definition. We should discuss a review of allowable height especially on the west side of the city. Currently there are some CC&R restrictions, but they are very old and can easily be changed leaving a lot of areas at risk of being over built with regards to heights of single-family homes.

D. Lot Coverage: Structures, including, but not limited to buildings, porches and decks shall not occupy more than thirty (30) percent of the total area. **Revise deck/porch/patio definitions and include permeable paving specification.**

9.28.030 Standards –

G. Residential – only uses:

1. Yards: Yards proposed to be less than the minimum yard requirements which apply in the residential zones shall be subject to approval by the Planning Commission through a public hearing in accordance with Chapter 9.72 Conditional Uses

I am confused by this because when the house installed on the commercial lots located at 7th and 101 the explanation regarding the extent to which that lot was being covered was that the underlying zone dictated the allowed lot coverage (R-4 or C-1). The standard above seems to disagree with that. Do "Yard requirement" and "Lot coverage" overlap in meaning/requirements?

Perhaps clarification and adjustment need to be made:

****Regarding lot coverage of R-2, R-3, R-4 and C-1, if a single-family home is placed on a lot zoned anything but R-1 restrict lot coverage to the coverage allowed on a R-1 lot rather than allow a single-family home built on a lot zoned for multi-family or commercial to occupy the coverage allowed for the higher density use.

Chapter 9.48.010 general requirements

E. Off-Street Parking: Rather than referring to Chapter 9.48 give the number of required spaces and size under each residential zone.

F. Areas used for parking and maneuvering of vehicles shall have surfaces such as gravel, pavement, tile, brick or concrete material suitable for parking a vehicle, improved to minimum City Road standards, maintained adequately for all-weather use, and be so drained as to avoid flow of water across public sidewalks.

Revise with: Add permeable paving preference.

Revise: And be so drained as to avoid flow of water across public sidewalks**.**

To: Avoid run off affecting or across adjoining properties, public streets and sidewalks.

Chapter 9.16.020 R-2 Permitted uses (pertains to R-1 thru R-4):

B. States that a recreational vehicle is allowed during construction and must be removed within one year.

Then C: Recreational Vehicle. See Chapter 9.68.020

9.68.020 B states Recreational vehicles may be parked on owner's personal lot only, unless in commercial storage. **Does not address use or long-term personal storage**

9.12.040 Standards States in part:

B-2 ……Corner side yards shall not be used for……permanent storage of trailers, boats, and recreational vehicles……

9.68.060 Recreational Vehicles:

Recreational vehicles may be parked by an owner on his or her own land for non-rental temporary living purposes as follows:

A. The recreational vehicle shall be accessory to a permanent residential dwelling.

B. Recreational vehicles shall not be connected to the City sanitary sewer system.

C. No more than thirty (30) days per calendar year with no more than fourteen (14) consecutive days for any one stay. Requests for extended time limits requires approval by the Planning Commission through a Variance procedure.

D. Review Procedure. An executed permit is required before any person occupies a recreational vehicle for temporary living purposes. Failure to complete the application form and secure an executed permit in advance is a violation of City Code.

Recommendation: Clarity is needed regarding the use and storage of recreational vehicles. What types and sizes of Recreational Vehicles are meant; 20'? 35'? 50'? Fifth wheel? Boat trailer? Can they be permanently stored on a residential property? If so, how?

It also could be helpful to include a limitation on vehicle size ie. "Oversized vehicles" when revising parking codes.

Attached is a sample draft for revising Section 9.68.060.

LIST OF PROPOSED YMC REVISIONS
LOREN DICKINSON
02-21-2022

Items with an asterisk * would be intended to add aesthetic conditions to individual sections, without having to write a separate Architectural Design Standards ordinance.

A. DEFINITIONS - YMC 9.04.030

Propose to add / modify Definitions as indicated:

1. “Building Code” (add) – suggested: “means applicable building, fire and safety codes adopted by state, county and municipal agencies in which the subject property is located.” Or similar wording.
2. “Clear Vision” (add) – is used several places within Title 9. Reference Ordinance section or write?
3. “Hotel” (revise?) – consider adding descriptions “on-site staff for check-in and management, cleaning. Does not have kitchen facilities.”? Definition could be made clearer. Research other cities’ & county definitions.
4. “Lot Line, Street Side” (add) – describes side lot line at abutting street.
5. “Parking Space” (revise) – delete last sentence “Required off-street parking shall not be located in a required yard that abuts a street” – this requirement belongs in Parking 9,48., if it is truly applicable to all zoning districts. If it is applicable only to the Commercial zone, it belongs within that zone’s Standards.
6. “Parking Space, Accessible” (add) – Needed to make reference to ADA requirements, and proposed new paragraph in C., below.
7. “Yard” (clarify) – contains reference to a “court”, but “court” not defined. Is a definition for “court” needed (research others’ definitions)?
8. “Yard, Street Side” (add) – describes side yard at abutting street – used several places in YMC

B. IN INDIVIDUAL SECTIONS, AS NOTED:

1. In Standards sections of R1, R2, R3, and R4 (,040.E of 9.12, 9.16, 9.20, and 9.24) – suggest adding to “see also Definitions 9.04.030 parking space”.

2. *In Standards sections of R1, R2, R3, and R4 (,040.E of 9.12, 9.16, 9.20, and 9.24) – would it be beneficial to set a standard for maximum % of front yard paved, with remaining areas landscaped?
3. *In C1 Standards (9.28.030) – consider making an F.1 and F,2, where F.2 would set a standard for parking setbacks from street lot lines: “Where parking is established between the building and Front or Street Side property lines, parking spaces shall be set back _____ (___) feet from the property line.” This would establish a landscape strip between parking and the street. It would require that parking requirement 9.48.010.H. also be revised. Since this as proposed would not apply to districts other than C1, it belongs in C1 Requirements rather than in Parking 9.48. It would need to be coordinated with Items C.4 and C.5., below.
4. Section 9.52.060, County Road 804 requirements – this section will require some revision when the City takes possession of that road. Perhaps keep the same requirements, review, add / remove some.
5. Section 9.52.070 Shoreland Setbacks – add “and Protection” to the title. The section includes protection standards in addition to setbacks.
6. Section 9.64 – perhaps should be renamed to “Street and Driveway Design and Construction” to better describe its contents.
7. Section 9.52.160.B. (clarify) – Clarify that the setback reduction to minimum 5 feet applies to the residence <u>living areas</u> as well, per recent City Planner interpretation.

C. In Section 9.48.010 Parking General Requirements:
1. Add a paragraph relating to “clear vision”, 9.64.010.A. May require different wording so as relate to private property instead of street design and construction.
2. Revisit D, distance from building to parking – the current 500 feet perhaps should be reduced given the scale of our community. That distance is half-way through town. I would suggest something more like 200 feet.
3. Revisit F., drainage – delete last word “sidewalks” and substitute “property”. That way the requirement would preclude drainage from private property across sidewalks, rights-of-way, etc.

4. Revise G., last sentence – the 5 foot high fence requirement appears to be in conflict with the “clear vision standards” – wording is unclear – clarify. Some clarification and coordination between G. and H. is needed, as noted in 5., below, and B.3., above.
5. *Revise H., distance of parking to lot line – the current requirement of placing a parking bumper 4.5 ft. from the lot line yields a 2 ft. or less “no-man’s” land strip, unsuitable for shrubs or ground cover. It also does not take into account the screening fence required in G. **Along streets**, I suggest increasing required distance to perhaps 6 feet which would yield a more reasonable 3.5 ft. space for shrubbery between the fence required in G, and the property line. *Shrubbery between the fence and the street would be an aesthetic enhancement. This would have to be considered taking into account B.3., above. *Perhaps also add a requirement that the strip be landscaped with native shrubbery. Where **not along streets** but taking into account the required screening fence, consider reducing that setback to a distance sufficient for the fence. Consider making an H.1 and H.2 to separate the two conditions. Considerable rewriting would be required.
6. Revisit J., four spaces rule – could stand some clarification on how the required driveway intersects with the street and that all exiting of the parking lot must be by forward-moving actions. Safety consideration.
7. Introduce a section concerning parking lot drive aisles – required widths for 90 degree and angled parking, how drive aisles exit onto streets, how drive aisles need to conform to clear vision standards (by reference), etc.
8. Add a section that commercial and governmental use parking lots require “accessible parking spaces” in accordance with applicable requirements of the Americans With Disability Act. It appears to be included nowhere else in the Code. This important requirement and should be listed.
9. (add from 9.40.030 “Parking Space” definition) “Required off-street parking shall not be located in a required yard that abuts a street” **However** – this requirement is unclear. Does it apply to residential zones, Commercial and Public Facilities zones, or both? Is this really what is intended? It may conflict with other requirements. Review in broadscope.

