

1. Agenda

Documents:

[2018-02-07 COUNCIL AGENDA.PDF](#)

2. Meeting Materials

Documents:

[2018-02-07 CITY COUNCIL RULES.PDF](#)
[2018-02-07 COUNCIL SHEPHERDING.PDF](#)
[2018-02-07 LIBRARY MOVE UPDATE.PDF](#)
[2018-02-07 LINCOLN CO JOINT SESSION.PDF](#)
[2018-02-07 PC COMMONS RATES.PDF](#)
[2018-02-07 PC PARKS MASTER PLAN.PDF](#)
[2018-02-07 RESCHEDULING OF JULY 4.PDF](#)
[2018-02-07 STATE OF THE CITY.PDF](#)
[2018-02-07 UNANTICIPATED REVENUES.PDF](#)
[2018-02-14 DRAFT COUNCIL AGENDA.PDF](#)

Yachats City Council Vision

Our village is a place where natural resources are valued and protected, where diversity is celebrated, and where a vibrant economy and sense of community pride create and recreate a living spirit. Yachats cares not just for its citizens' basic needs but also supports them in their efforts to excel mentally, physically, artistically, and spiritually. It is a community with an enduring sense of itself.



CITY OF YACHATS

CITY COUNCIL WORK SESSION, REGULAR COUNCIL MEETING

441 Hwy 101 N., Yachats Commons, Room 1, Yachats OR

Wednesday, February 7, 2018 at 9:30am

WORK SESSION AGENDA

- I. CALL MEETING TO ORDER
- II. WORK SESSION DISCUSSION TOPICS
 - a) Parks & Commons Commission: Discussion of Commons Rental Rates & Policies
 - b) Parks & Commons Commission: Discussion of Parks Master Plan
 - c) Library Commission: Update on Library Move
 - d) Discussion of the State of the City Agenda
 - e) Review of the continuance of Council Shepherds
 - f) Review & Discussion of City Council Rules
 - g) Finalization of Topics for Joint Session with Lincoln Co Board of Commissioners
 - h) Approve agenda for 2/14/18 City Council meeting at 6:00pm in Room 1

REGULAR COUNCIL MEETING

- I. Public Comment/Citizen Concerns
(topics not listed on the agenda: 5-minute limitation per person)
- II. Decision regarding Commons Rental Rates & Policies VOTE
- II. Decision regarding Parks Open Space Master Plan VOTE
- III. Decision regarding materials for Project Manager RFP VOTE
- IV. Rescheduling of the July 4th Council Work Session VOTE
- V. Unanticipated Revenues Resolution 2018-02-01 VOTE

The work session and regular council meeting are open to the public and interested citizens are invited to attend. These are open meetings under Oregon law, but a work session is not a community forum; audience participation is at the discretion of the Council. Meetings are audio-recorded. Public meeting minutes are available for review at City Hall. The meeting place is accessible to persons with disabilities. For accommodations, please call (541) 547-3565, or Oregon Relay 1-800-735-2900 TDD) two days in advance. City of Yachats does not discriminate on the basis of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

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) two days in advance.

Posted February 3, 2018

City Council Action Item Cover Sheet

Agenda Item: City Council Rules

Question Before Council:

- Review and update of Council Rules

Person/Group Initiating Request:

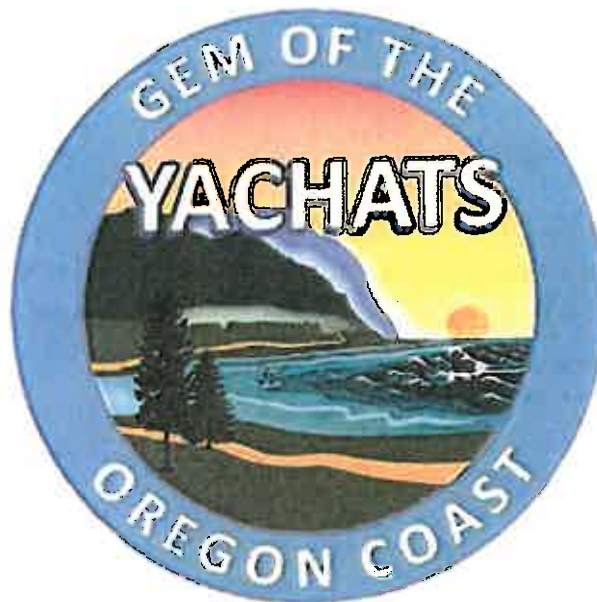
- Mayor Stanley

Item Summary/Background:

