

1. Agenda

Documents:

[2019-05-21 Planning Agenda.pdf](#)

2. Meeting Materials

Documents:

[2019-03-19 Planning Minutes DRAFT.pdf](#)

[2019-03-19 Planning Work Session Minutes DRAFT.pdf](#)

[2019-04-16 Planning Minutes DRAFT.pdf](#)

[2019-04-16 Planning Work Session Minutes DRAFT.pdf](#)

[2019-04-23 Planning Work Session Minutes DRAFT.pdf](#)



CITY OF YACHATS

PLANNING COMMISSION MEETING

441 Hwy 101 N., Yachats Commons, Room 1
Tuesday, May 21, 2019: 2 pm Work Session;

WORK SESSION AGENDA

- A. Discussion with Dana Nichols (COG) about assistance and services

REGULAR MEETING AGENDA

- I. Call to Order
- II. Announcements and Correspondence
- III. Minutes
 - A. March 19, 2019 Work Session and Regular Meeting
 - B. April 16, 2019 Work Session
 - C. April 23, 2019 Special Work Session
- IV. Citizen's Concerns
- V. Public Hearings
- VI. Business
 - A. Planner's Report
- VII. Other Business
 - A. From the Commission
 - B. From Staff

Commission meets the third Tuesday of each month.

Next scheduled meeting: June 18, 2019 at 2:00pm and 3:00pm.

This meeting is open to the public and all interested persons are invited to attend. 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. Minutes of all public meetings are available for review at City Hall, or on the City website at www.yachatsoregon.org.

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. The meeting room is physically accessible to persons with mobility devices; 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).

Posted: May 20, 2019



City of Yachats

PLANNING COMMISSION

March 19, 2019

Draft Minutes

I. Call to Order

Chair Helen Anderson called the March 19, 2019 meeting of the Yachats Planning Commission to order at 3:0 pm in the Room 1 of the Yachats Commons. Members present: Helen Anderson, Christine Orchard, Lance Bloch, Mary Ellen O'Shaughnessey, Doug Conner, and Jacqueline Danos. Absent: none. Staff present: City Planner Dave Mattison. Audience: 3.

II. Announcements and Correspondence – none

III. Minutes

A. February 5, 2019 Special Work Session

B. February 19, 2019 Work Session

C. February 19, 2019 Regular Meeting

Commissioner Danos moved to approve the February 5 and 19, 2019 minutes as amended: Aye – 7; No – 0.

IV. Citizen's Concerns - none

V. Public Hearings - none

VI. Business

A. Update on Case #1-CU-PC-17 Conditional Use Drift Inn

Anderson summarized that in 2014, Linda Hetzler purchased the old clinic building and received a conditional use for the hotel rooms. At that time, Hetzler also added the parking lot on the northwest corner on E 2nd and Prospect Streets. Additionally, the proposal indicated the manufactured home would be torn down within three years and replaced with parking. In 2017, Hetzler purchased the old laundromat building to add more hotel rooms. Planner Lewis calculated the required spaces in 2017 to be 27 off-street parking spaces. Hetzler asked that she not be required to remove the manufactured home, and the Planning Commission agreed to that stipulation given that she was meeting the 27 off-street parking requirement with the building standing as is.

Anderson stated that since the last hearing, refurbishment of the laundromat building has resulted in a decrease from 5 to 4 parking spaces. Additionally, outdoor seating has been added behind the Mercantile and requires 6 additional spaces, for a total of 7 off-street parking spaces needed.

Hetzler proposed that the City buy the Alder building and she would help organize a business district where the businesses would cover the mortgage. She suggested tearing the building down except for one small section to house the Chamber of Commerce. She emphasized the parking problems in the downtown area. She speculated that other businesses have been getting parking variances, noting these businesses use the

1 parking she has paid to develop. Hetzler provided numerical figures on the cost to businesses if the City
2 made the down payment for the property.

3
4 Anderson noted the Council would be the one to consider the option to buy the property and noted there are
5 other property purchase considerations before the Council. Commissioner O'Shaughnessey asked if Hetzler
6 had talked to the other business owners. Hetzler stated she had talked to the big businesses. Commissioner
7 Orchard asked how much parking the property could provide and how was she proposing that work for other
8 businesses. Anderson stated these matters were beyond the scope of the Commission.