10. *Perhaps introduce a landscaping requirement within commercial and governmental use parking lots – possibly a percentage of the parking lot be landscaped / a minimum ___ (__) foot wide planter island be required for each 10 spaces, or both …. or something similar.
11. Perhaps introduce a section regulating how parking spaces abut sidewalks: That sidewalks in front of parking spaces are required to be a minimum of 7.5 feet wide where parking spaces abut without a curb bumper – and – sidewalks 5 feet wide shall have a curb bumper installed at 2 to 2.5 ft from the sidewalk edge (both to accommodate vehicle overhangs so they do not protrude into ADA-required sidewalk width).
12. Section 9.40.030 Standards, Public Facilities Zone – Are some of the standards listed in the C1 zone needed in this zone (parking, landscaping, etc.)?

***GENERAL ESTHETIC REVISIONS:**
There are probably several other Ordinance Sections which could be easily added to or modified to enact additional enhancement standards without causing undue hardship on the public. These could include landscaping, screening, etc.

Section 9.68.060 Recreational Vehicles. (VERSION 2)

Recreational vehicles or RV's are defined to cover both recreational vehicles that are motorized and non-motorized.

Recreational vehicles may be parked by an owner on his or her own land for non-rental purposes as defined below.

Definitions.

"Recreational Vehicles" (RVs) shall be defined as campers, camping tents, travel trailers, motor homes, boats, or similar recreational vehicles. Boats must be on a trailer, except for non-motorized personal watercraft.

"**Motorized recreational vehicle"** means a motor home built on a truck or bus chassis or a van chassis which usually has a section overhanging the cab. All these vehicles are powered by internal combustion engines that run on gasoline, diesel, batteries or other fuel. Van campers and pickup truck campers are excluded from the recreational vehicle definition. Inoperative vehicles are prohibited.

"Non-motorized recreational vehicle" means a conventional travel trailer or a fifth wheel trailer utilized for recreational purposes and designed to be towed by a vehicle. Boats, horse trailers, utility trailers for storing recreational equipment or other equipment and all-terrain vehicles stored on trailers utilized for recreational purposes are considered non-motorized recreational vehicles. Pickup truck camper shells which have been removed from the vehicle and stored are considered non-motorized recreational vehicles and shall conform to the provisions of this title

"Oversized Recreational Vehicle" an oversized vehicle is any vehicle, which exceeds any of the following dimensions: twenty (20) feet in length, nine (9) feet in height or seven (7) feet in width. Motor homes and recreational vehicles exceeding these measurements are examples of oversized vehicles.

"Off-Highway Recreational Vehicle" (OHRV) shall be defined as jet skis, four-wheelers, or snowmobiles, or similar off-highway recreational vehicles, and may be on a trailer or not.

1. Recreational Vehicles:

A. The registered owner of an RV parked on the property must either be the owner of the property or use the property as their primary residence. This subsection shall not apply to a single RV stored on the property as a result of visiting guest(s) for up to seventy-two hours.

B. The recreational vehicle shall be accessory to a permanent residential dwelling.

C. Recreational vehicles shall not be connected to the City sanitary sewer system.

D. Review Procedure. An executed permit is required before any person occupies a recreational vehicle for temporary living purposes of more than 72 hours. Failure to complete the application form and secure an executed permit in advance is a violation of City Code. *(Ord. 301, Amended, 9/8/2011)*

E. Site plan approval is obtained for any area, in excess of the residential driveway, to be used for parking vehicles or equipment. The maximum permitted lot coverage of all buildings, including any RV or OHRV, shall not be exceeded.

F. No more than one RV or two OHRVs may be parked on a lot of record which is zoned and used for residential purposes,

G. An RV or OHRV shall never be allowed to park in the street right-of-way between the property line and the street curb in any zoning district.

H. No recreational vehicles may be parked in the front yard .

2. Oversized Recreational Vehicles:

A. An executed permit is required for all oversized vehicles parked or stored as an accessory to a residential dwelling.

B. No more than thirty (30) days per calendar year with no more than fourteen (14) consecutive days for any one stay. Requests for extended time limits requires approval by the Planning Commission through a Variance procedure.

C. Review Procedure. An executed permit is required before any person occupies a recreational vehicle for temporary living purposes. Failure to complete the application form and secure an executed permit in advance is a violation of City Code. *(Ord. 301, Amended, 9/8/2011)*

D. Site plan approval is obtained for any area, in excess of the residential driveway, to be used for parking vehicles or equipment. The maximum permitted lot coverage of all buildings, including any RV or OHRV, shall not be exceeded.

E. Vehicle may be parked on a side yard or rear yard provided that it is parked behind a screening fence at least six feet in height which fence shall be sufficient to obscure the view of such oversize recreational vehicle by persons on adjacent property.

F. A minimum of 5 foot setback from property line is required for side yard parking and a minimum 10 foot setback from property line is required for rear yard parking.

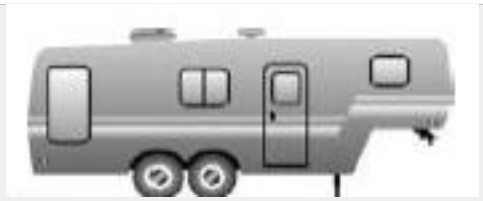
G. Vehicle(s) are parked within a formal parking garage used for the purpose of storing the RV or OHRV.

The following diagrams of motorized vehicles represent examples and are not meant to be a complete list of examples:

	Motorhome Type A
	Motorhome Type C

The following diagrams of non-motorized vehicles represent examples and are not meant to be a complete list of examples:

	Travel Trailer

	Fifth-Wheel Travel Trailer
	Travel Trailer with Expandable Ends
	Folding Camping Trailer
	Sport Utility Trailer (Toy Hauler)
	Utility Trailer Enclosed
	Utility Trailer Open
	Utility Horse Trailer
	Boat

	Personal Watercraft Stored on Trailer
	All Terrain Vehicle (ATV) Stored on Trailer

Exclusions—Van campers and truck campers are excluded from the recreational vehicle definition because they may be used for non-travel-recreation or -camping trips, such as commuting to work or school.

	Motorhome Type B (Van Camper)
	Truck Camper

Yachats Housing Needs Analysis and Housing Implementation Plan (HNA-HIP)*

Public Engagement Plan

Purpose: *This document will set the foundation for public and stakeholder involvement during the HNA-HIP project.*

This community engagement process will inform and consult the general public and targeted stakeholder groups that may have input concerning, and be affected by, future changes to Yachats's policies, zoning, and development code to promote the production of needed housing identified by the Housing Needs Analysis.

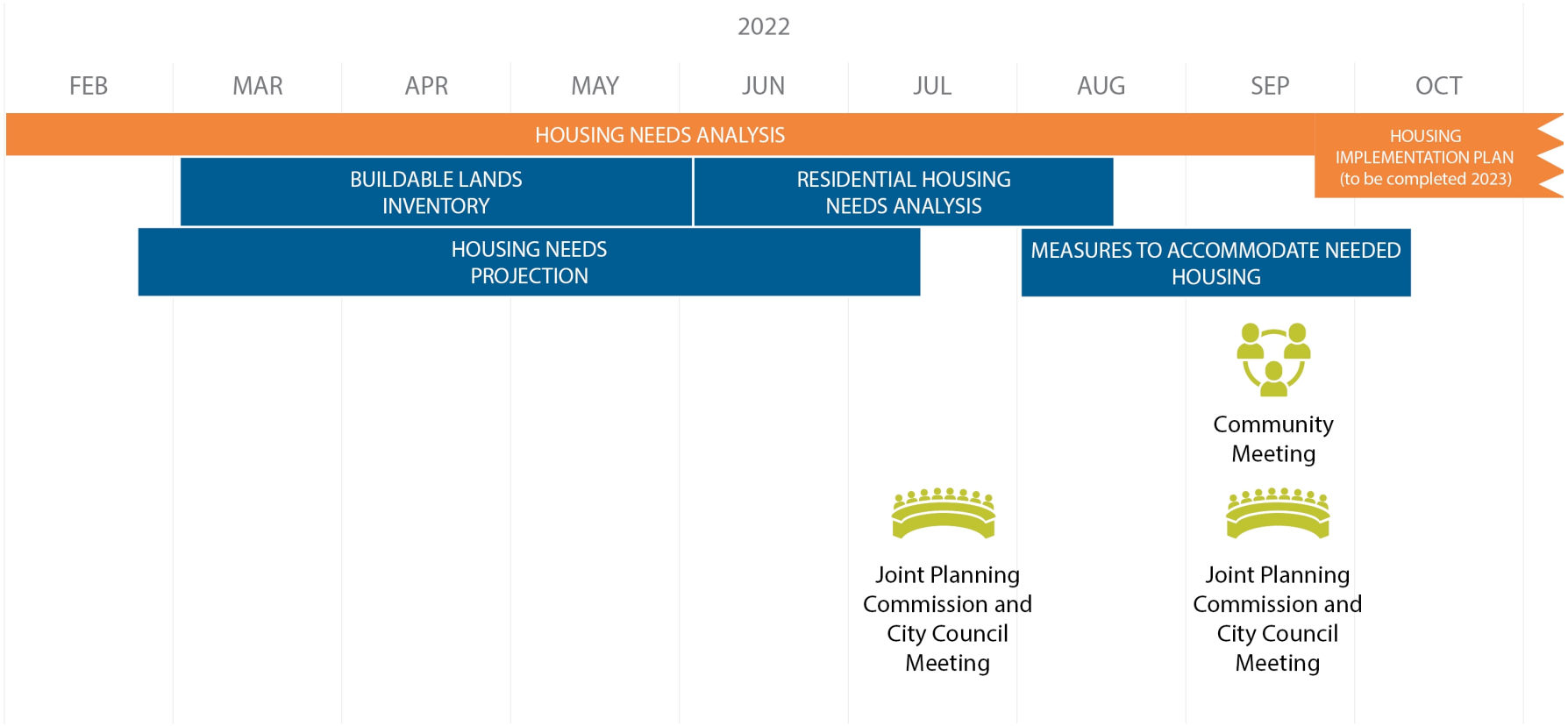
I. Desired Outcomes for Public Engagement

- **Build awareness and education** about housing needs, barriers to housing development, and potential measures to accommodate needed housing.
- **Gather feedback/local knowledge** on housing needs, housing issues, strategies, partnerships that meaningfully influences the project recommendations.
- **Prioritize outreach to underrepresented communities** within the city.
- **Present visually compelling outreach materials** that are easy to understand for a diverse public audience.
- **Design activities and involvement tools that are adaptable** for both the virtual and in-person environment.