- At the January 10, 2018 meeting, Mayor Stanley noted the need for a policy about executive sessions per a conversation with the League of Oregon Cities.
- Other updates may be required throughout the Council Rules
- The Current Council Rules are in your packet

City Council Rules

City of Yachats, Oregon



City Council Rules - City of Yachats, Oregon

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1 Authority and Purpose Statement

The Charter of the City of Yachats provides that the Council shall adopt rules for the government of its proceedings. The following set of rules shall be in effect upon their adoption by the Council and until such time as they are amended or new rules adopted.

2 Meetings of the Council

2.1 Meetings to be Public

The deliberations and proceedings of the Council shall be open to the public, except as state law may provide otherwise (e.g., executive sessions).

2.2 Regular City Council Meetings

The Council shall meet at 2:00 p.m. on the second Thursday of each month in the City Hall Council Chambers or at any place that the Council may direct. On recognized City holidays which fall on a Thursday, the Council shall determine date, time and place of that meeting.

2.3 Special City Council Meetings

The Mayor, or in the Mayor's absence, the President of the Council may call a special meeting of the Council. Three Councilors may also call a special meeting by filing a request with the City Administrator. Notice of a special meeting shall be given to each member of the Council at least 24 hours in advance of the meeting. Notice may be given in writing, in person, by telephone or by electronic communication. No business other than that for which a special meeting is called can be transacted at a special meeting.

2.4 Executive Sessions

An executive session (a meeting closed to the public) may be held in accordance with the Oregon Public Meetings Law. The Presiding Officer may call any regular, special or emergency meeting into executive session by citing the specific provision of ORS 192.660 which authorizes the session. Executive sessions may also be separately scheduled pursuant to the requirements for special meetings.

2.4.1 Attendance at Executive Sessions

The Presiding Officer shall determine which persons other than the Council shall attend an executive session.

2.4.2 Media Attendance

Representatives of the news media shall be allowed to attend executive sessions except those called pursuant to the ORS subsection for deliberations with persons designated to carry on labor negotiations. The Presiding Officer shall instruct any media representatives present not to disclose the substance of any discussion during executive session.

2.4.3 Final Decision Prohibited.

No final decision shall be made in executive session. To make a final decision, the Presiding Officer shall either call the meeting into open session or place the decision on the agenda of a future open session.

2.5 Work Session Meetings

Work Session meetings will be held on the Monday prior to the regular Thursday City Council meeting. Work Session may also be scheduled as necessary by consensus of the Council. Worksession meetings are informal sessions to review upcoming issues, receive special reports, conduct goal setting sessions and for special training purposes.

2.5.1 Subjects For Work Sessions

Review the list of topics to be included on the agenda of the next regular meeting with the following considerations:

- **Staff/Council Discussion.** Provide an opportunity for discussion between staff and Council to analyze an issue and receive direction from Council on how to proceed.
- **Information.** Receive selected information concerning proposed agenda items.
- **Available Data.** Establish if enough information has been submitted for the Body to make informed decisions. If more information is required, notify City staff that additional information is required before the regular meeting.
- **Finalize Agenda.** Set final Agenda for the regular meeting. Allowing for time constraints, determine if an additional meeting will be needed to address all agenda items or if certain items can be carried over to the next month's agenda.

2.5.2 Limits To Topics For Discussion

The merits of specific topics brought before the body by the public should not be discussed nor any direct action taken until a regularly scheduled meeting.

3 Meeting Procedures

3.1 Presiding Officer and Duties

The Mayor, or in the absence of the Mayor, the Council President, shall be the Presiding Officer at all meetings. In the case of the absence of the Mayor and the Council President, the City Administrator shall call the meeting to order and the Council shall elect a Presiding Officer by majority vote. The Presiding Officer shall conduct all meetings, preserve order, enforce the rules of the Council and determine the order and length of discussion on any matter before the Council subject to these rules. The Presiding Officer may debate and vote on any issue.

