

1. 2:00 P.M. Agenda

Documents:

[2025-10-21 Planning Commission WS And Regular Agenda.pdf](#)

2. Meeting Material

Documents:

[Shepherd Application.pdf](#)

[Shepherd Aerial.pdf](#)

[Shepherd Staff Report.pdf](#)

[PC Report-Invasive Plants-PC Mtg 10-21-2025.Pdf](#)

[Vallerand Planning Volunteer Agreement_Redacted.pdf](#)

[Steven Chase Planning Comm. Volunteer Application_Redacted.pdf](#)

[Diamond Volunteer App_Redacted.pdf](#)

[2025-09-16 Planning WS And Reg Minutes Summary.docx.pdf](#)

[Building Activity 10-15-25.Pdf](#)

[Planning Commission Issues.pdf](#)



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

Join Zoom Meeting

<https://us02web.zoom.us/j/88930451065>

Meeting ID: 889 3045 1065

Work Session

- I. Goal Setting

Regular Meeting

- I. Meeting Called to Order
- II. Announcements and Correspondence
 - a. Upcoming League of Oregon Cities training opportunity ([Registration](#))
- III. Citizens' Concerns (limited to items not on the agenda, 5-minute limit per person)
- IV. Public Hearings
 - a. Case File #3-CU-PC-25: Shepherd Conditional Use Permit
- V. Ongoing Business
 - a. Report on Noxious Weeds Ordinance
- VI. New Business
 - a. Interviews with PC Applicants
 1. Roland Vallerand
 2. Steven Chase
 3. David Diamond
- VII. Reports
 - a. Commission Chairs' Meeting
 - b. Planner's Report
 - c. Meeting Summary
- VIII. Other Business
 - a. From Commission
 - b. From Staff

This meeting is open to the public and all interested persons are invited to attend In Person and ZOOM Meetings. This meeting will be audio/video taped. All items to be considered by the Commission must be submitted to City Hall no later than one week prior to the meeting. 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 10/15/2025 By: Kimmie Jackson, Recorder

Land Use Application

City of Yachats
441 Hwy 101 N
PO Box 345
Yachats OR 97498
(541) 547-3565

Fee: \$250 KLG
Date Received: 9/29/25

- Conditional Use \$250
 - Nonconforming Use \$250
 - Variance \$250
 - Zone Change \$500
 - Comprehensive Plan Change \$500
 - Urban Growth Boundary Change \$1000
- (Actual expenses in excess of the application fee will be billed.)

Applicant: Anthony + Barbara Shepherd Phone: (541) 547-3565

Address: 95480 Hwy 101

City: Yachats State: OR Zip: 97498

Relationship to property: Owner
(Owner, Contract Purchaser, etc.)

Legal Description: Lot 40 Block 2, Ocean Crest Current Zone: Commercial C1

Lot Dimensions: 60' x 165' Area: 9,900¹² Flood Zone: No

Natural Hazard: _____ Topography: Flat

Directions to Property: North Yachats Hwy 101 behind Village Bean Coffee.

Previous Planning Actions on Property: _____

Reason for Request: Build 20' x 32' house for owner residence

Existing Structures on Property: Drive through Coffee Shop 16' x 36'

Proposed Use and Structures: _____

Current Utilities and Providers: City of Yachats, P.U.D.

Anticipated Date of Development: November 2025

Supplemental Required Information

Attachments to Application (check all that apply)

- Plot Plan of subject property showing all property lines
- Existing and proposed structures and their location in relationship to property lines
- Total floor area, use and height of all existing and proposed uses
- Operating characteristics of all proposed commercial use
- Location, extent, arrangement, and proposed improvements of all off-street parking and loading facilities.
- Location of access to adjacent arterial or collector
- State or County Road Approach Permit
- Narrative which address applicable ordinance standards (required for all land use actions)
- Other: _____

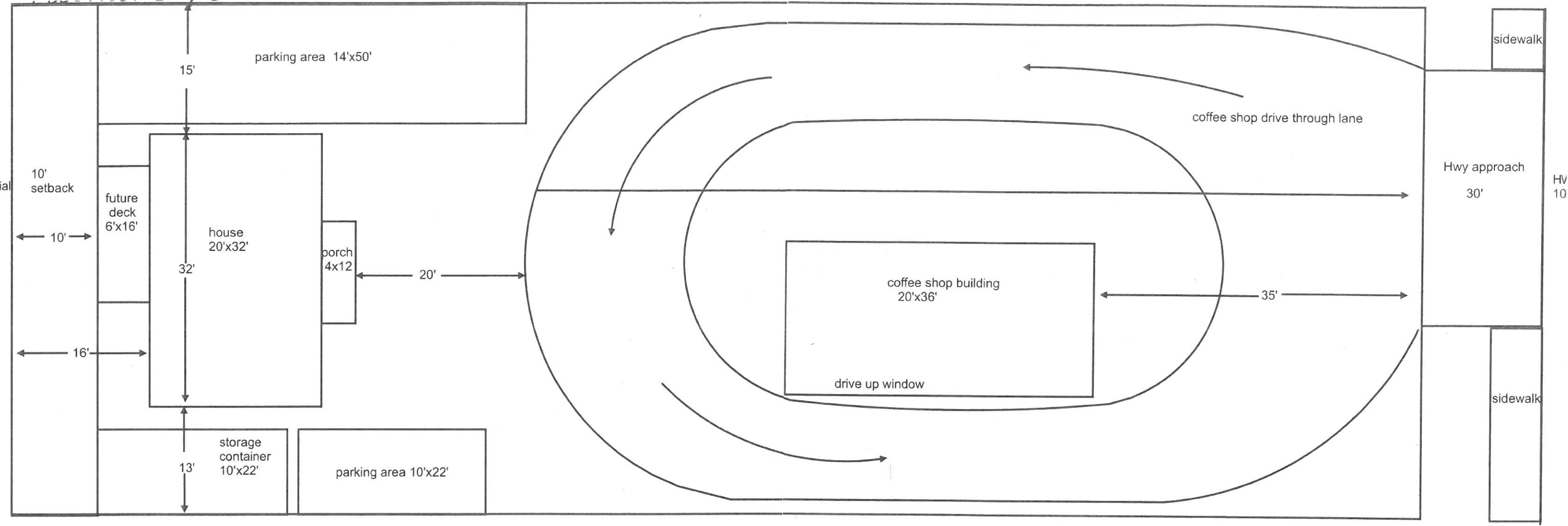
I have read the above application and hereby certify all information contained therein to be true and complete to the best of my ability. I understand that this application will not be processed until all required information is submitted to the City.



Signature of Applicant

Signature of Property Owner (if other than applicant)

vacant commercial



Dollar General parking lot



Porch to Zoom

Similar Design



X,Y 7258705, 257818 Lat, Lon 44.31608, -124.10546

STAFF REPORT

Conditional Use Application

APPLICANT: Barbara and Anthony Shepherd

A. REPORT OF FACTS

1. **Property Location:** The subject property is located at 969 Highway 101 N and described on the Lincoln County Assessor's Map 14-12-27-AD as Tax Lot 3400.
2. **Applicant's Request:** The applicant is requesting a conditional use permit for mixed use in a commercial zone. The current use is commercial only. The applicant is proposing to add one residential dwelling unit.
3. **Zoning:** C-1 Retail Commercial Zone
4. **Plan Designation:** Commercial
5. **Lot Size and Dimensions:** The subject property totals 9,900 square feet (or 0.23 acres) with dimensions of 65'x165'.
6. **Existing Structures:** There is a 552.5 sq. ft. single-story commercial structure (The Village Bean) on the property.
7. **Surrounding Land Use:** Surrounding land uses consist of single-family residences to the west, commercial uses to the south and vacant commercial lots to the north.
8. **Utilities:**
Water & Sewer: City of Yachats
Electricity: Central Lincoln PUD
9. **Development Constraints:** None

B. EVALUATION OF REQUEST

1. **Applicant's Proposal:** The applicant submitted the required application form and fee.
2. **Public Testimony Received:** At the time this staff report was prepared, the City had received no written testimony.
3. **Relevant Yachats Municipal Code (YMC) Criteria:**

YMC Chapter 9.28 C-1 Retail Commercial Zone

Section 9.28.010 Permitted Uses

In a C-1 zone the following uses and their accessory uses are permitted, subject to the provisions of Chapters [9.44](#), [9.48](#) and [9.52](#) where applicable:

