1. 2:00 P.M. Agenda

   Documents:

   2025-01-21 Planning Commission WS And Regular Agenda.pdf

2. Meeting Material

   Documents:

   2024-12-10 PC WS Minute Summary.pdf
   2024-12-17 PC Minute Summary.pdf
   Dickinson Input ADU Project.pdf
   Planning Commission Issues List.pdf

CITY OF YACHATS
PLANNING COMMISSION WORK SESSION
Tuesday, January 21, 2025, at 2:00 pm
To Be Held Via Zoom & In Person Located at:
Commons Bldg., Civic Meeting Room 1
441 Hwy 101 N., Yachats OR 97498

Join Zoom Meeting
https://us02web.zoom.us/j/87461950197
Meeting ID: 874 6195 0197

Work Session

Hui Rodomsky, Regional Representative from DLCD will attend to give guidance on these issues:

I. What is the purpose of the planning commission?
II. What is the relationship of the planning commission to city staff?
III. What are the duties and responsibilities of each to each other?
IV. What is best practice in the running of a commission meeting?

Regular Meeting

Join Zoom Meeting
https://us02web.zoom.us/j/82730920856
Meeting ID: 827 3092 0856

I. Meeting Called to Order
II. Announcements and Correspondence
III. Citizens' Concerns (limited to items not on the agenda, 5-minute limitation per person)
IV. Public Hearings - None
V. Ongoing Business
VI. New Business
   a. State of the City Questions
      - What was your Commission's biggest accomplishment(s) in 2024? (probably combine the first two questions)?
      - What do you hope your commission will accomplish in 2025?
      - What challenges do you foresee this year and into the future?
      - If you had a magic wand, what would you wish for?
      - Bonus Round: Describe your interactions with other commissions.

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 48 hours. In accordance with ORS 192.630, City of Yachats will make a good faith effort to provide accommodations for any person desiring to attend a public meeting, if the request is made at least 48 hours in advance of the meeting time; a sign language or foreign language interpreter may be available, with advance notice. Call City Hall at 541- 547-3565 or Oregon Relay 1- 800-735-2900 (TDD) two days in advance. POSTED 01/ By: Kimmie Jackson, Recorder

VII. Reports
   a. Commission Chairs' Meeting
   b. Planner's Report
   c. Meeting Summary
   d. Issues List

VIII. Other Business
   a. From Commission
   b. From Staff

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CITY OF YACHATS
PLANNING COMMISSION WORK SESSION MEETING
SUMMARY MINUTES
December 10, 2024

Chair Marc Sakamoto called the Planning Commission's regular meeting to order at 10:00 a.m. at the Civic Meeting Room of the Yachats Commons. Members present were Loren Dickinson, Mary Aebi, Jolene Gosselin, Craig Hogan, and Tod Davies. Absent: Jim Paul. Staff: Katherine Guenther, Planner, Bobbi Price, City Manager and Recorder Kimmie Jackson. Absent:
Audience: 14

The Planning Commission held a work session to discuss housing implementation plans, focusing on ADUs, workforce housing, and design standards as top priorities. They reviewed code changes, zoning issues, and the potential for cottage clusters, while also addressing communication strategies and organizational matters. The conversation ended with discussions on Commission membership, ongoing construction projects, and upcoming events.

1. **Comprehensive Plan & Code**:
    - There was a discussion about the alignment between the comprehensive plan and the zoning code.
    - Cascadia Partners are assisting with recommendations for implementing code amendments that reflect housing goals.
2. **ADUs and Housing Implementation**:
    - Priority was placed on addressing ADU regulations as part of the housing implementation plan.
    - Clarified the process for drafting and adopting code changes, including public hearings and state review.
3. **Design Standards**:
    - Acknowledged community concerns about existing developments, like the controversial condominium building.
    - Discussed the need to balance the implementation of ADUs with potential design standards to address aesthetics and community concerns.
4. **Cottage Clusters and Zoning**:
    - Interest was shown in exploring the feasibility of cottage clusters and tiny homes, but with caution about overextending the scope.
    - Discussions included zoning challenges, such as underdeveloped and steep-slope lands, and potential rezoning areas.
5. **Cascadia Partners**:

- Recognized Cascadia's expertise and planned collaboration on urban design and ADU standards.
- Cascadia's timeline for delivering outputs is approximately 18 months, emphasizing community input.

Next Steps:

1. **Follow-Up with Cascadia Partners**:
   - Consolidate feedback and questions for Cascadia, particularly on ADUs, design standards, and potential zoning changes.
   - Schedule discussions with Cascadia's urban designer on design standards, separate from ADU implementation.
2. **Community Engagement**:
   - Plan outreach to inform and gather input from the community on ADUs and future zoning amendments.
3. **Documentation and Tools**:
   - Recorder to compile questions and comments related to ADUs into a single document for review.
   - The Planner will share access and share the interactive map from the buildable lands inventory for better zoning decision-making.
4. **Future Meetings**:
   - Discuss detailed plans for rezoning and ADU implementation in subsequent sessions.
   - Revisit the topic of design standards after progressing on ADU regulations.

