

1. 2:00 P.M. Agenda

Documents:

[2022-01-18 Planning Commission Agenda.pdf](#)

2. 2:00 P.M. Meeting Materials

Documents:

[CIC From Lance Bloch.pdf](#)

[CIC-Clarifications-Dickinson-1-12-22.Pdf](#)

[Citizen Involvement \(Orchard\).Pdf](#)

[Email From DLCD.pdf](#)

[Email From John Theilacker - CIC.pdf](#)

[JGD CIC Recommendations Revised Jan. 2022.Pdf](#)



CITY OF YACHATS
PLANNING COMMISSION MEETING
Yachats OR
Tuesday January 18, 2022, at 2:00 pm
Public Meeting via ZOOM Meeting

Join Zoom Meeting

<https://us02web.zoom.us/j/88553805590>

Meeting ID: 836 3584 4124

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Work Session

- I. Parking workshop update (Loren)
- II. Housing needs analysis update (Jacqueline)
- III. 2022-01-06 City Council meeting report (Lance)
- IV. Citizen Involvement Committee discussion (See proposals in packet)

Regular Meeting

- V. Call to Order
- VI. Announcements and Correspondence:
- VII. Citizen Concerns
- VIII. New Business
 - a. Discussion of future tasks
- IX. Old Business
 1. Continued discussion & vote on CIC
- X. Planner Report
- VII. Other Business
 1. From the Commission
 1. From Staff

This meeting is open to the public and all interested persons are invited to attend the ZOOM Meetings. This meeting will be audio taped. All items to be considered by the Commission must be submitted to City Hall no later than one week prior to the meeting. The minutes of this meeting is the Audio Tape which will added to the packet after the meeting within 24 hours. In accordance with ORS 192.630, City of Yachats will make a good faith effort to provide accommodations for any person desiring to attend a public meeting, if the request is made at least 48 hours in advance of the meeting time; a sign language or foreign language interpreter may be available, with advance notice. Call City Hall at 541- 547-3565 or Oregon Relay 1- 800-735-2900 (TDD) two days in advance. Posted 12/16/2021

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Citizen Involvement Committee

Comments by Lance Bloch

12/24/2021

- Goals:
1. Increase citizen involvement in all aspects of local government.
 2. Improve communication between local government, residents, and businesses.
 3. Meet Oregon Goal 1 OAR 660-015-0000(1)
 4. Meet City of Yachats Comprehensive Plan Goal K

Although the approach of having a “Planning” group, and a separate “Non-Planning” group is tempting, I worry that it will diffuse the community interest, and cause greater difficulty in getting community participation in both. Therefore, I would recommend a single CIC group with the following characteristics:

MEMBERSHIP: One representative from each of the four Commissions (Planning, Parks and Commons, Streets and Public Works, & Library). The purpose of these four participants is to insure that the tasks chosen by the CIC do not duplicate tasks in progress for any of the Commissions. It is also intended to improve communication, in both directions, between the CIC and the four Commissions. Specifically, there may be Commission activities in which the CIC may choose to be involved. The rest of the membership will be unlimited representatives from the community at large, as well as Yachats business representatives.

DUTIES:

1. Identify a Chairperson to run the meetings, as well as one or more alternates. The Chair should rotate to provide opportunities for cross training, as well as coverage for absences. The representatives from the Commissions should not act as Chairperson.
2. Report directly to the Yachats City Council concerning all active projects. Identify the person to do this report, and rotate the function to provide opportunities for cross training. Have a representative at each Yachats City Council meeting even when there are no CIC activities to report so that the City Council activities can be reported to the CIC.
3. Write a column for the Yachats monthly newsletter whenever CIC activities provide information to share.
4. Identify community projects which require volunteer help, including participation in the CIC and the Commissions, and advertise and recruit this volunteer help.

CLARIFICATIONS to CITIZENS' INVOLVEMENT PROGRAMS

Comments by Loren Dickinson dated January 11, 2022

Clarifications January 12, 2022

I wish to clarify that in my January 11th comments, I am NOT advocating two completely separate **City-Wide** CIC's:

I. PLANNING PROCESS CIC (under the Planning Commission)

The Planning Commission would function **as it currently does**. There are currently sufficient opportunities for public input, and for the public to be fully informed about a planning-related issue.

