

Planning Commission Work Session

Summary

September 12, 2023

- **Planning and Zoning. [0:01](#)**
 - o Present: Marc Sakamoto, Loren Dickinson, Lance Bloch, Jacqueline Danos, John Theilacker, Katherine Guenther, City Planner, Neal Morphis, City Clerk and Kimmie Jackson, City Recorder
 - o One item on the published agenda, Yachats Municipal Code, working on for a number of months.
 - o Discussion held regarding October meeting and whether there will be a quorum.
 - o The first conditional use permit is required in two years.
- **Planning and Zoning Discussion. [4:43](#)**
 - o Tough time filling the MPC, trying to get it half filled. City Planner Guenther suggested a tiered approach, but some conditional use applications may require more information.
 - o Discussion of the timeline.
- **Sorting conditional uses into different categories. [9:29](#)**
 - o A list of conditional uses referenced in the code and how to sort them into different tiers.
 - o Tiered approaches to site plan stuff in cities.
 - o Conditional use for the purpose of this chapter is to allow uses that are similar to other uses permitted outright in a zone.
 - o The only separate application is for Bed and Breakfasts.
- **Tiered conditional use requirements. [14:02](#)**
 - o It's clear to an applicant what's expected of them if they review the code.
 - o If someone comes in with something that's not on the list, we'll consider it, by comparing it to other buildings and uses.
- **The responsibility of the applicant. [19:35](#)**
 - o The importance of providing necessary information, whether or not it's listed to adequately allow for review, and the onus is on the applicant to provide it.
 - o Mark suggests applying for conditional use as a home occupation, although it might not be the right label for a mixed-use proposal.
- **What is a conditional use permit? [27:14](#)**
 - o There are seven different conditional use permit requirements, including building, conditional use and conditional use.
 - o There are two pieces to a building permit, and there are two separate pieces, which are required when applying for a business license, the building permit.
- **Questions to ask about conditional uses. [33:19](#)**
 - o Applying a particular tier to a particular description can be hazardous, because it doesn't tell the whole story. Start with the specifics of the proposal.
 - o Bed and breakfast vs home occupation.
- **Is a change to the plan substantial? [36:49](#)**

- o The speaker gets to make the call on whether the change from park models to tiny homes is a substantial change or not.
 - o The speaker suggests looking at the language used by Oregon City to see if it makes sense for the next meeting.
- **How do you know what you need to provide?** [41:50](#)
 - o The applicant has a good sense of what is expected before they ever pick up the application. Some people don't bother with that.
 - o Some people felt that some of the requirements were a little over the top of what was necessary, but most people want to give their best shot.
 - o Given the proposal, it may take some fine-tuning as the process goes along. It may be better to start off with something that is prepared that can be looked at and made modifications to.
 - o Under the 120 day rule, if the applicant says that they missed items one, three and five on the list, then the application is complete.
- **We need a good site plan for all land use applications.** [51:02](#)
 - o Site plan for all land use applications going forward, not just conditional use. Site plan needs to be standardized in the code.
 - o The goal was to clean up the municipal code so somebody would know what a site plan is when and what is needed.
- **How to standardize the definition of site plan.** [56:46](#)
 - o It could be as simple as changing the definitions or sometimes just the words, like the term site plan.
 - o Katherine thinks it is appropriate to include a section in the code.
- **Changes that don't need to go before Council.** [1:02:54](#)
 - o A change to the application form does not need to go before Council before the 120 day clock.
 - o The application will be deemed complete upon receipt of all the missing information.
- **A flowchart for planning.** [1:07:54](#)
 - o Identify the decisions to put something in tier one, tier two, tier three and tier four, and then decide which of the exhaustive list of possible documentation from an applicant would go with each of those tiers.
 - o The subcommittee report will be back to the commission next month.