**This project is funded by Oregon general fund dollars through the Department of Land Conservation and Development. The contents of this document do not necessarily reflect the views or policies of the State of Oregon.*

II. Project Timeline

This project timeline graphic can be used for project communications.



III. Stakeholder Involvement

The list below is not a comprehensive list of stakeholders but rather a general categorized list of stakeholders who should be involved, including their level of involvement using IAP2's Public Participation Spectrum, about which more information is provided on the next page.

Stakeholder Categories	Level of Involvement	Engagement Activities
Housing Consumers ● General Public	*Inform / Consult*	Community Meeting Joint PC/CC Worksessions (2)
Underrepresented Communities ● Renters, low-income households, local employees	*Inform / Consult*	City-led activities (see toolkit)
Housing Producers - Local and Regional ● Our Coastal Village / Layne Morrill ● Local builders ● Real estate professionals (brokers, agents, lenders) ● Property managers	*Involve / Collaborate*	Community Meeting City-led activities (see toolkit)
Advisory Committee ● City Council & Planning Commission	*Consult / Involve / Collaborate*	Joint PC/CC Worksessions (2)
Community-Based Organizations and Social Service Providers ● Yachats Youth and Families Program ● Social service providers (CSC) ● Housing Authority of Lincoln County	*Inform / Consult / Involve*	City-led activities (see toolkit)
Local Employers or Business Organizations ● Chamber of Commerce ● Local Employers ● EDALC	*Inform / Consult*	City-led activities (see toolkit)

IAP2 SPECTRUM OF PUBLIC PARTICIPATION

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
GOAL	To provide balanced and objective information in a timely manner.	To obtain feedback on analysis, issues, alternatives and decisions.	To work with the public to make sure that concerns and aspirations are considered and understood.	To partner with the public in each aspect of the decision-making.	To place final decision-making in the hands of the public.
PROMISE	"We will keep you informed"	"We will listen to and acknowledge your concerns."	"We will work with you to ensure your concerns and aspirations are directly reflected in the decisions made."	"We will look to you for advice and innovation and incorporate this in decisions as much as possible."	"We will implement what you decide."

IV. Involvement Work Plan

The following work plan is subject to change depending on COVID status, budget, community expectations, and any other unforeseen circumstances that may come up as the project progresses. Meeting plans will be developed to organize and provide clarity for involvement activities such as Community Meetings and targeted outreach activities with underserved communities.

Involvement Activity / Timeline	Purpose / Outcomes	Notification Methods	Staff / Consultant Roles
July 2022 **Joint Planning Commission (PC) / City Council (CC) Worksession** **DELIVERABLES:** - *The Consultant will prepare and deliver a slide presentation and facilitate the meeting.*	● The Yachats City Council and Planning Commission will function as the advisory committee for the HNA-HIP. The purpose of the first joint meeting of these bodies is to share preliminary findings from the draft Housing Needs Projection and draft Buildable Lands Inventory. The meeting will also serve to gather and respond to input on these findings from the PC and CC.	● Post meeting notice and publicize meeting	**CITY:** ● Schedule the meeting, prepare agenda, and assist with facilitating discussion among the CC and PC. ● Provide a summary of the meeting in meeting minutes. **CP:** ● Prepare and deliver a slide presentation and facilitate the meeting.

Involvement Activity / Timeline	Purpose / Outcomes	Notification Methods	Staff / Consultant Roles
September 2022 **Community Meeting (Workshop or Open House)** **DELIVERABLES:** - *One (1) two-hour public meeting that may be conducted virtually or in-person depending on state and local COVID-19 guidelines.* - *The consultant will provide a summary of findings following the workshop or open house.*	• The purpose of the community meeting is to share key information from the project on the draft Housing Needs Analysis (containing both the Residential Land Need Analysis and measures to accommodate needed housing), and to solicit feedback to be included in the production of the final HNA. • The meeting will present information about, and solicit input from, the public regarding potential changes to the City's comprehensive plan and land use regulations to address the housing and residential land needs determined in previous tasks, including strategies that can be folded into the Housing Implementation Plan (HIP) that will follow the completion of the HNA.	• Post on City website, social media, email blasts, newsletter, and utility bills • Direct outreach to Community Based Organizations and Social Service Providers	**CITY:** • Schedule meeting • Promote and distribute information about the meeting. • Assist in coordinating meeting logistics. • Review and provide comments on meeting materials. **CP:** • Prepare a graphically compelling and easy to understand workshop or open house presentation. • Facilitate a participation and feedback activity with participants, with assistance from City staff.

Involvement Activity / Timeline	Purpose / Outcomes	Notification Methods	Staff / Consultant Roles
September 2022 **Joint Planning Commission (PC) / City Council (PC) Worksession #2** **DELIVERABLES:** - *One (1) two-hour public meeting that may be conducted virtually or in-person depending on state and local COVID-19 guidelines.* - *The Consultant will prepare and deliver a slide presentation and facilitate the meeting.*	● The purpose of the second joint meeting is to present the draft HNA and solicit feedback on it from the CC and PC.	● Post meeting notice and publicize meeting	**CITY:** ● Schedule the meeting, prepare agenda, and assist with facilitating discussion among the CC and PC. ● Provide a summary of the meeting in meeting minutes. **CP:** ● Prepare and deliver a slide presentation and facilitate the meeting.

Involvement Activity / Timeline	Purpose / Outcomes	Notification Methods	Staff / Consultant Roles
March - October 2022 **City-Led Engagement Activities**	• Members of the City team are encouraged to conduct targeted outreach to the community throughout the course of the project. Engagement activities may include interviews with key stakeholders, focus groups, news articles, public information campaigns, and other efforts identified by the City team.		**CITY:** • Schedule and conduct engagement activities **CP:** Advise on structure and content of engagement efforts
October 2022 - June 2023 **Housing Implementation Plan** -	• 3 PMT meetings • 2 PC/CC worksessions • Virtual Community Engagement Event		

Key Messaging

Responses to anticipated questions and concerns from the general public about the Housing Needs Analysis and Housing Implementation Plan. The goal of building responses to key questions is to provide consistent messaging and transparency to the public. The key messages will be updated as additional questions and concerns arise from the public throughout the involvement process, and will be drafted in a way that provides clear information that is both engaging and relatable.

- ***What is a Housing Needs Analysis?***

  A Housing Needs Analysis (HNA) is a study of a city's existing and future housing needs. The HNA is used to determine if the city has enough land zoned for housing to meet projected needs over 20 years. It also helps a city determine if more land is needed for specific type(s) of housing, such as apartments or single-family detached houses. Further, the findings of an HNA help the city to identify strategies and solutions to facilitate development of the housing that is needed, such as zoning changes or incentive programs.

- ***What is a Housing Implementation Plan?***

  A Housing Implementation Plan (HIP) is a document that identifies a set of actions the city will undertake to facilitate development of needed housing. The HIP builds on the research and information provided in the HNA. The HIP includes more specific information about actions the city will take, how the actions will be prioritized, a timeline of actions, partner agencies or organizations, and funding needed.

- ***What will happen after the HNA and HIP are complete and adopted by the City?***

  Once the HNA and HIP have been adopted, the City will begin to implement actions and changes that were identified in the plans. This may include initiating a zoning code update, rezoning certain areas, applying to the state for an expansion of the urban growth boundary, establishing incentive programs, and other actions. Each of these actions will involve additional public outreach and engagement and the actions will be implemented over several months or years.

- ***What is the timeline for this project?***

  The project began in February 2022. The HNA will be completed in September of 2022 and the HIP will be completed in Summer of 2023.