The only difference would be the creation of an internal Planning Commission CIC, whose tasks would be:

1. Planning, advertising and facilitating any additional public sessions (information and public input) that may be deemed necessary or appropriate beyond the normal Regular Session and Hearing Process functions for **Planning related** issues (code & ordinance creation, use permits, variances, etc.).
2. Codify this process as required.

II. CITY-WIDE CIC/CCI (under the City Council)

The City-Wide CIC would be tasked with disseminating information and soliciting public input, as described in my January 11th comments, for all subjects **not related to Planning actions**.

The only exceptions to this would be:

1. When a proposed code or ordinance has been passed on to the City Council by the Planning Commission for City Council action.
2. When a Planning Commission action (use permit, variances, etc.) has been appealed to the City Council by the applicant.

Page Two

[Clarifications to Dickinson CIC Comments](#)
of January 11, 2022

[Clarifications](#) January 12, 2022

WHY:

The formal actions of the Planning Commission, for Planning related items such as code and ordinance creation, use permits, variances, etc., should remain within the Planning Commission Regular Session or Hearing processes until passed on to the City Council, or appealed by an applicant.

This DOES mean that the Planning Commission may be taking on more issues that are clearly planning-related, than the Commission currently does.

The City Council, as ultimate authority, is in the best position to coordinate all of the various commissions and agencies.

The City-wide CIC, if under the City Council, could be achieved by some relatively simple changes to the structure of the Commission Chairs meeting process.

Loren Dickinson
Planning Commission member

Citizen Involvement in Yachats Government

1. The best route for Yachats citizens to be involved in city government is by volunteering to be on one of Yachats commissions, by attending meetings of City Council and other commissions, and by participating in public input at appropriate times.
2. Other than being a member of a commission, the primary impetus for citizen involvement in Yachats government should come from the non-commissioner citizens themselves. There is a such a group that has expressed interest and a willingness to participate in all facets of city government; namely, the Yachats Action Alliance.
3. If the Planning Commission is leading the effort to solicit citizen involvement, this is the best place to start. What are *their* priorities, what would *they* like to see happen, and what would that involvement look like? Then we step back and let the group direct and determine what is most important to them. The YAA would need to identify a spokesperson who is a good communicator and who would best represent the interests of their group. A written report from them sent to the relevant commission and, optionally, to the city newsletter would be the best means of communication. This should be followed by a request to be on a commission's agenda to present their ideas.

Other thoughts

- We should be cautious about recommending that city staff be assigned to spend time on any new project. They are already overstretched. Any participation by city staff or commissioners should be willing and voluntary.
- Although the Planning Commission takes on special projects (e.g., lighting and fence ordinances, updating the Comprehensive Plan, parking solutions, and now perhaps a CIC), much of our monthly meeting time is not flexible. When there is a conditional use or building variance request or a Public Hearing, a lot of City Planner and planning commissioner time is required and has precedence over other activities.
- It would be helpful to have a clear understanding of Planning Commission priorities and their rank outside of our required activities (conditional use, building variance, Public Hearing, etc.). Where does establishing a CIC/CCI fit into our priorities? It will happen occasionally that our priorities need adjusting. When and by what criteria do our priorities get reassigned? At a minimum, we should publicly discuss when our priorities have changed.

Christine Orchard
Planning Commissioner
January 13, 2022

From: **OKOTIE-OYEKAN Aimée * DLCD** <Aimee.OKOTIE-OYEKAN@dlcd.oregon.gov>
Date: Tue, Jan 4, 2022 at 10:22 AM
Subject: RE: Yachats Parking Study
To: Lance Bloch <lancebloch1@gmail.com>, Loren Dickinson <lorendickinson@gmail.com>
Cc: MANVEL Evan * DLCD <Evan.MANVEL@dlcd.oregon.gov>, Planner Yachats <Planner@yachatsmail.org>, RODOMSKY Hui * DLCD <Hui.RODOMSKY@dlcd.oregon.gov>

Hello All,

Thank you for looping me in, Evan.

It's nice to meet you all. I look forward to supporting this work.

