

Downtown Yachats Parking Management Planning

Project Kickoff Meeting Agenda

1. Introductions: Project team and roles
 - a. Communication preferences, email protocol
2. Project overview: Key tasks and timeline
3. Stakeholder Group: Identify appropriate potential stakeholders
 - a. Per contract: Stakeholders are expected to include, but are not limited to project Area business owners, project area residents, city council members, city staff
 - b. Inclusive/equitable process: How to ensure diverse range of stakeholders are engaged
4. Identify key questions for stakeholder meetings and topics where stakeholder feedback is key to success of project. Some important areas for stakeholder input:
 - a. Current state of parking downtown
 - b. Location and timing of current parking challenges
 - c. Past attempts to address parking challenges
 - d. Role downtown should play in the future of the community
 - e. Types of land uses should be encouraged in downtown
5. Dates/times for the site visit, stakeholder meetings, and workshop
6. Logistical considerations and meeting needs for stakeholder meetings and workshop
7. Identify necessary background information for review
 - a. From contract: Yachats Comprehensive Plan (have); Yachats Village Circulation Plan (1996-97) (have); Current zoning map (have); Yachats Community Park Plan and 2021 survey results (need); Documents about proposed revisions to the gravel parking lot on La De Da Lane (need); Parking count completed in 2020 by Planning Commission (need)
 - b. Loren provided several docs related to Greenspaces, parks
 - c. Anything else?
8. Demand data collection: Contract indicates this is optional/"contingent"
 - a. Conduct? When to decide and when to conduct if so?