- B. Any use which would be permitted outright in any residential zone;

- C. Retail stores and shops such as food, drug, apparel, hardware, furniture and similar establishments;

Section 9.28.020 Conditional Uses

In a C-1 zone the following uses and their accessory uses may be permitted subject to the provisions of Chapters [9.44](#), [9.48](#), [9.52](#) and [9.72](#) where applicable:

- A. Mixed use (commercial and residential);

Section 9.28.030 Standards

Except as provided in Chapters 9.44, 9.48, 9.52 and 9.72, in any C-1 zone the following standards apply:

- A. Lot Size and Dimensions. The minimum lot size and dimensions in the C-1 zone shall be as follows:
 - 1. The lot area, lot width, and lot depth requirements in the C-1 zone shall be as follows:
 - a. Lot area, 6,000 square feet with public water and sewer system.
 - b. Lot width, 60 feet minimum at front building line for interior lot and 65 feet for a corner lot with public water and sewer system.
 - c. Lot width, 70 feet minimum at front building line for interior lot and 75 feet for a corner lot with public water but no public sewer.
 - 2. The minimum lot area per multifamily dwelling unit shall be 2,500 square feet with a public water and sewer system.
 - a. The minimum lot area per multifamily dwelling unit may be lowered to 1,500 square feet with a public water and sewer system if approved by the Planning Commission through a public hearing in accordance with Chapter 9.72 Conditional Uses.
 - 3. The minimum lot depth shall be 80 feet.
 - 4. Landfill of dirt and rock only.
 - 5. Hazard areas:
 - a. Hill-side building sites, see Chapters 9.44, 9.48 and 9.52;
 - b. Flood-prone areas, see Chapter 9.54.
 - 6. Undersize lots, see Chapter 9.76.
- B. Building Height. No building in a C-1 zone shall exceed a height of 30 feet from finished grade or from natural grade, see Chapter 9.52.180.
- C. Lot Coverage. For nonresidential uses lot coverage may be 100% except all yards abutting a residential zone shall be a minimum of 10 feet.
- D. No structure shall be located closer than 60 feet from the center line of any State highway, nor 30 feet from the center line of any collector or arterial street.
- E. Outdoor storage shall be screened with a sight-obscuring screen.
- F. Yard Regulations. Yards are not required, except for residential-only uses, unless setbacks have been established for road widening, abutment to residential zones or other purposes.
- G. Residential-Only Uses

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- a. 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.
 - b. Parking requirements shall be the same specifications outlined in R-4.
- H. Fences, Hedges, Walls and Landscaping. Where a commercial use abuts a residential zone, a fence, evergreen hedge, wall or landscaping shall be constructed and maintained immediately adjacent to the abutting property line. Such a buffer shall screen at least 70% of the view between the zones. The buffer shall not be less than five or more than eight feet in height, except where vision clearance would be interrupted. Exceptions shall be subject to approval by the Planning Commission through a public hearing in accordance with Chapter 9.80 Variances.
- I. General Criteria. The vehicle and pedestrian access to the site can be safely and efficiently provided and the necessary utility systems and public facilities are available with sufficient supply and distribution capacity. If not provided by the City, it shall be the responsibility of the developer to insure these standards are met.

**YMC Chapter 9.48 Off-Street Parking and Loading
Section 9.48.010 General requirements.**

Refer to Chapter 9.04.030 Definitions for the definition of "Parking, off street." At the time a structure is erected or enlarged or the use of an existing structure is changed, off-street parking spaces, loading areas and access thereto shall be provided as set forth in this section unless: (1) greater requirements are otherwise established; or (2) approved planned unit developments (PUDs) provide other parameters.

- A. Requirements for types of buildings and uses not specifically listed herein shall be determined by the City Planner, based upon the requirements of comparable uses listed.
- B. In the event several uses occupy a single structure or parcel of land, the total requirements shall be the sum of the requirements of the several uses computed separately.
- C. Owners of two or more uses, structures or parcels of land may agree to utilize jointly the same parking and loading spaces when the hours of operation do not overlap, provided that satisfactory legal evidence is presented to the Planning Commission in the form of deeds, leases or contracts to establish joint use.
- D. Off-street parking spaces for dwellings shall be located on the same lot with the dwelling. Parking spaces for non-residential uses shall be located not farther than 500 feet from the building or use they are required to serve, measured in a straight line from the building.
- E. Required parking spaces shall be available for the parking of operable passenger automobiles of residents, customers, patrons and employees only, and shall not be used for storage of vehicles or materials or for the parking of trucks used in conducting the business or use.
- 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.

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- G. Except for parking to serve dwellings, parking and loading areas adjacent to or within residential zones or adjacent to residential uses shall be designed to minimize disturbance of residents by the erection between the uses of a sight-obscuring fence of not less than five feet in height and not to exceed eight feet except in clear-vision areas as defined in YMC Section 9.64.010.
- H. Perpendicular or diagonal parking spaces for commercial uses that are located along the outer boundaries of a lot shall be contained by a curb or bumper rail at least four inches high and set back a minimum of four and one-half (4.5) feet from the property line.
- I. Any lights provided to illuminate any public or private parking area or sales area shall be arranged so as to reflect the light away from any abutting or adjacent residential zone.
- J. Groups of more than four parking spaces shall be served by a driveway so that no backing movements or other maneuvering within a street, other than an alley, will be required.
- K. Loading of Merchandise, Materials or Supplies. Buildings or structures which receive and distribute material or merchandise by truck shall provide and maintain off-street loading berths in sufficient numbers and size to adequately handle the needs of the particular use. Off-street parking areas used to fulfill the requirements of this title may be used for loading and unloading operations during periods of the day when not required to take care of parking needs.
- L. Off-Street Parking Space Requirements.
 - 1. Residential Dwellings. Residential dwellings shall provide the following off-street parking spaces:
 - One-family dwelling, two spaces;
 - Two-family dwelling, four spaces;
 - Three-family dwelling, five spaces;
 - Four-family dwelling, six spaces;
 - Each additional unit, one and one-half space (rounded-up to the nearest whole number).
 - 2. Manufactured dwelling park: two spaces for each manufactured dwelling space.
 - 3. Motel, hotel or resort: one space for each guest accommodation.
 - 4. Nursing home or similar institution: one space for each three beds.
 - 5. Church, club or similar place of assembly: one space for each four seats, or one space for each 25 square feet of floor area used for assembly.
 - 6. Library: one space for each 100 square feet of floor area.
 - 7. Dance hall, skating rink, or similar commercial amusement enterprise: one space for each 70 square feet of floor area.
 - 8. Bowling alley: six spaces for each alley.
 - 9. Retail store: one space for each 200 square feet of floor area.
 - 10. Service or repair shop, retail store handling bulky merchandise such as automobiles and furniture: one space for each 600 square feet of floor area.
 - 11. Bank, office: one space for each 300 square feet of floor area.
 - 12. Medical and dental clinic: one space for each 200 square feet of floor area.
 - 13. Eating and drinking establishments: one space for each 100 square feet of total floor area.

14. Light industrial: one space for each 600 square feet of total floor area.

YMC Chapter 9.72 Conditional Uses

Section 9.72.010. Authorization to grant or deny conditional use permits.

Conditional uses listed in this title may be permitted, enlarged, altered or denied by the Planning Commission in accordance with the standards and procedures set forth in this chapter.