Best Regards,

Aimée

Aimée Okotie-Oyekan



Land Use and Transportation Planner | Planning Services Division

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aimee.okotie-oyekan@dlcd.oregon.gov | www.oregon.gov/LCD

From: Lance Bloch <lancebloch1@gmail.com>
Sent: Friday, December 31, 2021 7:14 AM
To: Loren Dickinson <lorendickinson@gmail.com>
Cc: MANVEL Evan * DLCD <Evan.MANVEL@dlcd.oregon.gov>; Planner Yachats <Planner@yachatsmail.org>; RODOMSKY Hui * DLCD <Hui.RODOMSKY@dlcd.oregon.gov>; OKOTIE-

OYEKAN Aimée * DLCDCD <Aimee.OKOTIE-OYEKAN@dlcd.oregon.gov>

Subject: Re: Yachats Parking Study

Great, thanks for the update.

On Thu, Dec 30, 2021, 4:13 PM Loren Dickinson <lorendickinson@gmail.com> wrote:

Thank you Evan. This is good news and we are looking forward to moving ahead with the study. If there is anything for us to do at this point, let us know.

Loren Dickinson

On Thu, Dec 30, 2021, 11:10 AM MANVEL Evan * DLCDCD <Evan.MANVEL@dlcd.oregon.gov> wrote:

Loren, Lance, and Katherine –

We've selected a consultant for parking work in Yachats – Brian Davis of StudioDavis, formerly of Lancaster/Mobley. Brian has done parking work in Cannon Beach in Newport, and presented at the Oregon Main Streets Conference in 2019.

We're working through negotiations on budget and a lot of paperwork, and hope to launch the project in late spring, allowing for some summer visits to see the situation during peak parking challenges.

I've CC'ed Aimee Oketie-Oyekan, our new TGM planner, who may be involved in the project, and Hui, our regional representative you may know.

Happy new year!

Warm regards,

Evan

Evan Manvel

Land Use and Transportation Planner

Pronouns: He/Him

Oregon Department of Land Conservation and Development

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evan.manvel@dLCD.oregon.gov | www.oregon.gov/LCD

From: **John Theilacker** <j.theilacker@gmail.com>

Date: Fri, Dec 31, 2021 at 10:16 AM

Subject: Citizen Involvement in Yachats

To: Lance Bloch <lancebloch1@gmail.com>, Lee Elliott <citymanager@yachatsmail.org>

Hello Lance and Katherine, hope you're both enjoying the holidays and winter weather! As you requested at the P.C.'s December meeting, Lance, here are some of my thoughts regarding citizen involvement in our fine city. Feel free to share this email with your fellow Commissioners!

I believe that Yachatians have ample opportunities to participate in city government based on the number of available City commissions and committees, as evidenced by the high level of resident participation. However, several Planning Commissioners have said that the City could improve its outreach and education efforts as there are those who are not aware of, or understanding of, or able to successfully provide input to, the City's various activities and decision-making.

I think that the Planning Commission could form its own Committee for Citizen Involvement (CCI) to help address this need. Or, if other City commissions/committees find they have a similar need for improved education and outreach, the Mayor and Council could create a City-wide CCI. I do not see the need for, or benefit of, more than one CCI in the City.

The Planning Commission could improve how it educates and engages the Yachats community (residents and business owners/operators) on land use planning issues/activities through a CCI. Council-appointed CCI members would, ideally, be overseen by the City planning director and have their activities guided by the Planning Commission. In general, CCI activities would involve performing community outreach to Yachats residents and the business community around one or more Planning Commission projects and providing valuable feedback to the Commission by organizing/facilitating public forums and conducting community surveys, among other possible tasks. I think this committee would be most effective if free of City staff or existing Planning Commissioners as members. Both already have enough work on their respective plates!

Some Planning Commission projects that might benefit from the efforts of a CCI include:

- 1) The DLCDC-funded Housing Needs Assessment and Housing Implementation Plan, which could benefit from greater public outreach and involvement through the efforts of a CCI. However, these two grant funded projects also include the formation of a local task force comprised of diverse housing stakeholders to help guide the plans' development.
- 2) The DLCDC-funded Parking Study, particularly in obtaining public input and explaining the results and next steps.
- 3) A major update or rewrite of the City's comprehensive plan.
- 4) Annual work plans. For example, the CCI could formally survey the community on a list of possible Planning Commission projects/activities to learn which rank the highest in importance based on survey responses, and share its findings with the Planning Commission for consideration when preparing its annual work plan for Council approval.