3.1.1 Quorum Requirements

The Presiding Officer shall call the meeting to order at the time designated for a scheduled meeting. Except to adjourn, a quorum is necessary to conduct business at any meeting of the City Council. Quorum is defined by charter as a majority of the Council members.

3.1.2 Right of Councilor to be Heard

Every Councilor desiring to speak shall gain the attention of the Presiding Officer by raising his/her hand and, upon recognition by the Presiding Officer, shall confine their remarks to the question under debate. No member shall speak more than once on the same subject until all members who wish to speak have had the opportunity to do so. Agenda item "Other Business - Council" is the time for Council members to offer a topic for consideration for a future Council agenda. Members should state their concern up front, followed by a brief explanation of why the Council may want to consider the topic at a future meeting. ii. Questioning of Staff. Councilors desiring to question the administrative staff may direct the inquiry to the Presiding Officer or to the person designated by the Presiding Officer to answer the inquiry during the Council meeting.

3.1.3 Preservation of Order

The presiding officer shall preserve order and decorum, discourage attacks on personalities or the impugning of Councilor's motives, and confine Councilor debate to the question under discussion. Persons in attendance at the meeting who become disorderly, abusive, or disruptive may be removed from the meeting. The presiding officer may summon the assistance of police or other administrative staff to assist in maintaining order, and if an arrest of a person(s) is deemed necessary by the presiding officer to restore or maintain order, the presiding officer may sign a complaint or citation on behalf of the city.

3.1.4 Points of Order

The presiding officer shall determine all points of order, subject to the right of any Councilor to appeal to the Council.

3.1.5 Administrative Staff, City Employees Addressing Council

City administrative staff and other City employees desiring to address the Council shall first be recognized by the Presiding Officer and shall address such remarks to the Presiding Officer. The staff shall respond to questions or comments by the Council or members of the public with permission of the Presiding Officer, and shall do so in a polite, tactful manner.

3.1.6 Citizen Question or Discussion

No person shall enter into any discussion without being recognized by the Presiding Officer. Any citizen desiring to address the Council should come to the designated location to address the Council and be recognized by the Presiding Officer. After being recognized by the Presiding Officer, the person shall state their name and address for the record and their remarks shall be limited to the question under discussion or agenda items.

Agenda item "Citizens Concerns" provides the opportunity for any member of the public to speak on any topic that is not on the meeting agenda. There will be an opportunity to speak on agenda items as the items are announced. Audience members will be recognized by a show of hand, and will come forward to the podium, stating name and address for the record. Audience members are asked to address their comments to the Presiding Officer, avoid personalizing or

directing comments to any one or more individuals, try to be succinct and avoid lengthy commentary. Responses from Council members should be made after being recognized by the Presiding Officer.

Any citizen addressing the Council shall be limited to five minutes unless further time is granted by the Presiding Officer. No citizen shall be allowed to speak more than once upon any one subject until every other citizen choosing to speak has had an opportunity.

After a motion has been made, no citizen shall address the Council without first securing permission from the majority of the council.

3.2 Decorum of Meeting.

3.2.1 Improper Conduct

The following items are not condoned by the City Council and may be cause for the Presiding Officer to have the person(s) removed from the Council Chambers:

- Using or making of loud or disruptive language, noise or conduct which obstructs the work or the conducting of the business of the Council.
- Engaging in violent or distracting action.
- Willful injury of furnishings or of the interior of the Council Chambers or other meeting place.
- Refusal to obey any rules of conduct, including the limitations on occupancy and seating capacity.
- Refusal to obey an order of the Presiding Officer or an order issued by a Councilor which has been approved by a majority of the Councilors present.

3.2.2 Removal Action

The Presiding Officer shall warn any person(s) whose conduct is described above before taking action to have such person(s) removed.

3.2.3 Vacating Council Chambers

If a meeting is disrupted by members of the audience, the Presiding Officer or a majority of the Councilors present may call for a recess until order is restored.