- A. In taking action on a conditional use permit application, the Planning Commission may either permit or deny the application. The Planning Commission's action must be based on findings addressing the requirements of the comprehensive plan and zoning ordinance, as addressed in Chapter 9.88.
- B. Prior to taking action on a conditional use permit application, the Planning Commission shall consider whether the proposed use complies with the following general standards and criteria:
 1. The proposed use conforms with the Yachats Comprehensive Plan.
 2. The proposed use is consistent with the intended character of the base zone and the operating characteristics of the neighborhood.
 3. The proposed use will be compatible with existing or anticipated uses in terms of size, building scale and style, intensity, setbacks, and landscaping or the proposal mitigates difference in appearance or scale through such means as setbacks, screening, landscaping, or other design features.
 4. The transportation system can support the proposed use in addition to the existing uses in the area. Evaluation factors include street capacity and level of service, on-street parking impacts, access requirements, neighborhood impacts and pedestrian safety.
 5. Public services for water, sanitary and storm sewer, water management, and for fire and police protection, can serve the proposed use.
 6. The proposal will not have significant adverse impacts on the livability of nearby residentially zoned lands due to: (a) Noise, glare, odor, litter, or hours of operation. (b) Privacy and safety issues.
 7. The proposal complies with all applicable provisions of the Yachats Municipal Code, or where the applicant has identified where the proposal does not comply, the applicant has obtained a Variance for such in accordance with Chapter 9.80 of this Code.
 8. Activities and developments within special purpose districts must comply with the regulations described in Section 9.52.050 (Geologic Hazard), Chapter 9.36 (Estuary Natural), and Section 9.54 (Flood Hazard), as applicable.
- C. In permitting a conditional use or the modification of a conditional use, other than a manufactured dwelling, manufactured dwelling park or multifamily dwelling, the Planning Commission may impose, in addition to those standards and requirements expressly specified by this title, additional conditions which are considered necessary to protect the best interests of the surrounding City as a whole. These conditions may include, but are not limited to, the following:
 1. Increasing the required lot size or yard dimensions;
 2. Limiting the height of buildings;
 3. Controlling the location and number of vehicle access points;
 4. Increasing the street width;

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5. Increasing the number of required off-street parking spaces;
 6. Limiting the number, size, location and lighting of signs;
 7. Requiring fencing, screening, landscaping, walls, drainage or other facilities to protect adjacent or nearby property;
 8. Designating sites for open space;
 9. Setting a time limit for which the conditional use is approved;
 10. Regulation of noise, vibration, odors and sightliness;
 11. Requiring surfacing of parking areas;
 12. Regulation of hours of operation and duration of use or operation;
 13. Such other conditions as will make possible the development of the City in an orderly and efficient manner and in conformity with the intent and purpose of the Yachats comprehensive plan;
 14. If at any time the standards or requirements for conditional use approval are not followed, a zoning violation will be considered to exist.
- D. In the case of a use existing prior to the effective date of the ordinance codified in this title and classified in this title as a conditional use or a nonconforming use, a change in use or in lot area or an alteration of structure shall conform with the requirements for conditional use.
- E. The Planning Commission may require that the applicant for a conditional use furnish the City with a performance bond of up to the value of the cost of the improvement to be guaranteed by such bond, in order to assure that the conditional use is completed according to the plans as approved by the Planning Commission.

Section 9.72.020. Procedure for taking action on a conditional use application.

- A. A property owner, contract purchaser, etc. may initiate a request for a Conditional Use by filing an application with the City Recorder.
- B. The application shall consist of a completed Conditional Use application form signed by the property owner and contract purchaser or agent, if applicable, and a Basic or Detailed Site Plan, as specified below.
- C. Application for approval of the following uses permitted by Conditional Use shall include the submittal of a Basic Site Plan:
1. Home Occupation
 2. Temporary Real Estate Office
 3. Bed and Breakfast Facility
 4. Residential Facility
 5. Private Boat Dock
- D. Basic Site Plan – Two dimensional plan accurately drawn, clear, measurable, and fully dimensioned, showing the following information:
1. Written scale, graphic scale, and north arrow.
 2. Property boundaries with dimensions of each boundary.
 3. Building setbacks to property lines.
 4. Required off-street parking spaces and space dimensions.
 5. Required yards, including streetside setback, if applicable.

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6. Driveway and point(s) of ingress and egress.
 7. Existing fences, walls, and hedges at property boundaries.
 8. All zoning tabulations.
- E. Application for approval of all other uses permitted by Conditional Use shall include submittal of a Detailed Site Plan.
- F. Detailed Site Plan – Two dimensional plan accurately drawn, clear, measurable, and fully dimensioned, showing the following information:
1. Date drafted, space(s) for revision date, with north arrow, drawn to scale of one inch equals twenty (1"=20') feet, unless otherwise approved by the City Planner.
 2. Written and graphic scale, if other than 1"=20'.
 3. Total gross and net land areas of the entire site. ("Net" is minus the square footage of any land proposed for dedication to the public, not including easements.)
 4. Label and show the lengths of all existing property lines of the development site.
 5. Label and show the zoning designations, property boundaries, land uses, and approximate building locations of all adjacent properties.
 6. Label and show the locations, widths, and names of all existing or platted adjacent public streets, alleys, sidewalks, planter strips, curbs, and other public rights-of-way, and other important features such as City boundary lines.
 7. Either as part of the detailed 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 diameter of breast height (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.
 8. Label and show all existing natural drainage patterns, flow arrows showing existing and proposed drainage patterns, and existing and proposed swales, ditches, or other drainage ways.
 9. Location, dimensions, use, coverage, and height of proposed buildings and proposed improvements in relation to property and street lines. Clearly indicate and label existing and proposed building elements, and their dimensions to adjacent property lines.
 10. Dimensional features showing compliance with the applicable area, width, coverage, yard, vision clearance, natural resource protection standards, and other design standards as specified in this Chapter.
 11. Location, dimension, and arrangements of proposed site elements including sidewalks, parking areas, site access, and interior circulation, off-street loading and unloading, trash disposal areas, and lighting for these areas.
 12. Zoning tabulations based on the underlying zone or zones if split, including minimum lot area and proposed lot area (measured in

square feet, or acres if exceeding one (1) acre); maximum gross floor area and proposed gross floor area, if applicable; maximum residential density and proposed residential density (measured in dwelling units per acre), if applicable; minimum yard areas and proposed yard areas; maximum building height and proposed building height, as defined and calculated in accordance with Section 9.52.171 of the Yachats Municipal Code; maximum building and impervious lot coverage and proposed building and impervious lot coverage; and minimum required parking and proposed (off-street) parking.

13. 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.
 14. A copy of the last recorded subdivision plan of which the property is part.
 15. Locations and designs of all on-site and off-site improvements related to access control and traffic capacity.
 16. State or County Road Approach Permit, if applicable.
 17. Any application for conditional use shall be accompanied by fully dimensioned design drawings, elevations, and plans for any proposed principal building or structure, or any addition to an existing principal structure. Drawings shall provide building height, materials, and colors to be used.
- G. In the case where any or all of the above are unnecessary as in the case of a change of use in an existing structure, the City Planner shall determine which items in subsection (1) through (17) of this section will not be required for application. The Planning Commission may request additional items if they determine that these additional items are necessary to understand and make a decision on the application.
- H. If the request for Conditional Use meets the requirements of this title, the City Recorder shall set a time for a public hearing on the request before the Planning Commission within forty (40) days from the filing thereof and shall cause notice to be given in accordance with Section 9.88.060.
- I. At the conclusion of the public hearing, the Planning Commission may approve, approve with conditions, or deny the request, based upon the general and specific standards addressing the Conditional Use, pursuant to Chapter 9.88.

Section 9.72.030. Building permit for an approved conditional use.

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. Any change in the approved plan shall be submitted to the City Recorder as a new application for conditional use.

Section 9.72.040. Time limit on a conditional use permit.

Authorization of a conditional use shall be void after one year or such lesser time as the authorization may specify unless substantial construction pursuant thereto has taken place. However, the Planning Commission may extend authorization for an additional period not to exceed six months on request.

Section 9.72.050. Standards and procedures governing conditional uses.