- ***How can I get involved?***

- **Contact list:**
- **E-Blast:**
- **Spread the word:**
- **Open houses:**
- **Public meetings:**
- **Online:**

- ***How will the public be engaged in the process?***

  Equitable public engagement and involvement are integral to the success of this project. The primary public engagement objectives are to:

  - Collaborate with community partners to involve a broad spectrum of the community in the planning process in order to ensure the report reflects the community as a whole and identifies ways to advance equitable access to housing.
  - Lay the groundwork for updating tools, actions and policies to ensure the updates will be responsive to the needs of housing consumers and producers in Yachats.
  - Understand the community's priorities and concerns with regard to potential changes that may take place in their neighborhoods as a result of measures identified to accommodate needed housing and implementation of the tools, policies, actions and strategies in the HNA and HIP.

  These goals will be met through a range of engagement techniques, such as public open houses, small group meetings, and meetings of the Planning Commission and City Council. For more information, please contact [add contact information].

- ***What is HB 2003? Why was it passed?***

  In 2019, the Oregon Legislature passed House Bill 2003, requiring medium and large communities in the state to make plans to meet the diverse housing needs of Oregonians. The law requires Oregon's medium and large cities to study the future housing needs of their residents and to develop strategies to make sure the housing needed is produced.

- ***Which jurisdictions are required to conduct a Housing Needs Analysis?***

  HB 2003 requires cities in Oregon with a population greater than 10,000 to analyze what housing is needed for current and future residents and update a local Housing Needs Analysis (HNA) every six to eight years. The bill also requires each city to adopt a

housing production strategy within a year of completing the analysis. The strategy must list specific actions the city will take to promote the development of all identified housing needs – such as revising regulations or providing financial incentives.

- ***Why is the City of Yachats creating these plans if they are not required by the state?***

  Though the City of Yachats is not required by the state to produce a Housing Needs Analysis or a Housing Production Strategy, the City was awarded a technical assistance grant through the Department of Land Conservation and Development (DLCD) to produce its first Housing Needs Analysis and Housing Implementation Plan. The goals of this project include developing an updated understanding of what housing is needed for current and future residents and recommending a set of actions for the City to take to promote the development of all identified housing needs.

LIST OF PROPOSED YMC TITLE 9 REVISIONS
JOHN THEILACKER
03-05-22

Note: The following comments are based on my review of Title 9, Zoning and Land Use of the Yachats Municipal Code, and limited observation of local building and development. I believe it would be very helpful for the Planning Commission to review some number (10?) of recently approved building permits for new development in the City and visit those sites where development has since occurred, or is occurring, to see the results. That would allow us to evaluate: a) is the site developed to our zoning requirements, and b) are there site or development components that could be better addressed through new or amended ordinance provisions?

Commercial

1. In the C-1 District, Section 9.28.010 allows by-right any use permitted outright in any of the residential zones (R-1, R-2, R-3, R-4). If the City's commercially zoned land is at a premium (scarce relative to the other four districts), perhaps some new residential uses should be discouraged from locating in the C-1 District. Some forms of residential use may be incompatible with commercial uses. For example, the C-1 District could be amended to allow for residential dwellings (apartments) on upper floors of commercial buildings, and to allow for live/work units. The total prohibition of single-family dwellings in the C-1 District may be politically challenging. If desired, establishing a new single-family dwelling on an existing lot of record (but preventing the subdivision of C-1 land for new residential lots) could be considered a permitted use. In addition, the current ordinance requirement of Conditional Use approval for a proposed mix of commercial and residential uses on the same site probably should be deleted in favor of allowing a mix of commercial and residential uses on the same site as a by-right use. This change would help to encourage the establishment of multi-story buildings with commercial uses on the first floor and residential use of upper floors.
2. Within the C-1 District, Section 9.28.010.K permits by-right an auto service station with Highway 101 access (and without supplemental standards). Section 9.28.020.V.2 permits an auto-service station with Highway 101 access, and which is part of a Formula business, subject to Conditional Use

approval. Auto service stations are evolving to the point where vehicle services are limited primarily to fuel dispensing, with almost equal attention given to retail services (the sale of fast-food and pre-packaged goods) offered to motorists. The number of fuel dispensing stations within a service station has also increased, which in turn increases the number of vehicles which can be fueled at one time, and many of these stations now tend to be 24/7 operations. New auto service stations, or quick-service food stores that also sell gas, typically generate more traffic than their older counterparts, and can lead to other issues, such as excessive outdoor lighting during the evening hours. It would be cleaner to simply make any auto service station in the C-1 District subject to Conditional Use approval.

3. The C-1 District lacks any site landscaping requirements for new development except where a proposed commercial use abuts a residential (zoning) district, in which case a fence, wall, hedge, or landscaping is required to buffer the commercial use from the residential district. An attractive commercial site design usually includes landscaping, which can be provided along street frontages, within parking areas, used to screen dumpsters and loading areas, and as foundational plantings. This can be achieved through zoning by limiting the total lot coverage or maximum impervious coverage, and/or by requiring a minimum percentage of the site to be landscaped, and by requiring parking lot landscaping based on a minimum number of spaces and parking lot design. Retention of existing native vegetation (trees and shrubs) on-site should also be encouraged by allowing it to off-set some of the required new planting material. A list of native trees, shrubs, and ground plantings appropriate for coastal environments should prepared and be included as an appendix in Title 9.
4. Parking lot landscaping should also be required for other types of uses with extensive surface parking, such as churches, garden apartment complexes, medical clinics, etc. Landscape design standards should encourage developers to utilize rain gardens, vegetative swales, and other areas of the proposed site that can infiltrate stormwater.

Lot Coverage

1. In the R-1 District, the lot coverage provision of Section 9.12.040.D limits buildings and structures to a maximum of 30% of the total lot area. It would be good for the Planning Commission to review some recently approved

building plans to see if this lot coverage requirement is being observed. If some recently approved residential dwellings have exceeded the 30% lot coverage requirement, should this limitation be increased? This comment applies to the lot coverage regulations for all four residential districts.

2. As a related issue, the term "Lot Coverage" is somewhat misleading, and might be more appropriately termed "Building Coverage". Under the current zoning provisions, any residentially or commercially zoned lot can be covered up to 100% with impervious surfaces. A lot which is fully covered with impervious surfaces is not likely to address stormwater runoff, which can impact abutting lots. A newly defined "Lot Coverage", or "Maximum Impervious Coverage" standard should be added to all of the residential and commercial districts which limits the extent of total lot coverage, and instead allowing stormwater due to development to be infiltrated, detained, or absorbed on-site.

Home Occupations

1. Within the R-2 District, Section 9.16.030.C (Home Occupations) includes the text "...See Definitions". The text for Home Occupations in the R-1 District does not include "....See Definitions", and should to be consistent with the text in the other R Districts.
2. As a related issue, Home Occupations that meet all the standards (1 thru 8) of Section 9.72.050.D can be permitted administratively by the City Planner, i.e., without the need for Conditional Use approval. Assuming that most Home Occupations proposed in Yachats in the past have met these standards and have been permitted administratively, perhaps this use would be more appropriately listed as a permitted use rather than one that is subject to Conditional Use. Under Permitted Uses, "Home Occupations" could be reworded as follows: "Home occupations when conforming to the Supplementary Use and Design Regulations of Chapter 9.52". The nine standards for home occupations currently found in the Conditional Use chapter (9.72) could be moved to Chapter 9.52, and standard 9 revised to read: "Home occupations that do not conform to standards 1 through 8 above may be permitted subject to Conditional Use approval."

On Lot Sewage

1. Within Chapter 9.12 (R-1 District), the standards of Section 9.12.040 require a minimum lot area of 7,500 sq.ft. for one-family dwellings where both public water and sewer exist, and a minimum lot area of 20,000 sq.ft. for one-family dwellings where public water exists but public sewer does not. This increase in the required minimum lot area is necessary to accommodate an on-lot sewage disposal system. However, in Chapter 9.16 (R-2 District), the standards of Section 9.16.040 only require a 1,500 sq.ft. increase in the minimum lot area for one-family dwellings, and an increase of 7,500 sq.ft. for two-family dwellings, where no public sewer exists. These increases in required minimum lot area appear inadequate for accommodating an on-lot sewage disposal system. The same inadequacy is true for Section 9.20.040 in Chapter 9.20 (R-3 District). Interestingly, for Chapter 9.24 (R-4 District), the standards of Section 9.24.040 require an increased minimum lot area of 20,000 sq.ft. where no public sewer exists. There may only be a few areas of the City remaining without access to public sewer, in which case resolving this issue may not be a high priority, but nevertheless could be problematic.
2. As a related issue, in Chapter 9.28 (C-1 District), Section 9.28.030.A.1.C increases the required width of a lot when public sewer is not available, but the remaining standards do not address a minimum lot area requirement when public sewer is not available. This is probably an oversight.

Planned Unit Development

1. The provisions of Chapter 9.60, Planned Unit Development, require a minimum of 40% of a PUD's total acreage to be dedicated or reserved as usable common open space (see Section 9.60.020.H). Yet, Chapter 9.62, Townhouse Planned Unit Development, states that the Planning Commission may require up to 5% of a TPUD's total acreage be set aside for park and recreation purposes (see Section 9.62.050.C). No other open space is required for a TPUD. The significant difference in required open space for these two types of planned unit developments seems unusual and perhaps made in error. Why would the residents of a townhouse PUD need less open space than a PUD consisting of other dwelling unit types? The much smaller open space requirement for a TPUD may also incentivize developers to build townhouse developments rather than PUD's with other dwelling types.