3.2.4 Picture Taking and Filming

Filming in the Council Chambers or other meeting places shall be allowed when permitted by the Presiding Officer.

3.2.5 Seating Capacity And Safety Requirements

The safe occupancy and seating capacity of the Council Chambers, as determined by the Fire Chief, shall be posted within the Council Chambers. The limitations on occupancy and seating capacity so determined and posted shall be complied with at all times.

Aisles shall be kept clear at all times. Members of the audience shall abide by the seating plan in the chambers, and should not move forward of the seating areas unless wishing to address and be recognized by the Presiding Officer.

3.2.6 Flags, Signs and Posters

No flags, posters, placards, or signs, unless authorized by the Presiding Officer, may be carried or placed within the Council Chambers, any other meeting place, or in any meeting place where a public hearing is being held. This restriction shall not apply to arm bands, emblems, badges or other articles worn on personal clothing of individuals, provided that such devices are of such a size and nature as not to interfere with the vision or hearing of other persons at the meeting, and providing that such devices do not extend from the body in a manner likely to cause injury to another.

3.2.7 News Media

The Council recognizes the important role of the news media in informing the public about the decisions, activities and priorities of government. Accommodations shall be made where practical for members of the press at Council meetings so that they may observe and hear proceedings clearly. The terms "news media" "press" and "Representative of the press" for the purpose of these rules are interchangeable and mean someone who:

- Represents an established channel of communication, such as a newspaper or magazine, radio or television station; and
- Regularly reports on the activities of government or the governing body.
- Final decisions on the qualifications of an individual as a representative of the news media shall rest with the Council.

3.3 Rules of Order

The City of Yachats has adopted Modern Parliamentary Procedure by Ray E. Keeseey (Barnes and Noble, 1984 edition) as its procedural guide for deliberation and decision making, subject to charter and ordinance provisions.

3.3.1 Ordinary And Special Motions

General consent may be used for ordinary and special motions such as:

- to adjourn
 - to recess
 - to close deliberation
 - to postpone
 - to refer
 - to withdraw, reconsider, or rescind
- NO TABLE*

3.3.2 Main Motions

For main motions such as requests for action, policy changes, appointments, etc., use the following:

Parliamentary procedure:

After a motion has been made the presiding officer:

- Asks if the motion is understood by the entire Council.
- Invites discussion (from the Council).
- Restates the motion in its final form (the minutes taker can repeat the motion).
- Asks for the affirmative vote followed by the negative vote.
- Announces the result of the voting and adds any necessary information to interpret or to effect the decision.

3.4 Order of Business

The order of business of the City Council shall be as follows:

- Announcements
- Correspondence
- Citizen's Concerns
- Consent Agenda
 - Minutes of the Previous Work Session, Executive and Regular Meeting
- Bills for Approval
- Resolutions Memorializing Actions Taken by Simple Motion at Previous Meeting
- Resolutions Not Requiring Further Discussion by Council
- Other Actions Not Requiring Further Discussion by Council and Those Actions Outlined in Council Rules
- Reports
 - Guests
 - Commissions
 - City Council
 - Public Works Director
 - City Administrator
 - City Attorney
 - City Planner
- Public Hearing
- Unfinished Business
- New Business
- Other Business
 - From the Council
 - From the Staff

The Mayor or Presiding Officer has authority to adjust the agenda items and order of business.

3.4.1 Consent Agenda

Before the vote is taken on the Consent Agenda, a Council member may request that one or more items be excluded therefrom. The remaining items may then be voted upon as a whole. Items removed from the Consent Agenda as provided above shall be taken up for action.

immediately after the Consent Agenda vote and before the next item on the agenda is taken up

3.5 Public Hearings

The public hearing procedure shall be followed as set forth in the Municipal Code and or Resolutions adopted by City Council. See Exhibit "A" (attached).

The Presiding Officer may, with the approval of Council, limit the time and number of speakers at each public hearing. In such event, the Presiding Officer shall announce such restriction prior to beginning of the hearing.

3.6 Voting Procedures

The vote on every motion shall be taken and entered in the meeting minutes. The Council will normally exercise its administrative authority by approving resolutions. Actions adopted by simple motion shall be memorialized by adoption of a resolution at the following meeting. Such resolutions shall be placed on the consent agenda.