In addition to the standards of the zone in which the conditional use is located and the other standards of this title, conditional uses shall meet the following standards:

- A. Special Setback Requirements. Clubs, lodges or fraternal organizations in an R-4 zone, and community swimming pools and buildings housing recreational facilities in a residential zone, shall be located no closer than 30 feet from any other lot in a residential zone.
- B. Standards for public utility facilities such as electric substation or transformer, public water supply reservoir or pumping station, or public sewage disposal plant or pumping station; radio or television tower or transmitter; or governmental structure or use of land:
 - 1. In a residential zone, all equipment and material storage shall be within an enclosed building;
 - 2. Workshops shall not be permitted in a residential zone;
 - 3. Public utility facilities shall be screened and provided with landscaping;
 - 4. The minimum lot size requirement may be waived on finding that the waiver will not result in noise or other detrimental effect to adjacent or nearby property.
- C. Standards for a Home Occupation.
 - 1. The home occupation shall be secondary to the main use of the property as a residence.
 - 2. No structural alteration, including the provision of an additional entrance, shall be permitted to accommodate the home occupation except when otherwise required by law. Such structural alteration shall not detract from the outward appearance of the property as a residential use.
 - 3. No persons other than those residing in the dwelling are to be engaged in the home occupation unless authorized by the Planning Commission through a conditional use permit.
 - 4. No window display and no sample commodities displayed outside the building shall be allowed. One unlighted sign not exceeding one and one-half square feet in area shall be permitted. The sign shall either be attached to the exterior of the building, or, if detached from the building, shall not be located in a required front or street side yard.
 - 5. No materials or mechanical equipment shall be used which is detrimental to the residential use of the dwelling or adjoining dwellings because of vibration, noise, dust, smoke, odor, hazardous or toxic chemicals, interference with radio or television reception, or other factors.
 - 6. No materials or commodities shall be delivered to or from the residence which are of such bulk or quantity as to create undesirable traffic or congestion.
 - 7. No parking of vehicles in a manner or frequency so as to cause disturbance or inconvenience to nearby residents shall be allowed.
 - 8. A valid business license from the City shall be required.
 - 9. If the applicant certifies in writing that the home occupation meets all of the above standards, the City Planner or designee may authorize the licensing of the home occupation and waive the conditional use permit requirement. Such license shall be subject to annual review.

D. Standards for Bed and Breakfast Facilities.

1. A bed and breakfast facility must be in a one-family dwelling.
2. A maximum of five bedrooms may be rented.
3. The facility shall be the residence of the operator, who is the owner or lease holder of the building.
4. A resident relief manager may be employed for no more than five months per year, unless approved by the Planning Commission.
5. Rooms may not be rented for more than seven consecutive days, and no more than 15 days per person in any 30 day period.
6. The exterior of the building shall maintain a residential appearance.
7. A morning meal must be served on premises and included within the room charge for guests of the facility and shall be the only meal provided.
8. The facility must meet applicable County and State health, safety (including, but not limited to, the Uniform Building Code requirements concerning maximum occupancy) and liability requirements.
9. An externally illuminated sign will be permitted on premises with a maximum area of three square feet, subject to approval by the Planning Commission.
10. One off-street parking space will be required for each rented bedroom, in addition to the number of spaces required for each dwelling unit.
11. A conditional use permit approved for a bed and breakfast facility will be reviewed by the City Planner at the end of each calendar year and the permit renewed for an additional year if permit conditions have been met. The permit may be withdrawn by the Planning Commission if it is determined that the conditions of the permit have been violated after reviewing written complaints and the staff report. The operator of a facility will be notified by the City in writing prior to the Planning Commission determination to allow the operator to appear and show cause why the conditional use permit should not be withdrawn.
12. An increase in the number of rooms rented, over those previously permitted, will require a new conditional use permit with the conditional use fee as provided in Section 9.88.050 reduced to one-half.

E. Standards for Formula Businesses.

- a. An approved formula business shall only be for one of the uses listed in Section 9.28.020(V).
- b. A formula business must demonstrate compliance with the criteria listed in this subsection in addition to all other applicable conditional use criteria contained in Section 9.72.050.
- c. The applicant shall demonstrate in its application materials that:
 - i. The building has been designed to be consistent with and to preserve the City's small-town, coastal community character.
 - ii. The building scale as compared to surrounding development is compatible.
 - iii. Precautions have been taken to minimize adverse impacts of development and operation on the natural setting and abutting properties; and

- iv. The business meets the goals of the City's Comprehensive Plan, as applicable.
- F. Standards for Light Industrial.
 - a. Manufacturing, fabricating, or assembling shall occur within an enclosed building.
 - b. Goods manufactured, fabricated, or assembled shall be offered for retail sale on the premises with dedicated retail space occupying a minimum 20% of the building.
 - c. Outdoor storage shall be on the side or rear of the building, and shall be screened with a screening buffer (see definition in YMC Section 9.04.030).
 - d. Employee parking and loading area shall be located on the side or rear of the building.

Section 9.72.060. Standards for conditional uses in the estuary natural zone (Not applicable)

C. STAFF ANALYSIS

1. The Request and the C-1 Retail Commercial Zone

The Yachats Municipal Code doesn't offer much guidance for approval or denial of a mixed-use application. However, if the applicant's request is considered based on the standards of residential use only in a C1 zone, the following requirements would have to be met:

- 1) A 10 foot setback from the rear property line. **This requirement has been met.**
- 2) A 5 to 10 foot setback from side property lines based on the height of the proposed structure. **This requirement has been met.**
- 3) Two additional off-street parking spaces. **This requirement has been met.**

2. Conditional Use

In taking action on a conditional use permit application, the Planning Commission may either permit or deny the application. The Planning Commission's action must be based on findings addressing the requirements of the comprehensive plan and zoning ordinance. In permitting a conditional use, the Planning Commission may impose conditions which are considered necessary to protect the best interests of the surrounding city as a whole.

D. CONCLUSIONS

If the request is denied, the Planning Commission should state the general reasons and facts relied on, and direct staff to prepare findings for adoption at the next meeting. If the request is approved, staff offers the following recommended conditions of approval, which may be added to or amended at the Commission's discretion:

- 1. Approval is contingent upon the submission of a building permit application that meets the setback and parking requirements for residential use in the C1 zone.

Submitted by,

Katherine Guenther
City Planner

REPORT FOR PLANNING COMMISSION
RE: REVISION TO NOXIOUS & INVASIVE PLANTS ORDINANCE
For Planning Commission Meeting October 21, 2025

General:

Subject: Revision to YMC 5.08.110, "Noxious and invasive vegetation".

Attachments: List of proposed noxious vegetation and proposed revisions by Berdie-Dickinson-Orchard.

Additional information concerning ordinance 5.08.110 is available on-line at City website (differs from above).

Report:

Since receiving a package from the P&CC in August, the materials have been organized with additional comments and recommendations from Craig Berdie and Wally Orchard, as well as my own analyses and recommendations based on subsequent discussions.

Anticipated ordinance revision will include format re-organization, language revisions, and revisions to invasive plant lists.

Much revision to the existing ordinance will be relatively simple language changes. But there are provisions that will require more in-depth discussion and deliberation.

Summary:

The Planning Commission has been tasked to prepare the revised Ordinance 5.08.110, language and content. That section of the ordinance will cover private property, although City property will by reference be included.

LOREN DICKINSON
Planning Commission
Prepared October 13, 2025

**DRAFT ORDINANCE CHANGE WITH Comments Berdie Dickinson & Orchard
Comments 10-13-2025**

**Comments by Beerdie in BLUE
Comments by Dickinson & Orchard in RED**

Section 5.08.110 Noxious and invasive vegetation.

A. No owner or person in charge of real property shall permit, grow or allow noxious vegetation to grow on the property. ~~Not~~ shall any owner or person in charge of real property permit listed invasive plants within a riparian corridor, as described in Section 9.52.070 of this code (hereafter riparian corridor). Noxious vegetation and invasive plants within a riparian corridor are declared a nuisance, and their presence is non-conforming with the Yachats Comprehensive Plan. Some species of noxious vegetation are declared public health hazards.

Commented [CB1]: Unclear as to why the ordinance spells out riparian areas. This occurs throughout the ordinance. Same weeds, same rules would simplify the ordinance.

B. The owner or person in charge of real property shall abate noxious vegetation from the property, or invasive plants within a riparian corridor and do so in a manner that will prevent noxious vegetation from going to seed or propagating by other means. The owner and the person in charge shall be jointly and severally liable for the cost of abatement and may be liable for personal injury or damage resulting from the presence of noxious vegetation ~~propagated~~ **knowingly propagated** on their property.

Commented [CB2]: Why knowingly. Propagated can be understood to consciously causing more to grow. Simpler is better.