Motel, Hotel, and Resort Uses

1. In the R-4 District, Section 9.24.020.K permits a motel, hotel, or resort by-right when proposed on at least one acre of land with direct access provided from U.S. Highway 101 only, and with accessory commercial uses. According to Section 9.24.030.P, a motel, hotel, or resort is permitted subject to Conditional Use approval when proposed on less than one acre of land with accessory commercial uses. This provision omits the text "…..with direct access provided from U.S. Highway 101 only….". Is this omission intentional or an oversight? In the C-1 District, Section 9.28.010.N permits a motel, hotel, or resort by-right when proposed on at least one acre of land with direct access provided from U.S. Highway 101 only, and with accessory commercial uses. Section 9.28.020.V.1, which permits a motel, hotel, or resort subject to Conditional Use, includes the text "…with direct access provided from U.S. Highway 101 only".
2. As a related issue, note that in the C-1 District, Section 9.28.020 only provides for a motel, hotel, or resort by Conditional Use when proposed on less than an acre of land with direct access provided from…..when it is part of a Formula business. However, a motel, hotel, or resort which is not part of a Formula business, and when proposed for lots under an acre, is not listed as a use permitted by Conditional Use. Is this omission intentional or an oversight?

Procedural issues

1. At the Planning Commission's December, 2021 meeting, there seemed to be some confusion among staff and Commissioners as to whether a complete Conditional Use application required the submittal of a site development plan. Section 9.72.030 of Chapter 9.72, Conditional Use, states: "Building permits for all or any portion of a conditional use shall be issued only on the basis of the plan as approved by the Planning Commission." Clearly this provision and the sentence that follows it assume that the Conditional Use application includes a site plan that is reviewed and approved by the Planning Commission. To minimize this confusion in the future, a section listing minimal submittal requirements for CU applications should be added to Section 9.72.020 of Chapter 9.72, Conditional Use. Uses requiring Conditional Use approval are typically considered uses of special impact,

and as such, a site plan accompanying other application material is necessary to allow City staff and the Planning Commission to understand and address potential impacts, and include reasonable conditions to mitigate such impacts as part of a CU approval. It would be good to review the City's Conditional Use application form to see what submittals are currently required of an applicant, and whether this form should also be updated to require a site plan. The following sample text outlines the contents of a site plan required as part of a Conditional Use application. Additional application materials may be required based on the specific use.

Site Plan. The application for conditional use shall be accompanied by a proposed site plan to include the following information:

(1) *Site plan shall be drawn to scale of one inch equals 100 feet.*

(2) *Either as part of the site plan, or on a separate sheet drawn to the same scale as the site plan, existing site features shall be shown, including ground topography (contours), wooded or naturally vegetated areas, trees of 8 inches DBH or greater, floodplains, shorelines, wetlands, riparian corridors, geologic hazard zone, and any existing buildings, roads, trails, fences, or other physical improvements, and all existing easements.*

(3) *Location, dimensions, use, coverage, and height of proposed buildings and proposed improvements in relation to property and street lines.*

(4) *Dimensional features showing compliance with the applicable area, width, coverage, yard, natural and historic protection standards, and other design standards as specified in this Chapter.*

(5) *Location, dimension, and arrangements of proposed facilities including sidewalks, parking areas, site access, and interior circulation, off-street loading and unloading, and lighting for these areas.*

(6) *Location, dimensions, and arrangement of all areas devoted to open space, retention of existing trees and vegetation, proposed ground cover, trees and other native plantings, and recreation.*

(7) *Provisions for handling of stormwater drainage, treatment of disposal of sewage, and supply of water.*

(8) *A copy of the last recorded subdivision plan of which the property is part.*

(9) *Locations and designs of all on-site and off-site improvements related to access control and traffic capacity.*

2. The provisions of Sections 9.84.030 and 9.88.060 regarding public notice requirements for amending the City's Zoning Ordinance text or map appear to be out-of-date based on current Oregon Planning Law (google Oregon Ballot Measure 56). The City Planner should work with the City's Attorney to evaluate the current public notice requirements of Title 9 and craft new language for these two Sections consistent with Oregon Planning Law.

LIST OF PROPOSED YMC REVISIONS

COMPOSITE – Dickinson – Danos – Theilacker (colors indicate author)

Version 03-17-2022

Dickinson: Items with an asterisk * would be intended to add aesthetic conditions to individual sections, without having to write a separate Architectural Design Standards ordinance. There are probably several other Ordinance Sections which could be easily added to or modified to enact additional enhancement standards without causing undue hardship on the public. These could include landscaping, screening, etc.

Danos: Reviewing the code, definitions need to be revised for several areas within the code to be better comprehended. My first recommendations would be to revise the following within the DEFINITIONS section of the code:

Theilacker: *The following comments are based on my review of Title 9, Zoning and Land Use of the Yachats Municipal Code, and limited observation of local building and development. I believe it would be very helpful for the Planning Commission to review some number (10?) of recently approved building permits for new development in the City and visit those sites where development has since occurred, or is occurring, to see the results. That would allow us to evaluate: a) is the site developed to our zoning requirements, and b) are there site or development components that could be better addressed through new or amended ordinance provisions?*

A. DEFINITIONS - YMC 9.04.030

Consider adding **"ACCESSORY DWELLING UNIT"** At the moment the code has a definition for an **"ACCESSORY STRUCTURE or ACCESSORY USE"** but does not have a definition for an ADU.

"ACCESSORY STRUCTURE OR ACCESSORY USE": Means a structure or use incidental and subordinate to the main use of a property and located on the same lot as the main use. Currently ADUs allowed in R-3, R-4 and C-1 zones. They are not listed under Permitted Uses for any zone using the wording "Accessory Dwelling Unit" which is the wording best currently understood for an accessory building installed on a property for use as residential or as an office/studio.

Sample definitions:

"ACCESSORY DWELLING UNIT (ADU)": Means a habitable living unit added to, created within, or detached from a primary single-family dwelling and contained on one lot.

"ACCESSORY DWELLING UNIT (ADU)": Means a residential living unit on the same parcel as a single-family dwelling or a multifamily structure. The ADU provides complete independent living facilities for one or more persons. It may take various forms: a detached unit; a unit that is part of an accessory structure, such as a detached garage; or a unit that is part of an expanded or remodeled single-family unit or a unit in a multifamily dwelling.

"APARTMENT":
Current Definition: Means a dwelling unit as defined in this section.
Revised Definition Suggestion:
"APARTMENT": Dwelling unit, which includes at least a sleeping area, full bath and kitchen rented for a fixed amount and time.

"Building Code" (add) – suggested: "means applicable building, fire and safety codes adopted by state, county and municipal agencies in which the subject property is located." Or similar wording.

"Building Coverage" see comments for "Lot Coverage" below

"Clear Vision" (add) – is used several places within Title 9. Reference Ordinance section or write?

Consider adding "COTTAGE CLUSTER"
Samples:
"COTTAGE CLUSTER" means a residential development containing a cohesive cluster of small dwelling units gathered around one or more Common Green Spaces. Cottage cluster may also have shared community garden plots, recreation facilities, and other ancillary uses.
"COTTAGE CLUSTER" means a grouping of no fewer than three detached dwelling units on the same lot of record, with each dwelling unit having a footprint of less than 900 square feet, all dwellings sharing a common area on the lot of record, and internal ADA- compliant pathways connecting each dwelling to common space, vehicle parking, and sidewalks.

"DECK/PORCH"
Current Definition: Means an outside walking area, the floor of which is elevated more than eight (8) inches from grade.
Revised suggestion: Separate the two words and add a definition for "PATIO" This can help clarify and assist in including the need for permeable paving as well as what is included in lot coverage allowed.
Definition Suggestions:
"DECK": A flat surface capable of supporting weight, similar to a floor, but typically constructed outdoors, often elevated from the ground, and usually connected to a building.

"Deck": Means an unenclosed amenity area or platform that may be attached to a dwelling and is intended for the purpose of outdoor dining, lounging and other similar accessory residential use.

"HEIGHT OF BUILDING"
Current definition: means the vertical distance from the average finished grade to the highest point of the building plus any fill above the natural grade. To determine building height, calculate the average building height for each side: Add the shortest building height and the tallest building height, then divide the two (2) building heights by two (2). Add together the average height for each side and divide by the number of sides.
Revised Definition suggestion:
"**HEIGHT OF BUILDING":** Building height means the vertical distance measured from the average between the highest to lowest natural/existing or proposed lot grades around the perimeter of the structure to the highest point of the roof. When determining whether to utilize existing or proposed grade, whichever is most restrictive and results in the lowest allowed building

"Hotel" (revise?) – consider adding descriptions "on-site staff for check-in and management, cleaning. Does not have kitchen facilities."? Definition could be made clearer. Research other cities' & county definitions.