9
10 Anderson stated that Hetzler has previously agreed to remove the manufactured home and let that area be
11 parking. Hetzler indicated she did not want to remove the home as it was workforce housing. Hetzler added
12 that she has provided parking for other businesses. Anderson clarified that the parking Hetzler was
13 referencing beyond the manufactured home lot was on-street parking along E 2nd Street at the blue house.
14 Anderson emphasized this discussion was about off-street parking.

15
16 Danos asked if Hetzler could provide a site plan. Hetzler indicated she had drawings.

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18 Hetzler asserted that she has been provided off-street parking as required but other businesses have not been
19 and have been getting variances. Anderson noted Hetzler had been grandfathered in for much of its required
20 off-street parking. Hetzler stated she has added more parking than any business other than the Adobe.

21
22 Commissioner Dickinson suggested there might be more room for parking if the home was moved to the east
23 edge. Planner Mattison suggested Hetzler could add angled parking along the north edge of the property and
24 speculated there could be additional parking along the west side of the manufactured home. Commissioners
25 also suggested removing the garage could make room for the required parking needs. Commissioner Bloch
26 asked about how parking could be indicated on gravel. Hetzler noted she had a method of burying pipe in
27 the ground to establish the parking lines.

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29 Hetzler suggested she was being held to a different standard than other businesses. Orchard noted Luna Sea
30 was granted a variance for the parking lost during the 101 Project. Hetzler suggested Heidi's and Ona were
31 not required to add parking for their expansions. Orchard clarified that Hetzler had been adding additional
32 spaces which would be held to the current parking requirements. Orchard noted Hetzler could apply for a
33 variance. Dickinson suggested if Hetzler could add some additional parking, that might help her with her
34 variance request. Bloch noted that while the idea of parking at the Alder was a good vision, the reality was
35 that it could take several years to happen.

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42 variance request.

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45 focused on what they had jurisdiction over.

46 47 **VII. Planner's Report**

48 Mattison reported there were around 6 building permit requests. Orchard suggested Mattison follow Lewis'
49 report. Mattison indicated he was setting up a spreadsheet to track applications and give the requests an
50 internal tracking number.

51 52 **VIII. Other Business - none**

1 **A. From the Commission**

2 Danos asked if the Commission could discuss RV parking. Anderson noted the City was currently
3 addressing issues around living in RVs and changing laws around banning camping. Anderson noted there
4 were some rules about parking RVs and constraints on how often one could camp in one. Danos noted they
5 were not requirements around the size of RVs. Orchard suggested Danos could present her suggestions for
6 modifying the existing code. Orchard recalled the situation with the RV parking on Lemwick Lane where
7 the Planning Commission and Council turned down a request for living in the RV and the State overturned
8 that decision. Orchard noted the code was updates after that.
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11 Commissioners were not certain of the City plans for the code enforcement/planner position. Mattison
12 indicated he was contracted through December 2019.
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14 Shelly Shrock (Greenhill) asked if parking would be required for the new restaurant in the Beach Street
15 building that was Heidi's. Anderson stated while the business was changing, the use was not changing so
16 parking would be grandfathered in.
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18 Shrock also noted the additional area behind Luna Sea was not required to have additional parking. Orchard
19 suggested there might have been two expansions of that back area at Luna Sea. She noted that the building
20 was not modified but areas inside were converted to seating.
21

22 Commissioners discussed how the parking requirements for areas already in use are treated when a
23 grandfather status is in effect.
24

25 **B. From Staff - none**

26
27 Anderson adjourned the meeting at 3:52 pm.
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32 _____
33 Helen Anderson, Chair

Date

34
35 Minutes prepared by H H Anderson on April 6, 2019.
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City of Yachats

YACHATS PLANNING COMMISSION

March 19, 2019

Work Session Draft Minutes

Vice-Chair Lance Bloch called the March 19, 2019 work session of the Yachats Planning Commission to order at 2:02 pm in the Room 1 of the Yachats Commons. Members present: Jacqueline Danos, Doug Conner, Helen Anderson, Lance Bloch, Christine Orchard, and Mary Ellen O'Shaughnessey. Absent: none. Staff Present: City Planner Dave Mattison. Audience: 0.

I. Planning Commission Summary for Budget

Commissioner Anderson stated the Finance Committee had asked each Commission to draft a summary of what they do and their budget goals. She noted Commissioner Danos developed the draft in the packet. Bloch noted there could be a need for training for the Commissioners. Bloch suggested they could identify the costs and propose that amount. Anderson believed this request was more about Capital Improvement Projects (CIPs) than operational issues. Planner Mattison recalled an Oregon Chapter of the American Planning Association (OAPA) website that has useful video trainings on planning issues. He suggested the Commission could watch a few and then discuss. He also noted there were more detailed trainings through the OAPA. Danos indicated she understood the objective of the draft was more to identify responsibilities and goals. Commissioner Orchard identified several corrections. Commissioner O'Shaughnessey asked for clarification on what the Finance Committee wanted. Danos explained her reason for including information on training.