C. For purposes of this section, “noxious vegetation” is defined as: introduced “weed” species and native vegetation that is, or is likely to become:

1. A health hazard, including plants such as Scotch Broom and others that may seasonally cause severe allergic reactions, and plants such as Poison Hemlock which is extremely toxic if ingested. Any such vegetation shall be prima facie evidence of a health hazard;

2. A fire hazard, including native and introduced grasses, bushes, weeds or other noxious vegetation allowed to grow in vacant lots or other open areas. Any such vegetation shall be prima facie evidence of a fire hazard;

3. A traffic hazard, including the presence of trees, bushes, or other tall vegetation that impairs the view of the public thoroughfare, street corner, path, or trail making use of the thoroughfare hazardous. Any such vegetation shall be prima facie evidence of a traffic hazard;

Delete 4. Under Noxious Vegetation – make separate Section D – (Orchard recommendation):

~~4. An invasive vegetation competitive with, and destructive to, native vegetation and desired landscape and garden plants; or~~

Dickinson proposed language for 5 (re-number to 4.), with link to separate list on City website

4. A regionally abundant weed of economic importance and which is listed as a noxious weeds as identified **in Yachats noxious plants list (insert link)**, weeds listed by Oregon State Department of Agriculture Weed Control Board on the A (T) or “B” list and other designated weeds, Lincoln County Vegetative Management, Lincoln Soil and Water Conservation District or Field Guide to Weeds of the Oregon Coast (Institute of Applied Ecology – Funding from Oregon Bureau of Land Management).

Commented [CB3]: Weeds listed as A (T) are also to be controlled

Commented [CB4R3]: King County, City of Portland, City of Eugene?

Delete the following and accompanying list (Subparagraph 5.). The list will be the Yachats noxious plant list.

~~5. A regionally abundant weed of economic importance and which is listed as a noxious weed by Oregon State Department of Agriculture Weed Control Board on the A (T) or “B” list and other designated weeds as identified by Yachats Trails site, Lincoln County Vegetative Management, Lincoln Soil and Water Conservation District or Field Guide to Weeds of the Oregon Coast (Institute of Applied Ecology – Funding from Oregon Bureau of Land Management). Of significance, or potential significance, in the Yachats area are the following:~~

Commented [CB5]: Weeds listed as A (T) are also to be controlled

Commented [CB6R5]: King County, City of Portland, City of Eugene?

- ~~a. Canada thistle,~~
- ~~b. French, Scotch, and Spanish broom,~~
- ~~c. Gorse,~~
- ~~d. Himalayan blackberry,~~
- ~~e. Japanese knotweed,~~
- ~~f. Poison hemlock,~~
- ~~g. Purple loosestrife,~~
- ~~h. Scotch broom,~~
- ~~i. Waterweed (Elodea),~~
- ~~j. Tansy ragwort.~~
- ~~k. Hedge and Field Bindweeds (Morning Glory) (Calystegia sepium and Convolvulus arvensis)~~

Commented [CB7]: Include Latin name for entire list

~~D. For purposes of this section, “invasive plants within a riparian corridor” are identified as the following:~~

- ~~1. Common Fennel (Foeniculum vulgare);~~
- ~~2. Policeman’s Helmet (Impatiens glandulifera);~~

Commented [CB8]: Delete references to Riparian Corridor. A weed is a weed. Continue letter sequence from C, 5.

- 3. Knotweeds* Polygonium species *Elimination only by approved practices;
- 4. Old Man's Beard and Silverlace Vine (Clematis vitalba and Polygonum albertii);
- 5. Atlantic, Irish and English Ivy (Cultivars Hedera hibernica and Hedera helix);
- 6. Yellow Flag Iris (Iris pseudacorus);
- 7. Purple Loosestrife and Garden Loosestrife (Lythrum salicaria & Lysimachia vulgaris);
- 8. Butterfly Bush (Buddleja davidii);
- 9. Reed Canarygrass (Phalaris arundinacea);
- 10. Italian Arum (Arum italicum)
- 11. English Holly (Ilex aquifolium)
- 12. Queen Anne's lace (Daucus carota)
- 13. Robert geranium (Geranium robertianum)
- 14. Pampas Grass (Cortaderia selloana)
- 15. Crocosmia/Montbretia (Crocosmia crocosmiiflora)
- 16. Orange and Late Cotoneaster (Cotoneaster franchetii and Cotoneaster lacteus)
- 17. English and Spanish Laurel (Prunus laurocerasus and lusitanica)

Add Section D, definition of "invasive vegetation", as noted above:

D. For purpose of this section, "invasive vegetation" is defined as: vegetation competitive with, and destructive to, native vegetation and desired landscape and garden plants.

E. No owner or person in charge of property shall allow noxious vegetation to be on property or in the right-of-way of a public thoroughfare abutting the property. ? Infers private control of noxious weeds within public property – DISCUSSION NEEDED – desirable? Legal? Insurance ramifications? DLCD recommendations?

Commented [CB9]: How far does abutting right-of-way extend? E.G. does it include a platted street not in use or utility access points. If shared by two properties, how far does obligation extend? ½ way?

Orchard recommended additional language to Section E:

E. No owner or person in charge of property shall allow noxious or invasive vegetation to be on property or in the right-of-way of a public thoroughfare abutting the property, or allow noxious or invasive vegetation to spread from their property to neighboring properties.

Commented [CB10]: How far does abutting right-of-way extend? E.G. does it include a platted street not in use or utility accesses points. If shared by two properties, how far does obligation extend? ½ way?

F. An owner or person in charge of property, including any property in the right-of-way of a public thoroughfare abutting the property, shall cut down or destroy noxious vegetation determined by the City to be necessary if it is or to prevent it from becoming a health or fire hazard, or, in the case of weeds or other noxious vegetation, from invading an environment otherwise occupied by native vegetation or ornamental plants not listed as noxious vegetation by a County or State Weed Board. ²

Commented [CB11]: This is an awkward paragraph. I.E. vegetation determined by the City to be necessary if it is or to prevent...

G. Questions regarding vegetation identification and methods for the control or eradication of noxious vegetation shall be referred to the Lincoln County Vegetation Management Committee or to the Oregon State Department of Agriculture Weed Control Division, and to the Oregon Revised Statutes, Chapter 570.

Commented [CB12R11]: Suggest deleting this paragraph or rewriting it doesn't seem to add anything

H. No owner or person in charge of property shall allow the uncontrolled growth and accumulation of dead or dormant weeds, brush, high grass, scotch broom, gorse, Himalayan blackberries, ~~or~~ pampas grass, or other vegetation listed in the Yachats noxious plant list, to become a fire hazard. This section shall not apply to any of the following:

Commented [CB13]: Probably should be Lincoln Soil and Water Conservation

1. Any maintained landscaped area **Keep / delete? (see below)**

Commented [CB14]: Vague: opens up argument – “I like Ivy / Scotch Broom / Blackberries etc.)

2. Any crop grown and maintained for lawful agricultural purposes;

Commented [CB15R14]: Not sure why H is so specific. Should be any noxious vegetation as earlier defined.

3. Any natural area on publicly owned land of Yachats;

4. Any property defined as wetlands by proper authority, if control of vegetation would violate federal, state, or county laws; ~~or~~

5. Any property defined as a riparian corridor.

Commented [CB16]: This exception is inconsistent with D.

Such vegetation shall be removed or eliminated ~~before July 1st of each year, or at any time the City Council declares a period of extreme fire danger,~~ by cutting to a height of no more than six (6) inches and mulching all cut materials. For Tansey, cut and remove all blossoms and dispose of in trash – pull remaining plant out by roots. If any owner or person in charge of property does not comply with this subsection, the City may contract with a firm licensed to do business within the City limits to bring the property into compliance as provided in Section 5.08.250, Summary abatement. The City may recover all costs as provided in Section 5.08.240, Assessment of costs.

Commented [CB17]: July 1 is burdensome on staff. Plus why only once a year. Better - not allowed to grow or establish. Okay: three times a year April, July, and September.

I. Unless a part of a City-approved natural conditions restoration project, within the first thirty (30) feet of a riparian corridor, nonspecific means, including, but not limited to, chemical sprays, mowers or weed eaters shall not be used to control or remove vegetation.

Commented [CB18]: Not clear why no weed eaters/mowers. Is this some county restriction? How else would it be accomplished?