The meeting was adjourned at 11:15 a.m.
By: Kimmie Jackson, Recorder

CITY OF YACHATS
PLANNING COMMISSION REGULAR MEETING
SUMMARY MINUTES

December 17, 2024

The regular meeting of the Planning Commission was called to order by Chair Marc Sakamoto at 2:00 p.m. in the Civic Meeting Room of the Yachats Commons. Members present: Loren Dickinson, Mary Aebi, Jolene Gosselin, Craig Hogan, and Tod Davies. Absent: Jim Paul.
Staff: Katherine Guenther, Planner and Recorder Kimmie Jackson.
Audience: 7

I. **Announcements & Citizens' Concerns -** No announcements or correspondence and no public attendees raised concerns.

Key Discussions:

- **Housing Development Strategies:** The Commission explored options to increase housing density, prioritizing accessory dwelling units (ADUs), cottages, and manufactured homes. Updates to city codes and alignment with state regulations were emphasized, along with the need for design standards for manufactured homes.
- **Comprehensive Plan Review:** Discussions focused on manufactured homes, cottage clusters, and workforce housing. Commissioners agreed to separate the consideration of ADUs and cottage clusters due to their differing complexities.
- **Zoning Changes:** Potential zoning modifications were debated to promote higher-density housing while considering legal risks and design standards. Open space plans were postponed pending updates to the Commons master plan.

Reports:

- **Building Activity Update:** Staff provided updates on city fees and internal document organization.
- **Training Session Proposal:** A refresher session in January was suggested to review commission roles, staff relations, and meeting practices. A geography tour was also proposed to enhance understanding of development areas.

Action Items:

1. Chair to draft questions submitted by members for Cascadia Partners on cottage clusters.
2. Commissioner Davies to draft newsletter content about Cascadia Partners' work.
3. Planner to organize Cascadia Partners' document folder on the city website.
4. The Commission to explore the interactive buildable lands inventory map.
5. Members are invited to attend a volunteer Christmas social on December 18th.

The meeting adjourned at 3:14 pm.
By: Kimmie Jackson, Recorder

From: Loren Dickinson
To: Kimmie Jackson; Marc Sakamoto
Subject: ADU project
Date: Thursday, January 16, 2025 11:10:40 AM

Kimmie ... I would appreciate you posting this with the Commission's discussion about ADU's.

Marc and Planning Commission

For discussion in upcoming Planning commission Meetings, the following are topics and questions for Cascadia Partners:

In general, I agree with the comments and questions in "*Cascadia Partners Questions*" posted earlier.

Parking: In the state regulation for ADU's it states that additional parking may not be required for ADU's. However, I have heard that some communities have required additional parking, Whereas the sample ordinance appears to be for larger communities where on-street parking is available for ADU use, Yachats is a unique community where this may not be possible due to street configurations and use. This topic needs further discussion.

Further definition of what constitutes a "kitchen" (separate kitchens required for ADU's) needs consideration and clarification.

All ordinance requirements (revisions considered for ADU's) must be "objective" in order to be reviewed by City staff (Planner) and not requiring "design review".

Cottage Clusters must be considered along with ADU's.

Thank you.
LOREN DICKINSON
Planning Commission

PLANNING COMMISSION ISSUES LIST as of 01/05/25

Item #	Description	Assigned	Due Date	Status
1	Schedule next training session	KG		**12/17: KG to meet with Hui R. about training on commission roles, staff relations, meeting practices.** 03/12: KG to talk to Hui about guidance on best practices to update Comp Plan. 02/23: Coordinate with Hui on next topic(s) and date.
2	Complete Wetland Inventory	KG		11/19: BP and KG met with DSL week of 11/11. No additional info required. No completion date given**.** 10/28: BP and KG met with DSL and Pacific Habitat to answer questions about inventory. All questions answered. 10/08: State Lands reviewing some minor discrepancies. 09/16: City Mgr. has contact in state govt and is escalating. 08/19: Mayor using state contact to escalate.05/21: KG contacted by State Lands. We are next in line for review. 04/16: KG sent email to State for update. 04/09: No update. 03/12: No update from ODSD. Link to State Lands Inventory to be added to links page. 02/23: Pending response from ODSD.
5	Amend Title 9 for Housing Implementation Plan			**12/27: Draft questions forwarded to Yachats PM for review.** 12/10: Creating questions for CP to review. 11/18: Had kickoff meeting. See meeting minutes. 10/15: Selected MS and MA for PMT. City conducting workforce housing survey. Will provide results**.** 10/08: Reviewed Statement of Work. Discussed various aspects of how project will proceed. Will discuss members of PMT at next meeting**.** 06/11: Cascadia Partners to start in the fall. 05/21: Will start review of Plan for new commissioner in 06/11 meeting**.** 05/14: Funding for implementaion approved by state. Waiting to see review scope of work document from Cascadia Partners. Will review plan with PC. 03/12: Waiting to see if 2024 State budget contains money to fund another round of grants. KG to check if what other communities. 02/23: Determine if there will be a next round of DLCD funding. Contact Cascadia Partners to get estimate of cost of hiring them to complete task. have made changes for HIP.
6	Revise/update City Comprehensive Plan			11/18: Identified Goal G as one to focus on. Cascadia Partners offered assistance of their urban planner. Developing questions to as them. Located proposed updates in Housing Plan appendix. 10/08: Identified Goals that may need updating**.** 09/17: Will start review of plan with next work session. 03/12: PC to wait on #1, #5 or #8 before proceeding. 02/23: Commissioners to review existing and prioritize which section(s) to work on.