"HOTEL" and "MOTEL" currently the code has two different definitions, and it does have a separate definition for an **"APARTMENT HOTEL"** which is:

"APARTMENT HOTEL" means a building or portion thereof designed for or containing both individual guest rooms or suites of rooms and dwelling units but excluding all facilities coming within the definition of "bed and breakfast facility."
Current definition: "Hotel" means any building containing guest rooms which are rented or hired out to be occupied for sleeping purposes for guests, excluding any facility which meets the definition of "bed and breakfast facility."
"Motel" means a series of sleeping units, each having a separate entrance, composed of one or more bedrooms and bathroom, excluding any facility which meets the definition of "bed and breakfast facility."
Revised Definition Suggestions:
"HOTEL or MOTEL" means a facility with guest rooms or suites, with or without kitchen facilities, rented to the general public for transient lodging. Hotels typically include a variety of services in addition to lodging, for example, restaurants, meeting facilities, personal services, etc.

"HOTEL": Means any structure or any portion of any structure containing three or more units, which is occupied or intended or designed for occupancy by transients for dwelling, lodging or sleeping purposes, and includes any hotel, inn, tourist home or house.

The term **"Lot Coverage"** is somewhat misleading, and might be more appropriately termed "Building Coverage". Under the current zoning provisions, any residentially or commercially zoned lot can be covered up to 100% with impervious surfaces. A lot which is fully covered with impervious surfaces is not likely to address stormwater runoff, which can impact abutting lots. A newly defined "Lot Coverage", or "Maximum Impervious Coverage" standard should be added to all of the residential and commercial districts which limits the extent of total lot coverage, and instead allowing stormwater due to development to be infiltrated, detained, or absorbed on-site.

"Lot Line, Street Side" (add) – describes side lot line at abutting street. Research other cities' & county definitions.

"PATIO": a paved outdoor area adjoining a house.

"PATIO": An area consisting of natural or man-made material constructed at or near grade level, intended for use as an outdoor living area, and not enclosed by a permanent roof or awning.

"Parking Space" (revise) – delete last sentence "Required off-street parking shall not be located in a required yard that abuts a street" – this requirement belongs in Parking 9,48., if it is truly applicable to all zoning districts. If it is applicable only to the Commercial zone, it belongs within that zone's Standards.

"Parking Space, Accessible" (add) – Needed to make reference to ADA requirements, and proposed new paragraph in C., below.

The term **"RECREATIONAL VEHICLE"** appears in several locations within the code. Without clarifying definition as what a "recreational vehicle" is anything from a 10' pull behind trailer to a 50' vehicle would fall under the term "recreational vehicle".

Suggestions for Additional Recreational Vehicle definitions:

"Recreational Vehicles" (RVs) shall be defined as campers, camping tents, travel trailers, motor homes, boats, or similar recreational vehicles. Boats must be on a trailer, except for non-motorized personal watercraft.

"**Motorized recreational vehicle"** means a motor home built on a truck or bus chassis or a van chassis which usually has a section overhanging the cab. All these vehicles are powered by internal combustion engines that run on gasoline, diesel, batteries or other fuel. Van campers and pickup truck campers are excluded from the recreational vehicle definition. Inoperative vehicles are prohibited.

"Non-motorized recreational vehicle" means a conventional travel trailer, or a fifth wheel trailer utilized for recreational purposes and designed to be towed by a vehicle. Boats, horse trailers, utility trailers for storing recreational equipment or other equipment and all-terrain vehicles stored on trailers utilized for recreational purposes are considered non-motorized recreational vehicles. Pickup truck camper shells which have been removed from the vehicle and stored are considered non-motorized recreational vehicles and shall conform to the provisions of this title

"Oversized Recreational Vehicle" an oversized vehicle is any vehicle, which exceeds any of the following dimensions: twenty (20) feet in length, nine (9) feet in height or seven (7) feet in width. Motor homes and recreational vehicles exceeding these measurements are examples of oversized vehicles.

"Off-Highway Recreational Vehicle" (OHRV) shall be defined as jet skis, four-wheelers, or snowmobiles, or similar off-highway recreational vehicles, and may be on a trailer or not.

"PORCH": Is an open structure that has breathable walls, but protection above it, usually, a covered shelter projecting in front of the entrance of a building.

"Yard" (clarify) – contains reference to a "court", but "court" not defined. Is a definition for "court" needed (research others' definitions)?

"Yard, Street Side" (add) – describes side yard at abutting street – used several places in YMC

COMMENTS AFFECTING MULTIPLE RESIDENTIAL ZONING DISTRICTS – 9.12 R1, 9.16 R2, 9.20 R3, and 9.24 R4:

In **.040E Standards sections of R1, R2, R3, and R4** – suggest adding to "see also Definitions 9.04.030 parking space".

*In .**040 Standards sections of R1, R2, R3, and R4** – it may be beneficial to set a standard for maximum % of front yard paved, with remaining areas landscaped?

.040 Standards R1, R-2, R-3, and R-4 Zoning Districts
C. Building Height – change to reflect better definition. We should discuss a review of allowable height especially on the west side of the city. Currently there are some CC&R restrictions, but they are very old and can easily be changed leaving a lot of areas at risk of being over built with regards to heights of single-family homes.
D. Lot Coverage: Structures, including, but not limited to buildings, porches and decks shall not occupy more than thirty (30) percent of the total area. **Revise deck/porch/patio definitions and include permeable paving specification.**

On Lot Sewage: Within **Chapter 9.12 (R-1 District)**, the standards of Section 9.12.040 require a minimum lot area of 7,500 sq.ft. for one-family dwellings where both public water and sewer exist, and a minimum lot area of 20,000 sq.ft. for one-family dwellings where public water exists but public sewer does not. This increase in the required minimum lot area is necessary to accommodate an on-lot sewage disposal system. However, in Chapter 9.16 (R-2 District), the standards of Section 9.16.040 only require a 1,500 sq.ft. increase in the minimum lot area for one-family dwellings, and an increase of 7,500 sq.ft. for two-family dwellings, where no public sewer exists. These increases in required minimum lot area appear inadequate for accommodating an on-lot sewage disposal system. The same inadequacy is true for Section 9.20.040 in Chapter 9.20 (R-3 District). Interestingly, for Chapter 9.24 (R-4 District), the standards of Section 9.24.040 require an increased minimum lot area of 20,000 sq.ft. where no public sewer exists. There may only be a few areas of the City remaining without access to public sewer, in which case resolving this issue may not be a high priority, but nevertheless could be problematic.

COMMENTS – 9.12 R1 RESIDENTIAL ZONE

Chapter 9.12.020 – R-1 Residential Zone
E. Planned Unit Development (PUD): Planned unit development. (P.U.D.) except for a manufactured home P.U.D. See Chapter 9.60
Revised recommendation: The code states that a PUD is allowed in R-1 zones but must meet the requirement of 2 contiguous acres. This requirement should be included under this section as allowable but should state at the beginning "on a minimum two (2) contiguous acre lot a P.U.D. is allowable.

9.12.040 Standards States in part:
B-2 ……Corner side yards shall not be used for……permanent storage of trailers, boats, and recreational vehicles……**See Comments for 9.68.060 Recreational Vehicles**

Within the R-2 District, Section 9.16.030.C (Home Occupations) includes the text "…See Definitions". The text for Home Occupations in the R-1 District does not include "….See Definitions", and should to be consistent with the text in the other R Districts.

In the R-1 District, the **lot coverage provision of Section 9.12.040.D** limits buildings and structures to a maximum of 30% of the total lot area. It would be good for the Planning Commission to review some recently approved building plans to see if this lot coverage requirement is being observed. If some recently approved residential dwellings have exceeded the 30% lot coverage requirement, should this limitation be increased? This comment applies to the lot coverage regulations for all four residential districts.

COMMENTS – 9.24 R4 RESIDENTIAL ZONE

Motel, Hotel, and Resort Uses
In the **R-4 District, Section 9.24.020.K** permits a motel, hotel, or resort by-right when proposed on at least one acre of land with direct access provided from U.S. Highway 101 only, and with accessory commercial uses. According to Section 9.24.030.P, a motel, hotel, or resort is permitted subject to Conditional Use approval when proposed on less than one acre of land with accessory commercial uses. This provision omits the text "…..with direct access provided from U.S. Highway 101 only….". Is this omission intentional or an oversight? In the C-1 District, Section 9.28.010.N permits a motel, hotel, or resort by-right when

proposed on at least one acre of land with direct access provided from U.S. Highway 101 only, and with accessory commercial uses. Section 9.28.020.V.1, which permits a motel, hotel, or resort subject to Conditional Use, includes the text "…with direct access provided from U.S. Highway 101 only".

As a related issue, note that in the C-1 District, Section 9.28.020 only provides for a motel, hotel, or resort by Conditional Use when proposed on less than an acre of land with direct access provided from…..when it is part of a Formula business. However, a motel, hotel, or resort which is not part of a Formula business, and when proposed for lots under an acre, is not listed as a use permitted by Conditional Use. Is this omission intentional or an oversight?