Commissioners discussed the quasi-judicial and code maintenance and development roles of the Commission. Anderson noted the Code indicates the Planning Commission was to update the Comprehensive Plan every two years, and she had asked the Mayor if they could change that to four or five years. Commissioner Conner asked if the Commission needed to identify the portions of the Comp Plan that had or did not have supporting Code. Danos noted the Comp Plan was last reviewed in 2009.

Commissioners agreed to clean up Danos' document and submit that to the Finance Committee.

II. Planning Priorities

Anderson explained the items on the list were issues Commissioners had raised in the past few years, noting that the assumption has been that after signs were completed, they would pursue lighting.

1 Mattison reported that the Oregon Cascades West Council of Governments (COG) Planning
2 Department had agreed to complete an audit of the Code to identify areas that need adjustments.
3 Danos suggested they could create map overlays to better explain where different parts of the Code
4 applied. Anderson suggested that task could get complicated because of all of the CC&Rs.
5 Commissioner Dickinson noted that it can be very difficult to change CC&Rs. Dickinson added
6 that graphic representations make it much easier for people to understand the Code.

7
8 Anderson identified and Commissioners briefly discussed each item on the list.

9 10 **III. Sign Ordinance**

11 **A. Definitions**

12 Dickinson suggested the “Sign, xxx” definitions be in alphabetical based on the “xxx” component.
13 Danos asked to add a definition for “foot candle.” Bloch noted lighting would be addressed in Title
14 5, and this definition list was for Title 9. Conner believed that the criteria for abandoned signs did
15 not allow for transfer of the sign upon sale of a property (From definition: “The sign is no longer
16 used by the entity for which the sign was erected. Discontinuance of sign use may be shown by
17 cessation of use of the property where the sign is located”). Commissioners discussed the
18 interpretation and the majority believed the language allowed for continued use of the sign when a
19 business was transferred. Orchard noted Conner’s concern was about a definition, not the actual
20 code that regulated abandoned signs.

21
22 Dickenson asked if there was code around tri-vision signs, noting there was a definition for tri-
23 vision signs.

24 25 **B. Chapter 9.44**

26 Dickinson noted 9.44.030.T contained a double negative. Bloch suggested and Commissioners
27 agreed that items 4 and 5 be places as items U and V so that the section reads:

28 T. Any sign within or over any public right of way, or located on private property less than
29 two (2) feet from any area subject to vehicular travel, except for:

30 1. Public Signs;

31 2. Temporary Signs specifically allowed within the public right of way;

32 3. Temporary Signs, including banners, pennants, and wind signs;

33 U. Unlawful Signs;

34 V. Any sign judicially determined to be a public nuisance.

35 W. Signs with an external light source that changes intermittently.

36 Dickenson noted 9.44.120.F does not have a provision to not project beyond the property line and
37 suggested adding an item 4 to read, “The sign shall not project beyond property boundaries.”
38 Commissioners agreed.

39
40 Dickenson suggested and Commissioner agreed that there be some requirement for an accurate
41 depiction of the sign in 9.44.130.A.4. Dickinson suggested language such as, “an accurate
42 depiction of the sign with drawings to scale.”
43

44 Danos recalled there be language around illumination that referred to milliamps. Anderson recalled
45 the Commission agreed to use the language from the model code with the wattage equivalents.

1 Bloch indicated the Commission would pick up with diagrams at the next work session. Anderson
2 noted that Mattison suggested using a composite diagram that would have a corresponding chart.
3
4 Orchard asked Mattison to provide a Planner's Report on building activity for the next meeting.
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9 _____
Lance Bloch, Vice-Chair

Date

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11 Minutes prepared by H H Anderson on April 7, 2019.
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City of Yachats

PLANNING COMMISSION

April 16, 2019

Draft Minutes

I. Call to Order

Chair Helen Anderson called the April 16, 2019 meeting of the Yachats Planning Commission to order at 3:00 pm in the Room 1 of the Yachats Commons. Members present: Helen Anderson, Christine Orchard, Lance Bloch, Mary Ellen O'Shaughnessey, Doug Conner, and Jacqueline Danos. Absent: none. Staff present: City Planner Dave Mattison. Audience: 3.