3.7 Duty to Vote

Except as otherwise provided by law, every member when a question is taken shall vote, unless a majority of the Council for special reason excuses the member. Any Councilor shall withdraw themselves from the item being voted on should there exist a direct pecuniary interest in the matter. If a member is not ready to vote, the member may request additional time to consider their response and the Council may wait.

3.7.1 Reconsideration of Actions Taken

Any Councilor who voted with the majority may move for a reconsideration of an action at the same or the next following regular meeting. Once a matter has been reconsidered at the same meeting, no motion for further reconsideration shall be made without unanimous consent of the Council.

3.7.2 Absentee Voting

The right to vote is limited to those present at the time of the vote.

4 Agenda Packets for City Council Meetings

- Any councilor may request to have an item placed on the Council agenda.
- Any Councilor may request, if responsible for an agenda item, postponement of the item to another meeting if the Councilor cannot be present at the meeting at which time the item is scheduled.
- Any two Councilors may request that an item be postponed to the following meeting. Further postponement requires a majority vote of the Councilors present.

4.1 Deadline

The deadline for public submission of topics for inclusion on the Agenda of a regularly scheduled Council meeting shall be 12:00 noon, on Wednesday of the calendar week before the meeting for the Council.

4.2 Late Submissions

Items submitted after the deadline may be heard by the Council at their own discretion. Otherwise, they shall be put on the Agenda of the next regularly scheduled meeting.

4.3 Packets Available

Packets shall be available for Council members to pick up at City Hall at the end of business hours on Friday of the week before a regularly scheduled meeting. A sample Council packet will be filed intact in the permanent files. Packets shall be available at City Hall and the Library for public review. Copies may be obtained at the current cost. A complete packet will be available for audience review during Council and Commission Meetings.

4.4 Packet Material

4.4.1 Text Exhibits

Packets shall include copies of applications, map locations and any other pertinent, easily reproducible text exhibits.

4.4.2 Drawings and Reports

Drawings, reports and other materials difficult or expensive to reproduce will be made available in limited quantity at **work sessions** or scheduled meetings and will be available for inspection at City Hall during regular business hours.

5 Minutes of the City Council Meetings

5.1 General Format

All official printed minutes of City Meetings shall be fashioned after the minimum as required by State Law with minor additions. Audio tape recordings of entire meetings will be kept on file for more detailed references for a period of two years.

5.2 Contents of Minutes

- **Meeting Particulars.** Minutes shall include the date, time, and place of all meetings.
- **Audio Taping.** Agendas shall indicate that all proceedings are being audio tape recorded for back-up reference.
- **Attendance.** Minutes shall include the names of all members of the governing body and indicate whether they are present or absent.
- **Motions.** Minutes shall include all motions, proposals, resolutions, ordinances, and measures proposed and their disposition.

- **Result of Votes.** Minutes shall include the results of all votes and the vote of each member by name.
- **Substance of Topics.** Minutes shall include an outline of the substance of discussion on any matter.
- **Reference to Documents.** Minutes shall include any references made to any specific document mentioned in discussion.
- **Public Participants.** The Minutes shall include the name and address of member of the public who addressed the body.
- **Emergency Meetings.** The Minutes shall include, if required, the nature of the emergency for calling an emergency meeting.
- **Speeches and Statements.** Speeches or statements or the exact text of discussions shall not be transcribed verbatim.

5.3 Submittal to Council

After being prepared in draft form by the City Administrator or designee, the City Administrator submit them to Council as part of the "Consent Agenda" for the next regular Council meeting agenda.

Amendment and Approval

5.4 Approval by Council

The Council may amend the minutes to more accurately reflect what transpired at a meeting. An Individual Councilor may call for additions or corrections to the minutes during the **Work Session** Meeting or before adoption of the consent agenda, and unless there is disagreement from other Councilors, the motion to approve the Consent Agenda shall include the minutes as amended. If the Council questions the minutes or is unsure they accurately reflect what transpired during a meeting, the Council may postpone approval of the minutes until a transcript of the portion of the meeting in question can be prepared. Information obtained subsequent to a meeting, which is relevant to discussions or action which occurred during that meeting, may be referenced into the record of the meeting at which the minutes are approved. The Council is the final authority as to amendment of the minutes. After Council approval, the City Administrator shall incorporate any amendments approved by the Council, the Mayor shall sign the minutes. Under no circumstances shall the minutes be changed following approval by the Council, unless the Council authorizes such a change.