If one City-wide CCI was formed by our Mayor and Council, it should fall under the direction of the City manager. Regardless of how many commissions/committees this CCI serves, it should have a CLEAR purpose and objectives, such as:

Purpose: Complete tasks relating to community outreach as directed by the commission(s)

- Core Objectives
 - Outreach and Education – Educates the community on the workings of the commission(s) and ongoing and upcoming projects and initiatives.
 - Community Input Process – Assists commission(s) with collecting community feedback and provides community feedback updates to the commission(s).
- The CCI operates as a support body for the commission(s), it does NOT have an oversight role and it must support the decisions and directives of the commission(s).

So these are my thoughts. If appointed as a new Planning Commissioner by our Mayor and Council in early January, I look forward to continued discussions with you and your colleagues at your next work session and/or regular meeting.

Happy New Year!

John Theilacker
105 10th Street
Yachats

December 2021 Revised January 2022

To: Planning Commission

From: Jacqueline Danos

Re: Citizen Involvement Committee (CIC)

Yachats has been without a City Manager for a long time. ~~Starting, we hope, in January the City will once again have a City Manager.~~ I believe that any action on creating a Citizen Involvement Committee should be developed with the input from the new City Manager. The suggestions made by this Commission can be gathered now but no action taken before the new City Manager has a chance to become acquainted with the issues, the current staff and staffing needs, and the community.

That said, my suggestions for how to structure a Citizen Involvement Committee are below:

A Citizen Involvement Committee (CIC) could strengthen the community and governmental interactions greatly. Creating a central entity that fills the **communication gap** that currently exists between the Commissions, Council, and community is in my opinion the best organizational direction to move in.

- Any CIC would be instituted **solely** as an aid to increase the outreach to the community, increasing accessibility of community members to participate, and help educate community members on issues and projects that the City Manager, Mayor & City Council, and various City Commissions deem helpful. ***This committee would in no way be advocating for or against specific projects or issues.***
- ~~Be under the Planning Commission~~ Since the state goal of citizen involvement is directly connected to land use and most of the commission(s) work and projects are related to land use there needs to be a direct connection between the City Planner, Planning Commission and the Citizen Involvement Committee. ~~But~~ Since there seems to be a larger need in expanded communication and access in Yachats the City Manager should be the person/entity directly overseeing the work of a CIC. Budget costs ~~would~~ could fall under the Planning Commission in the same way that trails, and the Little Log Church fall under the Parks & Commons Commission.
- ~~Attend all Commission meetings. One member would be assigned to cover each of the City Commission meetings to then share a summary of the meeting for other commissions and the public.~~
- The committee would self-organize and take direction from the City Manager regarding how to interact with and share all communications and the City Planner when a specific Land Use project is involved. ~~if they decide to have a sub-committee that handles non-land use issues they would decide that.~~
- Write monthly column for the newsletter updating all work being done by Commissions.
- Post column, ~~as well as any meeting updates and changes,~~ on the landing page of the City website, in the Post Office, Visitors Center, Commons Bldg. etc. Perhaps a connection could be made with various businesses to post column and other information in employee lounges and meeting areas.
- Keep the website section "Community Voice" updated and respond to citizen input. Share input with the City Council and appropriate Commissions for discussions and possible action.
- Have a small office located in City Hall where work can be done, and citizens can come in for general information.
- ~~Re-establish the monthly "chair" meeting of all the City Commissions. After each meeting a summary would be shared with the full Commissions.~~
- Under the supervision of the City Manager the CIC can ~~A~~ arrange and chair regular community meetings, monthly, quarterly, or semi-annually, where updates of projects, local or regional issues can be presented by the appropriate commission(s) and discussed.
- Under the supervision of the City Manager the CIC can ~~A~~ arrange public meetings when deemed necessary for public discussions on specific topics, issues, projects, etc. These meetings would be held jointly with the Commission overseeing the specific issue. These meetings would be held and arranged so that a broad demographic of community members would be able to attend.