J. Any actual costs incurred by the City in enforcing this section, including, but not limited to, summary or other abatement costs pursuant to subsections B and G of this section, shall become a lien against the property and perfected and recorded as such according to State law. (Ord. 341, 2016; Ord. 283, 2009; Ord. 244, 2004; Ord. 221, 2001)

Open Questions:

- 1) Should specific plants be listed in the ordinance or referred to in an appendix or from a separate source? **Current discussion: Separate list with descriptive photos and link to City website.**
- 2) If externally listed, who is the authority - how are plants determined and justified to be labeled as noxious weeds?
- 3) Should a slope designation exemption be added? **Discussion**
- 4) Or, should specific slopes or other conditions, upon appeal, require a plan (below) **Discussion**
- 5) Should we add a delay with a plan for remediation: E.G. 3 or 5 years and then who approves plan etc. **Discussion**
- 6) Should there be a funding source for private remediation? Educational resources?
- 7) Clarity around “right-of-way” versus street plats, plated utility easement, etc
- 4) Is July 1 for removal appropriate? (Leaves limited time for enforcement, smooth work load for code enforcement, some lower plants are obscured by then, etc..
- 8) Would like to see something re. sterile varieties. For example, there are now a few sterile varieties of butterfly bush. There are a few forms of English laurel that are unlikely to flower and thus spread. This would require that the property owner document that they planted one of these varieties

Commented [CB19]: Noxious weed sources should be readily available: E.G. BLM, King County, Cities of Portland, Eugene, etc.

2)

-Early PC discussion (08-19-2025) included the possibility of making determination of enforcement actions at the discretion of the City Enforcement officer. This would include enforcement timing (rather than a firm date, as noted above), enforcement conditions in sloped areas and formally planted areas, etc, Discussion

Note: the term “Yachats invasive plant list”, as used in this DRAFT, may be revised and a different title as selected.

SAMPLE NOXIOUS PLANT LIST WITH PHOTOGRAPHS

Yachats Ordinance Revision

September 1, 2025

Noxious weeds and invasive plants prevalent in the Yachats area

Mar 15, 2025

This list may be revised from time to time, depending upon new data from sources listed below.

See also [Ordinance Section 5.08.110](#).

Suggestion: List alphabetically

- A. Canada thistle
- A. French, Scotch, and Spanish broom
- A. Gorse
- A. Himalayan blackberry
- A. Japanese knotweed
- A. Poison hemlock
- A. Waterweed (Elodea)
- A. Tansy ragwort
- A. Hedge and Field Bindweeds (Morning Glory) (Calystegia sepium and Convolvulus arvensis)
- A. Common Fennel (Foeniculum vulgare);
- A. Policeman's Helmet (Impatiens glandulifera);
- A. Knotweeds* Polygonium species *Elimination only by approved practices;
- A. Old Man's Beard and Silverlace Vine (Clematis vitalba and Polygonum albertii);
- A. Atlantic, Irish and English Ivy (Cultivars Hedera hibernica and Hedera helix);
- A. Yellow Flag Iris (Iris pseudacorus);
- A. Purple Loosestrife and Garden Loosestrife (Lythrum salicaria & Lysimachia vulgaris);
- A. Butterfly Bush (Buddleja davidii);
- A. Reed Canarygrass (Phalaris arundinacea).
- A. Italian Arum (Arum italicum)
- A. English Holly (Ilex aquifolium)
- A. Queen Anne's lace (Daucus carota)
- A. Robert geranium (Geranium robertianum)
- A. Pampas Grass (Cortaderia selloana)
- A. Crocosmia/Montbretia (Crocosmia crocosmiiflora)
- A. Orange and Late Cotoneaster (Cotoneaster franchetii and Cotoneaster lacteus)
- A. English and Spanish Laurel (Prunus laurocerasus and lusitanica)
- B. Vinca (Periwinkle varieties)**

Suggestion: For the most prevalent plants in the Yachats area, provide photographs

The following are some of the more prevalent and easily recognizable noxious weeds and invasive plants in the Yachats area.

Common Name: **Hedera Helix** Scientific Name: **English Ivy**

**Can provide second row here to save space
Size to get 6 per page, two rows**



Special Control: Remove roots, prevent
From climbing trees and walls

Common Name: **Gorse** Scientific Name: **Ulex (var.)**



Special Control:

Common Name: **Himalayan Blackberry** Scientific Name: **Rubus Ameniacus**



Special Control:

Common Name: **Scotch Broom** Scientific Name: **Cytisus Scoparius**



Special Control:

From: [Kimmie Jackson](#)
To: [REDACTED]
[Bobbi Price](#)
Subject: FW: Online Form Submission #359 for City of Yachats Volunteer Agreement
Date: Thursday, September 4, 2025 11:06:00 AM

[REDACTED]

[REDACTED]

[REDACTED]



[REDACTED]

[REDACTED] noreply@civicplus.com <noreply@civicplus.com>
Sent: Wednesday, September 3, 2025 10:43 AM
To: City Hall <cityhall@YachatsMail.org>; Kimmie Jackson <recorder@YachatsMail.org>
Subject: Online Form Submission #359 for City of Yachats Volunteer Agreement

City of Yachats Volunteer Agreement

City of Yachats

501 Highway 101 N

PO Box 345

Yachats, OR 97498

Phone: 541-547-3565
Fax: 541-547-3063

Thank you for your interest in volunteering for City of Yachats!

We value community involvement and look forward to partnering with volunteers to help us better serve the citizens of Yachats. To ensure the safety of our volunteers and protect the interests of the City, all prospective volunteers are required to complete a brief application and follow the process outlined below.

The application process includes the following steps:

1. Complete the volunteer application form & submit
2. The City Recorder will schedule a meeting between the applicant and the City Manager to discuss the role and what to expect.
3. The application will be forwarded to the relevant commission or committee for review.
4. If selected to move forward, the applicant will be interviewed by the City Council.
5. City Council will then vote on the appointment.

Thank you again for your willingness to contribute your time and talents. We appreciate your interest in serving our community!

First Name	Roland
Last Name	Vallerand
Address	[REDACTED]
City	Yachats
State	Oregon
Zip Code	97498
Daytime Phone	[REDACTED]
Evening Phone	[REDACTED]
Email	[REDACTED]

(Section Break)

Volunteer Activity

Please describe the type of volunteer work you are interested in performing, activity/event, or Commission/Committee you wish to volunteer for.

Planning commission

Please list the date(s) or range of dates for which you would like to volunteer

any time

Statement of Interest or Related Experience for Commissions & Committees

Interested in future housing Such as ADU. Development of parking and traffic monitoring affecting the city. Future water concerns. Background work in administration and mediation. Experience on committees and volunteer work.
Active Volunteer on trails group for Yachats. Volunteer on street flower bed maintenance.
Licensed Psychotherapist with experience in mediation. Union representative.

Upload document, if needed

Field not completed.

(Section Break)

References

*Please list two references that are **not related to you** and that have knowledge of your relevant experience for the type of volunteer activity you are interested in.*

Reference 1

First Name Mary

Last Name Aebi

Address King St

City Yachats

State Oregon

Zip Code	97498
Phone Number	[REDACTED]
Relationship	Friend
Years Known	2 years
Reference 2	
First Name	Shelly
Last Name	Schrock
Address	121 Greenhill DR
City	Yachats
State	Oregonb
Zip Code	97498
Phone Number	[REDACTED]
Relationship	Friend
Years Known	2 1/2
Emergency Information <i>Name and contact information for the person(s) to reach in the event of an emergency.</i>	
Name	Daniel Nauman
Phone Number	[REDACTED]
Relationship	spouse
Name	<i>Field not completed.</i>
Phone Number	<i>Field not completed.</i>
Relationship	<i>Field not completed.</i>

I understand and agree to the following:

- I will keep all issues pertaining to city business confidential
- I may be subject to background and motor vehicle record checks.
- I will adhere by Oregon Occupational Safety and Health Division (OR-OSHA) safety standards and training I am provided.
- I have read and understand the Volunteer Policy.

I hereby certify that the facts set forth in this volunteer registration are true to the best of my knowledge. I agree that if the information given in my registration, resume, or any other materials, or during any interview, is found to be false in any way, it shall be considered sufficient cause for denial of volunteer status.

I understand that City of Yachats is not obligated to appoint me to a volunteer position and that nothing contained in the volunteer registration form is intended to create a contract between City of Yachats and me. In addition to the above items, I agree to comply with the policies, rules, regulations, and procedures of City of Yachats, which I understand may change at any time and I understand that my volunteer status can be terminated with or without cause or notice, at any time, at the option of either me or City of Yachats.