COMMENTS – 9.28 C1 RETAIL COMMERCIAL ZONE

In the **C-1 District, Section 9.28.010** allows by-right any use permitted outright in any of the residential zones (R-1, R-2, R-3, R-4). If the City's commercially zoned land is at a premium (scarce relative to the other four districts), perhaps some new residential uses should be discouraged from locating in the C-1 District. Some forms of residential use may be incompatible with commercial uses. For example, the C-1 District could be amended to allow for residential dwellings (apartments) on upper floors of commercial buildings, and to allow for live/work units. The total prohibition of single-family dwellings in the C-1 District may be politically challenging. If desired, establishing a new single-family dwelling on an existing lot of record (but preventing the subdivision of C-1 land for new residential lots) could be considered a permitted use. In addition, the current ordinance requirement of Conditional Use approval for a proposed mix of commercial and residential uses on the same site probably should be deleted in favor of allowing a mix of commercial and residential uses on the same site as a by-right use. This change would help to encourage the establishment of multi-story buildings with commercial uses on the first floor and residential use of upper floors.

Within the **C-1 District, Section 9.28.010.K** permits by-right an auto service station with Highway 101 access (and without supplemental standards). Section 9.28.020.V.2 permits an auto-service station with Highway 101 access, and which is part of a Formula business, subject to Conditional Use approval. Auto service stations are evolving to the point where vehicle services are limited primarily to fuel dispensing, with almost equal attention given to retail services (the sale of fast-food and pre-packaged goods) offered to motorists. The number of fuel

dispensing stations within a service station has also increased, which in turn increases the number of vehicles which can be fueled at one time, and many of these stations now tend to be 24/7 operations. New auto service stations, or quick-service food stores that also sell gas, typically generate more traffic than their older counterparts, and can lead to other issues, such as excessive outdoor lighting during the evening hours. It would be cleaner to simply make any auto service station in the C-1 District subject to Conditional Use approval.

***In C1 Standards (9.28.030)** – consider making an F.1 and F,2, where F.2 would set a standard for parking setbacks from street lot lines: "Where parking is established between the building and Front or Street Side property lines, parking spaces shall be set back ____ (___) feet from the property line." This would establish a landscape strip between parking and the street. It would require that parking requirement 9.48.010.H. also be revised. Since this as proposed would not apply to districts other than C1, it belongs in C1 Requirements rather than in Parking 9.48. It would need to be coordinated with Items C.4 and C.5., below.

9.28.030 C1 Retail Commercial Zone Standards –

G. Residential – only uses:

1. Yards: Yards proposed to be less than the minimum yard requirements which apply in the residential zones shall be subject to approval by the Planning Commission through a public hearing in accordance with Chapter 9.72 Conditional Uses

I am confused by this because when the house installed on the commercial lots located at 7th and 101 the explanation regarding the extent to which that lot was being covered was that the underlying zone dictated the allowed lot coverage (R-4 or C-1). The standard above seems to disagree with that. Do "Yard requirement" and "Lot coverage" overlap in meaning/requirements?

Perhaps clarification and adjustment need to be made:
****Regarding lot coverage of R-2, R-3, R-4 and C-1, if a single-family home is placed on a lot zoned anything but R-1 restrict lot coverage to the coverage allowed on a R-1 lot rather than allow a single-family home built on a lot zoned for multi-family or commercial to occupy the coverage allowed for the higher density use.

The **C-1 District** lacks any site landscaping requirements for new development except where a proposed commercial use abuts a residential (zoning) district, in which case a fence, wall, hedge, or landscaping is required to buffer the

commercial use from the residential district. An attractive commercial site design usually includes landscaping, which can be provided along street frontages, within parking areas, used to screen dumpsters and loading areas, and as foundational plantings. This can be achieved through zoning by limiting the total lot coverage or maximum impervious coverage, and/or by requiring a minimum percentage of the site to be landscaped, and by requiring parking lot landscaping based on a minimum number of spaces and parking lot design. Retention of existing native vegetation (trees and shrubs) on-site should also be encouraged by allowing it to off-set some of the required new planting material. A list of native trees, shrubs, and ground plantings appropriate for coastal environments should prepared and be included as an appendix in Title 9.

In Chapter 9.28 (C-1 District), Section 9.28.030.A.1.C increases the required width of a lot when public sewer is not available, but the remaining standards do not address a minimum lot area requirement when public sewer is not available. This is probably an oversight.

Commercial

Parking lot landscaping should also be required for other types of uses with extensive surface parking, such as churches, garden apartment complexes, medical clinics, etc. Landscape design standards should encourage developers to utilize rain gardens, vegetative swales, and other areas of the proposed site that can infiltrate stormwater.

As a related issue, note that in the **C-1 District, Section 9.28.020** only provides for a motel, hotel, or resort by Conditional Use when proposed on less than an acre of land with direct access provided from…..when it is part of a Formula business. However, a motel, hotel, or resort which is not part of a Formula business, and when proposed for lots under an acre, is not listed as a use permitted by Conditional Use. Is this omission intentional or an oversight? **See previous comments in 9.24 R4 Zone, above.**

COMMENTS – 9.48 PARKING

In Section 9.48.010 Parking General Requirements:

Add a paragraph relating to “clear vision”, 9.64.010.A. May require different wording so as relate to private property instead of street design and construction.

Revisit D, distance from building to parking – the current 500 feet perhaps should be reduced given the scale of our community. That distance is half-way through town. I would suggest something more like 200 feet.

E. Off-Street Parking: Rather than referring to Chapter 9.48 give the number of required spaces and size under each residential zone.

Revisit F., drainage – delete last word “sidewalks” and substitute “property”. That way the requirement would preclude drainage from private property across sidewalks, rights-of-way, etc.

F. Areas used for parking and maneuvering of vehicles shall have surfaces such as gravel, pavement, tile, brick or concrete material suitable for parking a vehicle, improved to minimum City Road standards, maintained adequately for all-weather use, and be so drained as to avoid flow of water across public sidewalks.
Revise with: Add permeable paving preference.
Revise: And be so drained as to avoid flow of water across public sidewalks**.**
To: Avoid run off affecting or across adjoining properties, public streets and sidewalks.

Revise G., last sentence – the 5 foot high fence requirement appears to be in conflict with the “clear vision standards” – wording is unclear – clarify. Some clarification and coordination between G. and H. is needed, as noted in 5., below, and B.3., above.

*Revise H., distance of parking to lot line – the current requirement of placing a parking bumper 4.5 ft. from the lot line yields a 2 ft. or less “no-man’s” land strip, unsuitable for shrubs or ground cover. It also does not take into account the screening fence required in G. **Along streets**, I suggest increasing required distance to perhaps 6 feet which would yield a

more reasonable 3.5 ft. space for shrubbery between the fence required in G, and the property line. *Shrubbery between the fence and the street would be an aesthetic enhancement. This would have to be considered taking into account B.3., above. *Perhaps also add a requirement that the strip be landscaped with native shrubbery. Where **not along streets** but taking into account the required screening fence, consider reducing that setback to a distance sufficient for the fence. Consider making an H.1 and H.2 to separate the two conditions. Considerable rewriting would be required.

Revisit J., four spaces rule – could stand some clarification on how the required driveway intersects with the street and that all exiting of the parking lot must be by forward-moving actions. Safety consideration.

Introduce a section concerning parking lot drive aisles – required widths for 90 degree and angled parking, how drive aisles exit onto streets, how drive aisles need to conform to clear vision standards (by reference), etc.

Add a section that commercial and governmental use parking lots require “accessible parking spaces” in accordance with applicable requirements of the Americans With Disability Act. It appears to be included nowhere else in the Code. This important requirement and should be listed.

(add from 9.40.030 “Parking Space” definition) “Required off-street parking shall not be located in a required yard that abuts a street” **However** – this requirement is unclear. Does it apply to residential zones, Commercial and Public Facilities zones, or both? Is this really what is intended? It may conflict with other requirements. Review in broad scope.

*Perhaps introduce a landscaping requirement within commercial and governmental use parking lots – possibly a percentage of the parking lot be landscaped / a minimum ___ (__) foot wide planter island be required for each 10 spaces, or both …. or something similar.

Perhaps introduce a section regulating how parking spaces abut sidewalks: That sidewalks in front of parking spaces are required to be a minimum of 7.5 feet wide where parking spaces abut without a curb bumper – and – sidewalks 5 feet wide shall have a curb bumper installed at 2 to 2.5 ft from the sidewalk edge (both to accommodate vehicle overhangs so they do not protrude into ADA-required sidewalk width).

COMMENTS – 9.68 MANUFACTURED DWELLING PARKS and RECREATIONAL VEHICLES

Chapter 9.16.020 R-2 Permitted uses (pertains to R-1 thru R-4):
B. States that a recreational vehicle is allowed during construction and must be removed within one year.
Then C: Recreational Vehicle. See Chapter 9.68.020

9.68.020 B states Recreational vehicles may be parked on owner's personal lot only, unless in commercial storage. **Does not address use or long-term personal storage**
9.12.040 Standards States in part:
B-2 ……Corner side yards shall not be used for……permanent storage of trailers, boats, and recreational vehicles……
9.68.060 Recreational Vehicles:
Recreational vehicles may be parked by an owner on his or her own land for non-rental temporary living purposes as follows:

A. The recreational vehicle shall be accessory to a permanent residential dwelling.
B. Recreational vehicles shall not be connected to the City sanitary sewer system.
C. No more than thirty (30) days per calendar year with no more than fourteen (14) consecutive days for any one stay. Requests for extended time limits requires approval by the Planning Commission through a Variance procedure.
D. Review Procedure. An executed permit is required before any person occupies a recreational vehicle for temporary living purposes. Failure to complete the application form and secure an executed permit in advance is a violation of City Code.

