

1. Agenda

Documents:

[CC_WS_AGENDA_06-01-2016.PDF](#)

2. Meeting Materials

Documents:

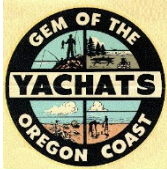
[CC_WS_MINUTES_06-1-16.PDF](#)

[COMPLETE_CC_WS_AGENDA_06-01-2016.PDF](#)

[PROGRESS_MATRIX-2016-UPDATED_5-9-16.PDF](#)

The Yachats City Council Vision

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CITY OF YACHATS CITY COUNCIL WORK SESSION - 9:30 A.M.

June 1, 2016
Civic Meeting Room, Yachats Commons

- I. Continued Discussion: Possible Cap on the Number of Vacation Rentals
- II. Monthly-Review: Status of Work on Measurable Objectives/Goals
- III. Installment Agreement for System Development Charges – Yachats Farm Store/Yachats Brewing
- IV. Set the agenda for the June 9, 2016 City Council meeting

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Posted May 27, 2016
Nancy Batchelder
City Recorder



CITY OF YACHATS
CITY COUNCIL WORK SESSION
Civic Meeting Room - Yachats Commons
June 1, 2016
Minutes

The work session of the City Council was called to order by Mayor Ronald Brean at 9:30 a.m. in the Civic Meeting Room at the Yachats Commons. Council members present: Greg Scott, and Max Glenn. Absent: Sandy Dunn and Barbara E. Frye Also present: City Administrator, Joan Davies, WTP Operator, Rick McClung and WWTP Operator, Dave Buckwald. Audience: 6.

I. Continued discussion: Possible Cap on the Number of Vacation Rentals

Scott provided information about the current count of vacation rentals by Zone based on the number of lots. Scott explained that once the database includes information about which lots are actually developed the data will be more complete.

While most of the negative comments and complaints come from residents in the R-1 Zone many of the vacation rentals are in R-2 and R-4 Zones.

Brean suggested that the City Council determine the number for the cap as soon as possible; however, that number could be large enough to allow for some growth while still protecting the City from the negative aspects of having too many vacation rentals.

Niskanen said that he believes the cap should be based on the number of full time residents rather than the number of houses since many of the houses are not occupied and many of the people who live in town are not here during the winter months.

II. Monthly Review: Status of Work on Measurable Objectives/Goals

Brean reported that he had another conversation with Dennis Comfort and they briefly discussed the possibility of Yachats taking over the State Park. A future meeting will be needed to talk about the details.

Glenn reported that he continues to work with the Emergency Planning Committee on the public information campaign for the June 10 Tsunami Drill. Glenn said that he will coordinate with the media during the event.

On the issue of workforce housing, Glenn said that he has asked the City Planner to look into the recently passed State law regarding inclusionary zoning for workforce housing.

Brean said that he has had a conversation with County Counsel, Wayne Belmont regarding the possibility of workforce housing on the two small lots that the County purchased for the trail as part of the 804 Trail Settlement Agreement.

On the subject of diversifying revenue, opportunities Brean said that he has been thinking about developing a street fee to put on the water/sewer billing, but do it in such a way that the total bill does not change. In that way money could be used for streets now, and then later once the streets have been taken care of money not needed for streets could be transferred to the reserve accounts for water and sewer projects.

Scott reported that he was waiting until the new City Administrator started before starting to look for the new software.

1
2 Scott reported that he has been researching online survey capabilities for the service satisfaction
3 instrument and he found one that is reasonable. The Mayor will develop the survey questions.
4

5 Scott reported that the google login process has been completed for the City's database site and the
6 Facebook capabilities will be done shortly. He is also working on the integration of data to the City's
7 database from the Munibilling records.
8

9 Glenn reported that he has been working on a list of people to interview for design of the 501 Building
10 remodel.
11

12 McClung reported that he has been looking at a second site for the south tank. The site that looks the
13 best is the one right below the current site. That site is lower so no pump station is required and the
14 cost for the project will be reduced significantly. So even with the purchase of the additional property the
15 project would be less than currently planned.
16

17 Brean suggested that the seller select an appraiser and the City select one and then the average of the
18 two appraisals would be the purchase price.
19

20 Scott said that this has been a learning experience in that the original engineers should have flagged
21 the hydrology problem with the original site before the City purchased the property.
22

23 McClung said that there were originally three lots that were considered and the decision was made by a
24 previous Public Works Director. The need for a pump station was discussed, but no cost for it had been
25 estimated at that time.
26

27 McClung said that if the site he has been looking at is used the engineering for the distribution system
28 will be the same.
29