7	Update application fees	KG		10/28: Review completed. to present new fees to City Council in Nov. 10/08: City Mgr reports continued progress on review. 09/17: City Mgr review almost complete. 06/11: Now part of general review of all city fees. 03/12: Bobbie committed to meet with KG soon. 02/23: KG to meet with Bobbi to set fees.
8	Ordinance for ADU's			11/18: Discussed with Cascadia Partners in kickoff meeting. They will emphasize this in their updates to regs. 09/17: Discussed definition of ADU. Will defer until Cascadia Partners. 08/20: Have agreement with most major policy decisions. Will continue at next meeting. 07/09: Began review of various approaches to regulation. If time permits, will continue review 07/16. 06/11: Commissioners to research documentation and laws in other cities. To discuss in 07/09 meeting. 05/14: On hold to see if can be included with HIP. Collecting information from various sources. 04/09: Present concept in public forum prior to writing ordinance. 03/12: KG to look at getting copies of Waldport ordinance as well as relevant parking ordinances.
11	Consolidate minor updates to ordinances			06/11: On hold until after completion of #4. 04/16: Minor error in Fences and Hedges standard pointed up need to identify and consolidate into one list other minor changes/corrections to ordinances. KG to retrieve existing list for review.

12	Content for city social media			**12/10: Needs content to create article. MS to provide**. 10/22: Sent email to TD asking if interested in writing for e-newsletter. 10/08: Need to identify resource on commission to provide content.
13	Include updates to Title 9 in city document			11/19: Followup to make sure that changes approved by City Council are added in writing to Title 9.
14	Create Folder for Cascadia Partners Document	KG		**12/10: KG to talk to Neal about organization of documents.** 11/19: KG to create folder on website to store all documents.
15	Update mobile home regulations			**12/10: Needs review to update to current state law.**

CLOSED PLANNING COMMISSION ISSUES				
9	Add to Urban Growth Boundary			4/09: State passed legislation allowing for increase of UGB up to 50 acres with reduced requirements. Should city pursue? **With no expressed need to expand, decided not to pursue. CLOSED**
10	Credit at COG			**05/14: With state funding for HIP and money in budget from planning consultation, will not need COG. CLOSED.** 04/09: City has credit at COG for possible consultant. Could we use for HIP? Bobbi to look into this. May not be that straightforward.
3	Continue Implementation of Yachats Parking Mgmt Plan	LD		**10/08: Public Works reports that all projects in plan that can be completed have been completed. Closed.** 06/11: Continuing to make progress on various projects**.** 05/14: Public works to provide city with update. 04/16: LD to meet with Public Works tomorrow for update. 03/19: LD sent email and will meet with Public Works to discuss. 03/12: Public Works will probably implement portions of the plan at a time. LD to meet with Public Works to discuss next steps.
4	Obtain City Council approval of updates to Title 9			**11/20: Approved unanimously by City Council. Closed.** 10/26: 1st public hearing with City Council held. No major issues. Second public hearing in Nov. 10/08: On schedule to present at next City Council meeting on 10/23**.** 09/12: Update from KG that with delay of review by DLCD and internal issues may not make City Council agenda until Nov. 06/11: Reviewed and approved changes to building height calculation. KG to send update to DLCD with approved changes. 5/21: Final draft approved by commission. KG to advise DLCD of changes. 05/14: At DLCD for review. Completed review of draft with PC today. Final review 05/21. Postponed public meeting to 07/16**.** 04/09:Waiting on marked up version. Review in 05/14 Work Session. Present in public meeting 06/18. 03/12: PC members to review and familiarize themselves with content. Need review schedule added to application. KG to put out marked up version. 02/23: Need review by DLCD.