Signature Roland Vallerand

Date 9/3/2025

Required for all Minors: Parent or Guardian's Authorization for Medical Care & Consent to Agreement

I PARENT/GUARDIAN as parent or legal guardian, hereby grant permission for MINOR to do volunteer work for City of Yachats. In the event of an emergency, accident, or illness, I authorize City of Yachats and its employees to administer emergency medical care to my child and/or, if deemed necessary, to secure emergency medical services and incur expenses for which I will be responsible for payment. My signature in the following hereby represents that I have read, understand, and to this agreement.

Parent/Guardian *Field not completed.*

Minor *Field not completed.*

Signature *Field not completed.*

Date *Field not completed.*

Version 2025-08-28

From: noreply@civicplus.com
To: [City Hall](#); [Kimmie Jackson](#)
Subject: Online Form Submission #358 for City of Yachats Volunteer Agreement
Date: Thursday, August 28, 2025 11:57:41 AM

City of Yachats Volunteer Agreement

City of Yachats
501 Highway 101 N

PO Box 345

Yachats, OR 97498

Phone: 541-547-3565
Fax: 541-547-3063

Thank you for your interest in volunteering for City of Yachats!

We value community involvement and look forward to partnering with volunteers to help us better serve the citizens of Yachats. To ensure the safety of our volunteers and protect the interests of the City, all prospective volunteers are required to complete a brief application and follow the process outlined below.

The application process includes the following steps:

1. Complete the volunteer application form & submit
2. The City Recorder will schedule a meeting between the applicant and the City Manager to discuss the role and what to expect.
3. The application will be forwarded to the relevant commission or committee for review.
4. If selected to move forward, the applicant will be interviewed by the City Council.
5. City Council will then vote on the appointment.

Thank you again for your willingness to contribute your time and talents. We appreciate your interest in serving our community!

First Name Steven

Last Name	Chase
Address	[REDACTED]
City	Yachats
State	OR
Zip Code	97498
Daytime Phone	[REDACTED]
Evening Phone	<i>Field not completed.</i>
Email	[REDACTED]

(Section Break)

Volunteer Activity

Please describe the type of volunteer work you are interested in performing or activity/event you wish to volunteer for.	Planning Commission
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Please list the date(s) or range of dates for which you would like to volunteer	Any time after September 22, 2025.
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Statement of Interest or Related Experience for Commissions & Committees	<p>Amy and I moved to Yachats as permanent residents in Nov 2023. I've considered various volunteer tasks to contribute my time to the community. I'm aware that the Planning Commission has two open seats and is looking for qualified volunteers to serve. My 40+ year business career was mainly devoted to real estate, mortgage insurance, residential and commercial real estate lending and community banking. This knowledge and experience would be relevant to serving on the Planning Commission. My Linked In profile is attached. I will submit a more formal resume if desired.</p> <p>https://www.linkedin.com/in/steven-c-5442427/</p>
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Upload document, if needed	Steven Chase _ LinkedIn profile 8.2025.pdf
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(Section Break)

References

*Please list two references that are **not related to you** and that have knowledge of*

your relevant experience for the type of volunteer activity you are interested in.

Reference 1

First Name Ron

Last Name Daniel

Address

City Kansas City

State MO

Zip Code 64152

Phone Number

Relationship Friend and business partner

Years Known 52

Reference 2

First Name Tom

Last Name Gray

Address

City Kansas City

State MO

Zip Code 64164

Phone Number

Relationship Friend and business partner

Years Known 11

Emergency Information

Name and contact information for the person(s) to reach in the event of an emergency.

Name Amy Alumbaugh

Phone Number

Relationship Wife

Name *Field not completed.*

Phone Number *Field not completed.*

Relationship *Field not completed.*

I understand and agree to the following:

- I will keep all issues pertaining to city business confidential
- I may be subject to background and motor vehicle record checks.
- I will adhere by Oregon Occupational Safety and Health Division (OR-OSHA) safety standards and training I am provided.
- I have read and understand the Volunteer Policy.

I hereby certify that the facts set forth in this volunteer registration are true to the best of my knowledge. I agree that if the information given in my registration, resume, or any other materials, or during any interview, is found to be false in any way, it shall be considered sufficient cause for denial of volunteer status.

I understand that City of Yachats is not obligated to appoint me to a volunteer position and that nothing contained in the volunteer registration form is intended to create a contract between City of Yachats and me. In addition to the above items, I agree to comply with the policies, rules, regulations, and procedures of City of Yachats, which I understand may change at any time and I understand that my volunteer status can be terminated with or without cause or notice, at any time, at the option of either me or City of Yachats.

Signature Steven B Chase

Date *Field not completed.*

Required for all Minors: Parent or Guardian's Authorization for Medical Care & Consent to Agreement

I PARENT/GUARDIAN as parent or legal guardian, hereby grant permission for MINOR to do volunteer work for City of Yachats. In the event of an emergency, accident, or illness, I authorize City of Yachats and its employees to administer emergency medical care to my child and/or, if deemed necessary, to secure emergency medical services and incur expenses for which I will be responsible for payment. My signature in the following hereby represents that I have read, understand, and to this agreement.

Parent/Guardian *Field not completed.*

Minor *Field not completed.*

Signature Steven B Chase

Date 8/28/2025

Version 2025-08-28

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [City Hall](#); [Kimmie Jackson](#)
Subject: Online Form Submission #363 for City of Yachats Volunteer Agreement
Date: Thursday, October 2, 2025 11:53:57 AM

City of Yachats Volunteer Agreement

City of Yachats
501 Highway 101 N

PO Box 345

Yachats, OR 97498

Phone: 541-547-3565
Fax: 541-547-3063

Thank you for your interest in volunteering for City of Yachats!

We value community involvement and look forward to partnering with volunteers to help us better serve the citizens of Yachats. To ensure the safety of our volunteers and protect the interests of the City, all prospective volunteers are required to complete a brief application and follow the process outlined below.

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3. The application will be forwarded to the relevant commission or committee for review.
4. If selected to move forward, the applicant will be interviewed by the City Council.
5. City Council will then vote on the appointment.

Thank you again for your willingness to contribute your time and talents. We appreciate your interest in serving our community!

First Name David

Last Name	Diamond
Address	[REDACTED]
City	Yachats
State	Oregon
Zip Code	97498
Daytime Phone	[REDACTED]
Evening Phone	[REDACTED]
Email	[REDACTED]

(Section Break)

Volunteer Activity

Please describe the type of volunteer work you are interested in performing, activity/event, or Commission/Committee you wish to volunteer for.	Planning Commission
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Please list the date(s) or range of dates for which you would like to volunteer	October 2025 - October 2029
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Statement of Interest or Related Experience for Commissions & Committees	My work career was as a Vice-President of Engineering for the high line Motorhome Company, Country Coach. When I retired I had been promoted to Chief Operations Officer. During my professional tenure I became involved in building codes and standards for RV's and Manufactured Homes. An example is that I served on the Oregon State Manufactured Structures and Parks Advisory Board that met in Salem. So I have experience in codes and administrative rules as well as protocol for meetings and commissions.
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Upload document, if needed	<i>Field not completed.</i>
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(Section Break)

References

*Please list two references that are **not related to you** and that have knowledge of*

your relevant experience for the type of volunteer activity you are interested in.

Reference 1

First Name Craig

Last Name Hogan

Address [REDACTED]

City Yachats

State Oregon

Zip Code 97498

Phone Number [REDACTED]

Relationship Neighbor

Years Known 3

Reference 2

First Name Mark

Last Name Green

Address [REDACTED]

City Yachats

State Oregon

Zip Code 97498

Phone Number [REDACTED]

Relationship Neighbor

Years Known 3

Emergency Information

Name and contact information for the person(s) to reach in the event of an emergency.

Name Barbara Mosegard-Diamond

Phone Number [REDACTED]

Relationship Wife

Name *Field not completed.*

Phone Number *Field not completed.*

Relationship *Field not completed.*

I understand and agree to the following:

- I will keep all issues pertaining to city business confidential
- I may be subject to background and motor vehicle record checks.
- I will adhere by Oregon Occupational Safety and Health Division (OR-OSHA) safety standards and training I am provided.
- I have read and understand the Volunteer Policy.

I hereby certify that the facts set forth in this volunteer registration are true to the best of my knowledge. I agree that if the information given in my registration, resume, or any other materials, or during any interview, is found to be false in any way, it shall be considered sufficient cause for denial of volunteer status.