30 Brean said that he has been working with the State and the County on improvements to Ocean View
31 Drive that would allow the City to take over jurisdiction. The State Park naturalists want to move the
32 camas that is blooming. The archaeologists also need to do their assessment of the area before the
33 road can be moved.
34

35 Glenn said that he is putting together a list of names for appointment to the ad-hoc committee to
36 improve the visual appeal of Yachats.
37

38 Glenn said that he thinks the City needs a plan for public art, however the planters have already been
39 installed and there is a fundraising effort to bring "Portia" home.
40

41 Brean said that he and others met with PUD regarding the preliminary plans for bringing alternative
42 energy to Yachats.
43

44 Brean said that the device that Steve Burkle has designed could actually store energy even if the power
45 is made elsewhere by Bonneville.
46

47 Scott said that the Planning Commission has been working on the definition of "light industrial" use. The
48 Planning Commission will hold a public hearing on the language soon. The Planning Commission
49 wants to require that any industrial use include retail space.
50

51 McClung said that he attended a workshop on funding recently and it is possible that the City could
52 qualify for a matching grant to develop additional raw water storage. He said that there are some steps
53 that the City will need to take first, such as a water source protection plan and a feasibility study.

1
2 McClung said that a small grant is available to help fund the feasibility study.
3

4 Scott said that the Planning Commission has the dark sky issue on their agenda, but they are working
5 on formula businesses and new regulations for building on steep slopes so it may be some time before
6 they get to that subject.
7

8 Linda Hetzler asked if the City Council had discussed the idea of contributing to the cost to put doors on
9 the picnic shelter.
10

11 It was agreed to add this to the regular meeting agenda.
12

13 **III. Installment Agreement for System Development Charges – Yachats Farm Store/Yachats**
14 **Brewing**
15

16 Brean said that he has not had a chance to talk with Bernard about the agreement yet.
17

18 Scott said that he would like to see something in the agreement that would be an incentive to make the
19 payments on time.
20

21 **IV. Set the Agenda for the June 9, 2016 City Council Meeting**
22

23 City Council reviewed the items for the agenda.
24

25 Brean called the Council's attention to the page regarding the water projects in the CIP. He said that he
26 had gone through an analysis of the available funding sources for the projects and that in future years
27 there would be a shortfall in the funding to complete all of the projects. However, he is recommending
28 that the City Council adopt the CIP because there will be a few years to figure out how to pay for the
29 projects in the fifth year.
30

31 Tom Lauritzen asked if the City Council needed to do anything about the problems with the last audit
32 report.
33

34 Brean asked Lauritzen to provide him with an explanation of his concerns and he would draft a letter
35 asking for the Auditor's explanation.
36

37 Scott said that the real problem is the level of confidence the City has in the Auditor. If the City is not
38 confident with the Auditor perhaps it is not the right relationship.
39

40 The meeting was adjourned at 11:15 a.m.
41
42
43
44

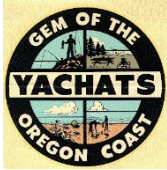
45 _____
Ronald Brean, Mayor

46
47 Attest:
48
49
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51 _____
Nancy Batchelder, City Recorder

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Posted May 27, 2016
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Provide for the effective governance of the City of Yachats

Goal/Objective	Individual or Team Assigned	Shephard	Progress
Convene a team to consider City management of the State Park facilities in Yachats. a. Yachats State Park b. Smelt Sands c. Yachats Ocean Road d. 804 Trail	Team to be convened	Brean	5-9-16 Have had conversations with State Parks Regional Director Dennis Comfort.
Hire and work with City Administrator for fully coordinated transition to the new structure and evaluate staff roles as it relates to the organizational study..	City Administrator	Frye	5-9-16 City hired the City Administrator and she will begin on June 1.
Convene an ad-hoc committee to consider appropriate uses of Visitor Amenities funds to attract visitors and to serve the needs of the residents as well. (Public art, visitors serving facilities, marketing efforts, festival support, etc.). Committee will make recommendations to the City Council.	Committee to be convened	Brean	5-9-16 Budget Committee approved \$50k in the budget for 2016-2017 for projects and a contract with Chamber to hire a coordinator. Task Force still needs to be convened to develop or review project ideas.
Continue development of emergency plans and resilience preparedness.	Emergency Preparedness Committee	Glenn	5-9-16 Working with the Emergency Group and will coordinate the media for the June 10 Drill
Convene an ad-hoc committee to consider methods of more effectively communicating the programs, activities, policies. processes, and topics of council discussion to the citizens of Yachats. Recommendations of this committee will be made to the Council and will include general communications, social media considerations, and new ideas. This committee will be chaired by the new City Administrator.	Committee to be convened	Glenn	
Develop plans for diversifying revenue opportunities. a. Franchise fees b. Street district or utility fee c. Grant writing d. Methods for funding workforce housing	Finance Committee	Brean (Glenn assisting with item d.)	