II. Announcements and Correspondence – none

III. Minutes

A. February 5, 2019 Special Work Session

B. February 19, 2019 Work Session

C. February 19, 2019 Regular Meeting

Commissioner Danos moved to approve the February 5 and 19, 2019 minutes as amended: Aye – 7; No – 0.

IV. Citizen's Concerns - none

V. Public Hearings - none

VI. Business

A. Update on Case #1-CU-PC-17 Conditional Use Drift Inn

Anderson summarized that in 2014, Linda Hetzler purchased the old clinic building and received a conditional use for the hotel rooms. At that time, Hetzler also added the parking lot on the northwest corner on E 2nd and Prospect Streets. Additionally, the proposal indicated the manufactured home would be torn down within three years and replaced with parking. In 2017, Hetzler purchased the old laundromat building to add more hotel rooms. Planner Lewis calculated the required spaces in 2017 to be 27 off-street parking spaces. Hetzler asked that she not be required to remove the manufactured home, and the Planning Commission agreed to that stipulation given that she was meeting the 27 off-street parking requirement with the building standing as is.

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Hetzler proposed that the City buy the Alder building and she would help organize a business district where the businesses would cover the mortgage. She suggested tearing the building down except for one small section to house the Chamber of Commerce. She emphasized the parking problems in the downtown area. She speculated that other businesses have been getting parking variances, noting these businesses use the

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34 Helen Anderson, Chair

Date

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City of Yachats

YACHATS PLANNING COMMISSION

April 23, 2019

Work Session Draft Minutes

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I. Sign Ordinance

Bloch noted the discussion would focus on pages 8-11. Commissioner Anderson noted Commissioner Orchard had previously sent edits. Planner Mattison noted he and Anderson had discussed adding a table of sign types and the regulations for that sign.

Anderson explained the diagrams she added to the sign document. Commissioners discussed how to organize the proposed tables and suggested a column for R1, R2 and R3 and another for R4, C1, SP, and PF.

Commissioner Dickinson suggested that there be a diagram for showing how to calculate the area for signs that are composed of letters.

Commissioner Conner asked about the source for the height restrictions and what the density of signage could be in the center of town, noting the 8-foot height allowance could block scenic views. Commissioners discussed where and how such blockage could occur and whether the 32-square foot area or 8-foot height restrictions should be modified. Bloch noted business might object to lower signs as parked cars could block the sign's visibility from the street. Commissioner Orchard noted there were many businesses in the downtown area that could not erect a freestanding sign because there was no private land on which to build them. Commissioners discussed the minimum lot width for commercial lots and where the smaller lot width properties were located.

Planner Mattison asked if Yachats had a statement in the code about not erecting signs that block another sign. Anderson was not aware of such language.

Bloch noted the code addresses the limits on signs but the Commission has not discussed what is desired for signs.

Commissioners agreed there should be a table of regulations for the freestanding signs.

1 Commissioners discussed banners in residential zones and noted the distinction between yard art
2 and a sign.

3
4 Commissioners noted there were different regulations for a flat versus a peaked roof.

5
6 Anderson suggested a diagram to indicate that the area of all window signs is summed to be part of
7 the allowed wall sign area.

8
9 Bloch asked that the diagrams for height and clearance be clearer.

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11 Commissioners discussed whether to include a drawing showing the height limitation relative to the
12 street and whether the sign was below street grade.

13
14 Mattison suggested adding a diagram for the clearances in the clear vision areas.

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16 Conner noted section 9.44.080.A.2 did not stipulate a height limit. Mattison noted 9.44.120.D
17 states an allowance for a freestanding sign for a home business and asked if this would allow for an
18 additional sign. Orchard suggested having the same area limitation in both areas. Commissioners
19 agreed to have the freestanding signs have a maximum of 3 square feet. Commissioners agreed to
20 combine 9.44.120.D and 9.44.120.E for home business and bed and breakfasts.

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22 Anderson asked clarified with Mattison that the people who bought Heidi's and are opening a new
23 restaurant would be grandfathered in on their parking. Mattison indicated that the use was
24 continuing so the parking situation would not change.

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26 The Commission discussed the situation where a business adds more space for retail or seating
27 inside the building without doing any building modifications. Mattison stated that theoretically the
28 business should have or add parking to accommodate the new area in use. Commissioners
29 discussed nuances of parking issues in the downtown area. Mattison stated that some jurisdictions
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Date

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City of Yachats

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Lance Bloch, Vice-Chair

Date

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