Recommendation: Clarity is needed regarding the use and storage of recreational vehicles. What types and sizes of Recreational Vehicles are meant; 20'? 35'? 50'? Fifth wheel? Boat trailer? Can they be permanently stored on a residential property? If so, how?
It also could be helpful to include a limitation on vehicle size i.e.. "Oversized vehicles" when revising parking codes.
Attached is a sample draft for revising Section 9.68.060. (Mattison Document 2019)

COMMENTS – Other YMC Sections as noted

Section 9.40.030 Standards, Public Facilities Zone – Are some of the standards listed in the C1 zone needed in this zone (parking, landscaping, etc.)?

Section 9.52.060, County Road 804 requirements – this section will require some revision when the City takes possession of that road. Perhaps keep the same requirements, review, add / remove some.

Section 9.52.070 Shoreland Setbacks – add "and Protection" to the title. The section includes protection standards in addition to setbacks.

Section 9.52.160.B. (clarify) – Clarify that the setback reduction to minimum 5 feet applies to the residence living areas as well, per recent City Planner interpretation.

9.60 Planned Unit Development

The provisions of Chapter 9.60, Planned Unit Development, require a minimum of 40% of a PUD's total acreage to be dedicated or reserved as usable common open space (see Section 9.60.020.H). Yet, Chapter 9.62, Townhouse Planned Unit Development, states that the Planning Commission may require up to 5% of a TPUD's total acreage be set aside for park and recreation purposes (see Section 9.62.050.C). No other open space is required for a TPUD. The significant difference in required open space for these two types of planned unit developments seems unusual and perhaps made in error. Why would the residents of a townhouse PUD need less open space than a PUD consisting of other dwelling unit types? The much smaller open space requirement for a TPUD may also incentivize developers to build townhouse developments rather than PUD's with other dwelling types.

Section 9.64 Street Construction and Design – perhaps should be renamed to "Street and Driveway Design and Construction" to better describe its contents.

The provisions of **Sections 9.84.030 and 9.88.060** regarding public notice requirements for amending the City's Zoning Ordinance text or map appear to be out-of-date based on current Oregon Planning Law (google Oregon Ballot Measure 56). The City Planner should work with the City's Attorney to evaluate the current public notice requirements of Title 9 and craft new language for these two Sections consistent with Oregon Planning Law.

ADDITIONAL COMMENTS with multiple ramifications

Home Occupations

As a related issue, Home Occupations that meet all the standards (1 thru 8) of Section 9.72.050.D can be permitted administratively by the City Planner, i.e., without the need for Conditional Use approval. Assuming that most Home Occupations proposed in Yachats in the past have met these standards and have been permitted administratively, perhaps this use would be more appropriately listed as a permitted use rather than one that is subject to Conditional Use. Under Permitted Uses, "Home Occupations" could be reworded as follows: "Home occupations when conforming to the Supplementary Use and Design Regulations of Chapter 9.52". The nine standards for home occupations currently found in the Conditional Use chapter (9.72) could be moved to Chapter 9.52, and standard 9 revised to read: "Home occupations that do not conform to standards 1 through 8 above may be permitted subject to Conditional Use approval."

Procedural issues

At the Planning Commission's December, 2021 meeting, there seemed to be some confusion among staff and Commissioners as to whether a complete Conditional Use application required the submittal of a site development plan. Section 9.72.030 of Chapter 9.72, Conditional Use, states: "Building permits for all or any portion of a conditional use shall be issued only on the basis of the plan as approved by the Planning Commission." Clearly this provision and the sentence that follows it assume that the Conditional Use application includes a site plan that is reviewed and approved by the Planning Commission. To minimize this confusion in the future, a section listing minimal submittal requirements for CU applications should be added to Section 9.72.020 of Chapter 9.72, Conditional Use. Uses requiring Conditional Use approval are typically considered uses of special impact, and as such, a site plan accompanying other application material is necessary to allow City staff and the Planning Commission to understand and

address potential impacts, and include reasonable conditions to mitigate such impacts as part of a CU approval. It would be good to review the City's Conditional Use application form to see what submittals are currently required of an applicant, and whether this form should also be updated to require a site plan. The following sample text outlines the contents of a site plan required as part of a Conditional Use application. Additional application materials may be required based on the specific use.

Site Plan. The application for conditional use shall be accompanied by a proposed site plan to include the following information:

(1) Site plan shall be drawn to scale of one inch equals 100 feet.

(2) Either as part of the site plan, or on a separate sheet drawn to the same scale as the site plan, existing site features shall be shown, including ground topography (contours), wooded or naturally vegetated areas, trees of 8 inches DBH or greater, floodplains, shorelines, wetlands, riparian corridors, geologic hazard zone, and any existing buildings, roads, trails, fences, or other physical improvements, and all existing easements.

(3) Location, dimensions, use, coverage, and height of proposed buildings and proposed improvements in relation to property and street lines.

(4) Dimensional features showing compliance with the applicable area, width, coverage, yard, natural and historic protection standards, and other design standards as specified in this Chapter.

(5) Location, dimension, and arrangements of proposed facilities including sidewalks, parking areas, site access, and interior circulation, off-street loading and unloading, and lighting for these areas.

(6) Location, dimensions, and arrangement of all areas devoted to open space, retention of existing trees and vegetation, proposed ground cover, trees and other native plantings, and recreation.

(7) Provisions for handling of stormwater drainage, treatment of disposal of sewage, and supply of water.

(8) A copy of the last recorded subdivision plan of which the property is part.

(9) *Locations and designs of all on-site and off-site improvements related to access control and traffic capacity.*

City of Yachats
Planning Commission
Work Session Summary
March 15, 2022

I. CALL TO ORDER

Work Session began at 2:06 pm – Chair Bloch advised there was not a quorum.

Present: Loren Dickinson, Jacqueline Danos, Lance Bloch, Chair, Neal Morphis, Christine Orchard, excused, John Theilacker, excused; Ariana Carlson, absent.

II. PARKING WORKSHOP REPORT

(1:39) Dickinson advised it was not good news. He received an email from Evan Manville, DLCD Representative, indicating he could not get in touch with anyone at the City Hall. An agreement has been sent to the City Manager for signature and he (Manville) hasn't heard back. Nothing can be done until the agreement is sent back with the City Manager's signature. Dickinson said it is his understanding the study has been approved, but the signed agreement needs to be returned for the study to begin.

(4:33) Morphis advised that City Hall will remain closed to the public for the rest of March and will resume regular hours in April. He advised a new staff person started today and two more will start next week.

(6:45) Discussion on holding an additional meeting on March 29th.

(8:21) More discussion held regarding obtaining Lambert's signature on the parking study.

III. HOUSING NEEDS ASSESSMENT

(9:52) First section of the Housing Needs Assessment is the buildable land study and things that won't require public engagement. Letting the public know that the study is being done is important. She has done a rough draft of an outreach plan. She is making a list of businesses in town and will reach out to them and their employees. The second phase requires more public input; how do they feel about housing, what type of housing needs…Felt having a housing page on the City website would be helpful and perhaps a Yachats housing Facebook page monitored by this Commission so the only information on the site will be about housing. She asked the other commissioners to reach out to those business entities that they were familiar with.

(14:48) Discussion about the Public Engagement Plan, kick off meeting and mapping.

(16:52) Dickinson felt it was a good idea to train someone at City Hall to use and manipulate GIS mapping and use of different map overlays. Discussion had as to the many uses the GIS system has and how it will be helpful. Bloch suggested the Planner would be the appropriate person.

(20:35) Bloch asked Morphis to reserve Tuesday, March 29th at 2 pm for the next meeting.

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(21:29) Danos asked to discuss the CIC and went on to talk about a posting on Facebook and how misinformation can be spread through the community. She believes having a committee that reports directly to Planning and disbursing information to the community for the commission is important. Discussion held regarding disbursing correct and appropriate information.
(27:03) Danos questioned Linn West regarding the Water Sustainability Committee and how Planning can work with this committee. West agreed that Planning would be an important part of working with the committee but the beginning phases will be "paperwork", searching for and writing grants. He felt the WSC would need to work with all the commissions. Discussion was held regarding how the WSC had a similar project on their radar as outlined in today's packet (water and sewer) to properties not developed.
(30:03) Bloch asked Morphis to include the same agenda and packet for the meeting on March 29th.
(30:53) Bloch brought the Commissioners' attention to the Summary in the packet and thanked Lorraine for doing them, it was a good refresher.

Meeting adjourned at 2:38 pm.

Transcribed by Contractor, L.F. Barrett, March 15, 2022

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