Work with Library Commission to develop/revise a strategic plan. a. Library operations b. Library location c. Funding strategies d. Bequest allocation	Library Commission	Dunn	4-11-16 Library Commission will be meeting more often to begin work on updating strategic plan. Established Task Force to start a needs assessment. 5-9-16 Library Commission has some sub-committee set up and they are meeting more often to work on the planning.
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Improve administrative processes to maintain and surpass previous high standards

Goal/Objective	Individual or Team Assigned	Shephard	Progress
New accounting software	IT Committee	Scott	
Develop 50 year city anniversary logo for council approval	Marketing Committee	Dunn	4-11-16 Marketing Committee agreed to hire a graphic artist to design logo
Continue improvements in IT capabilities	IT Committee	Scott	
Develop and implement service satisfaction instruments	City Administrator and IT Team	Scott	

Improve City Infrastructure			
Goal/Objective	Individual or Team Assigned	Shephard	Progress
Finalize plans for the 501 building	Bank Team	Glenn	5-9-16 Report including recommendations for the 501 Building Study Group is on the May 12, 2016 Agenda
Complete Highway 101 improvements including undergrounding of electric service	Public Works	City Council	
Complete south city reservoir project	Public Works	City Council	
Increase parking in the core business area	City Planner	Frye	5-9-16 Brean reported that City is looking at a lot, and trying to make an agreement with an adjoining property owner for additional access that would increase the number of available spaces and make the lot easier to develop for parking.
Complete south city entrance sign	Public Works	Dunn	
Work with the County to complete upgrade and repairs to Ocean View Drive and the 804 south trail	Public Works	Brean	

Provide or facilitate opportunities for self-growth, education, and participation in programs and projects that enhance quality of life			
Goal/Objective	Individual or Team Assigned	Shephard	Progress
Participate in programs that seek to bring health care services to Yachats.	Frye	Frye	5-9-16 Lincoln County Community Health Clinic conducted a site visit to look at potential places for clinic. Their Board Meeting will be May 10. They liked the space in the Commons that would be available if City Hall moved to the 501 Building.
Revisit backyard chicken concept	Brean	Brean	5-9-16 City Council has agreed to make the pilot program permanent. Resolution No. 2016-05-05 drafted for adoption at May 12, 2016 meeting.
Continue efforts to develop public transportation options to the south	Dunn	Dunn	5-9-16 Last week a grant was received for a pilot Lincoln County-Florence transportation connection project. The money should come in around July 1 after all of the reviews are completed..
Continue to participate and provide leadership in marketing endeavors that enhance business opportunities and that provide benefit to Yachadians as well.	Marketing Team	Dunn	
Goal/Objective	Individual or Team Assigned	Shephard	Progress
Find appropriate means of protecting the character of Yachats from the negative implications of formula business models.	Planning Commission	Frye	
Improve the visual appeal of Yachats: a. Address "blight" appearance in neighborhoods and	Convene an ad-hoc Committee	Glenn	5-9-16 Was not sure who should convene the

business areas. b. Devise a method of encouraging and displaying public art, especially kinetic art.			committee, now he knows he is authorized and will do so.
Re-visit and solidify City policies related to vacation rentals.	City Council	City Council	5-9-16 City Council began discussion regarding possible cap on the number.

Foster "Seventh Generation" thinking			
Goal/Objective	Individual or Team Assigned	Shephard	Progress
1. Participate in alternative energy projects. a. Encourage solar systems. b. Explore opportunities for city participation in EiP wind energy project.	Finance Committee	Brean	5-9-16 Meeting with PUD has been scheduled to talk about Burkle's energy machine.
Work with Planning Commission to develop appropriate policies for industrial businesses.	Planning Commission	Scott	5-9-16 Planning Commission is working on a definition.
Work with other governmental entities to explore more efficient and productive use of wastewater bio-solids.	Public Works	Brean	
Plan for the long-term development of additional raw water storage.	Finance Committee and Public Works	Brean	
Work with the Planning Commission on developing policies that might lead to certification as an International Dark Sky Community.	Planning Commission	Scott	5-9-16 Planning Commission will add Dark Sky to their agenda

Created: March 29, 2016

Last update: May 10, 2016

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