I understand that City of Yachats is not obligated to appoint me to a volunteer position and that nothing contained in the volunteer registration form is intended to create a contract between City of Yachats and me. In addition to the above items, I agree to comply with the policies, rules, regulations, and procedures of City of Yachats, which I understand may change at any time and I understand that my volunteer status can be terminated with or without cause or notice, at any time, at the option of either me or City of Yachats.

Signature David Diamond

Date 10/2/2025

Required for all Minors: Parent or Guardian's Authorization for Medical Care & Consent to Agreement

I PARENT/GUARDIAN as parent or legal guardian, hereby grant permission for MINOR to do volunteer work for City of Yachats. In the event of an emergency, accident, or illness, I authorize City of Yachats and its employees to administer emergency medical care to my child and/or, if deemed necessary, to secure emergency medical services and incur expenses for which I will be responsible for payment. My signature in the following hereby represents that I have read, understand, and to this agreement.

Parent/Guardian *Field not completed.*

Minor *Field not completed.*

Signature *Field not completed.*

Date *Field not completed.*

Version 2025-08-28

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**CITY OF YACHATS
PLANNING WORK SESSION & REGULAR
COMMISSION**

**MEETING SUMMARY MINUTES
City Hall, 441 Hwy 101 N, OR 97498
Tuesday, September 16, 2025**

WORK SESSION

- I. Planning Work Session Commission Meeting 2:00 pm**
- II. Call to Order**
- III. Roll Call**

Committee Members	P/A
Marc Sakamoto, Chair	A
Craig Hogan	P
Loren Dickinson (Zoom)	P
Mary Aebi, Vice Chair	P
Jolene Gosselin	P

Staff Members	
	Neal Morphis, City Clerk
Kimkie Jackson, Recorder	Katherine Guenther, Planner

Work Session

- I. Upcoming public meeting with Cascadia Partners
City Planner Catherine Guenther reported on upcoming public involvement efforts, highlighting the Cascadia Group’s scheduled presentation on Accessory Dwelling Units (ADUs) on September 30, 2025, from 5:30 to 7:00 p.m. at the Commons. Commissioners agreed on the importance of attending to hear public input and respond to questions, while clarifying that no final recommendations have been adopted as of yet. The discussion emphasized the need to reassure the public that there will be multiple opportunities for input, including additional hearings, before any changes are made. Staff will work to centralize Cascadia’s materials, surveys, and presentations on the city

website for easier access. The Commission also discussed issues related to ADUs, including the presence of unpermitted units, the possibility of establishing an amnesty program, safety and code compliance concerns, and the challenges posed by high construction costs on the coast. Commissioners agreed that public education and clear communication will be essential in moving forward. Additional topics included reviewing the Commission's annual goals in November for submission to Council, ongoing research into an invasive plant ordinance with updates expected at the next session, and upcoming interviews for two new Planning Commission applicants scheduled for October.

Regular Session

- I. Announcements and Correspondence - None**
- II. Citizens' Concerns** - George Giroux, 215 Crestview, addressed the Commission regarding property on Green Hill zoned R-2. He expressed interest in developing a duplex but noted high construction costs. He also raised concerns about Cascadia's draft recommendations for minimum square footage and requested clarification on the matter.
- III. Reports**
 - a. Commission Chairs Report - Updates included progress on the library project, walkway marker repairs, and budget updates, indicating the City is slightly under budget.
 - b. The Planner stated that there is a steady building activity that continues despite high costs. Progress has been made on the Local Wetlands Inventory, and it should be nearing completion.
- IV. Other Business**

There was a discussion about the clarification provided regarding manufactured housing and code language. Commissioners confirmed that discriminatory provisions against single-wide manufactured homes will be removed.

Adjourn City Council Meeting 4:51 pm
Minutes prepared by Kimmie Jackson, Recorder

**City of Yachats Building Activity
January 1 - October 15, 2025**

Project Name	Description	Parcel #	Address	Zone	Opened	Status
KAHN	New SFD	14-12-26-BC-7400	100 Gimlet Lane	R1	11/2/23	Revision Complete
TAYLOR	Accessory Structure	14-12-27-DA-10601	160 West 2nd Street	C1	1/10/25	In Review (LC)
DUEA	Garage Conversion	14-12-27-AC-6100	566 Ocean View Drive	R1	1/29/25	Permit Issued
DE LEON	New SFD	14-12-34-AA-200	264 Highway 101 S	R1	1/29/25	Permit Issued
MOORE	Addition to SFD	14-12-26-CB-2200	337 East 2nd Street	R1	2/5/25	Permit Issued
FISCHER	New SFD	14-12-34-AC-6700	30 Surfside Drive	R1	2/5/25	Permit Issued
HALLA	Addition to SFD	14-12-27-AA-1315	407 Aqua Vista Loop	R2	3/3/25	Permit Issued
CHOWDHURY	New SFD	14-12--26-BC-5300	1040 Horizon Hill Road	R1	3/5/25	Permit Issued
SERBU	Addition to Motel	14-12-27-AD-3900	TBD Highway 101	C1	3/5/25	Withdrawn
VALENTIN/TAYLOR	New SFD	14-12-27-DA-5100	536 West 4th Street	C1	3/7/25	Permit Issued
DANIEL	Solar Rack	14-12-26-BB-3000	221 Windsong	R1	3/10/25	Expired
RAMSEY	New SFD	14-12-27-DA-8400	221 West 2nd Street	C1	6/5/25	In Review (LC)
RUSSELL	New Attached Garage	14-12-26-CB-5300	479 Yachats River Road	R1	6/18/25	Permit Issued
PENWELL	New SFD	14-12-26-BC-6300	1017 Keenah Lane	R1	7/15/25	In Review (LC)
FROHNAUER	New SFD	14-12-26-BB-2900	227 Windsong	R1	7/30/25	Permit Issued
FROHNAUER	Dining Room Addition	14-12-26-BB-2900	227 Windsong	R1	8/8/25	Permit Issued
UHAN	New SFD	14-12-26-BB-6700	502 Creekside Lane	R1	9/8/25	In Review (LC)
SHEPHERD	New SFD	14-12-27-AD-3400	969 Highway 101 N	C1	9/11/25	In Review (CoY)
SMITH	Deck Replacement	14-12-34-AA-400	18 Reeves Circle	R1	9/15/25	In Review (LC)
CITY OF YACHATS	New ADA Compliant Restrooms	14-12-27-DA-4500	441 Highway 101 N	PF	10/8/25	Permit Issued
MOINE	Install New Window Opening	14-12-34-AA-1701	390 Yachats Ocean Road	R4	10/15/25	In Review (LC)

PLANNING COMMISSION ISSUES LIST as of 10/21/25

Item #	Description	Assigned	Due Date	Status
2	Complete Wetland Inventory	KG		<p>07/30: Per BP,KG still responding to questions from DSL. 05/20: Per BP should be completed in 30 days. 03/18: KG has received questions from DSL regarding inventory. 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.</p>
5	Amend Title 9 for Housing Implementation Plan			<p>Cascadia Partners. 02/18/25: Contact changed at Cascadia. KG to forward questions to new contact. 01/02/25: KG to reach out to Rachel at Cascadia with final version.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.</p>

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 ask 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		05/20: Fees update completed. PC to review. 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			Cascadia Partners. 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 #5. 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			10/15: Latest article on code approval process submitted. 06/17: Zoning variances suggested as next topic. 05/20: MA to work with MS on topics. 03/17 Content on ADU submitted to BP. 01/14/25: Content reviewed by commission and submitted to BP for 02/25 newsletter. 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			05/20 Final still not included in Municipal Code. 11/19: Followup to make sure that changes approved by City Council are added in writing to Title 9.
15	Update mobile home regulations			Cascadia Partners. 03/26: To be included in code updates by Cascadia. 12/10: Needs review to update to current state law.
16	Define SRO	DF		Cascadia Partners. 06/17 : DF provided based on state reg.
17	Update Setback code	DF		06/17: General agreement that should be a variance.
18	Define Family Unit	DF		Cascadia Partners. 06/17: DF provided suggestion. May also be addressed by Cascadia.
19	Noxious Weed Ordinance	LD		08/15: LD working with Parks and Commons and will use their requirements for city wide ordinance
20	Water Conservation	CH		