5.5 Retention

When approved and fully executed, the minutes shall be kept on file in the City Administrator's Office. A "working copy" may be prepared for use in the City Administrator's Office with the original transferred to the city storage area for permanent retention.

5.6 Public Access and Copies

Both written minutes and sound recordings (as long as kept) shall be available for public inspection during office hours. Copies of the written minutes shall be available to the public at the currently established price. Sound recordings and a transcriber shall be available to the

public for use on City premises. Citizens may use their own tapes and Administrators to make copies of sound recordings. The City Administrator may implement additional reasonable rules and procedures to assure the preservation of original sound recordings. The City is not required to cause a transcript to be made of Council meetings. Upon a citizen request, however, copies of transcripts made for other purposes shall be made available in the same manner and for the same cost as written minutes.

6 Guidelines and Procedures for City Councilors

6.1 General Conduct

- Councilor should only speak for himself/herself and not for other Councilors, unless authorized to do so by the Council.
- Councilors should avoid personalizing issues; therefore, discussion should be issue-oriented.
- Councilors should not create or infer a change in City policy before, during or after consideration of a particular issue unless the specific issue has been established as policy by vote of the Council.
- During public meetings, Councilors should not attempt to edit or rewrite existing ordinances because of the potential impact on other issues. If changes are necessary, amendments to an ordinance shall be prepared and reintroduced.

6.2 Conflict of Interest

Generally, conflicts of interest arise in situations where a Councilor, as a public official deliberating in a quasi-judicial proceeding, has an actual or potential financial interest in the matter before the Council. Under state law, an actual conflict of interest is defined as one that would be to the private financial benefit of the councilor, a relative or a business with which the Councilor is associated. A potential conflict of interest is one that could be to the private financial benefit of the Councilor, a relative or a business with which the Councilor is associated. A relative means the spouse, children, siblings or parents of the public official or public official's spouse. A Councilor must publicly announce potential and actual conflicts of interest and, in the case of an actual conflict of interest, must refrain from participating in debate on the issue or from voting on the issue.

6.3 Legal Advice

Use of the City Attorney's time must be authorized by the Mayor or Council President. Requests to the City Attorney for advice requiring legal research shall not be made by a Councilor except with the majority approval of the Council. Before requesting research or other action by the City Attorney, the Council is encouraged to consider consulting with the City Administrator to ascertain whether the request or action can be accomplished more cost-effectively by alternate means. Outside a Council meeting, a Councilor should make requests of the City Attorney through the City Administrator. Exceptions to this are issues related to the performance of the City Administrator and unique and sensitive personnel that involve city business-related requests. The City Attorney shall in either case provide any written response to the full Council and City Administrator.

6.4 Communication with Staff

Councilors shall respect the separation between policy making and administration by:

- Attempting to work together with the staff as a team in a spirit of mutual confidence and support.
- Not attempting to influence or coerce the City Administrator or department head concerning personnel, purchasing, awarding of contracts, selection of consultants, processing of development applications or the granting of City licenses and permits.
- Addressing all formal inquiries and requests for information from staff to the City Administrator or City Attorney and allowing sufficient time for response. All written information given by the City Administrator or his/her designee to one Councilor should be distributed to all Councilors.
- Limiting individual contacts with City officers and employees so as not to influence staff decisions or recommendations, to interfere with their work performance, to undermine the authority of supervisors or to prevent the full Council from having benefit of any information received.
- Respecting roles and responsibilities of staff when and if expressing criticism in a public meeting or through public electronic mail messages. Staff shall have the same respect for the roles and responsibilities of Council members. All written informational material requested by individual Councilors will be submitted by staff to the entire Council with a notation indicating which Councilor requested the information.

Requests of use of City staff time shall be made to, and scheduled through the supervisor. This shall include, but not be limited to, typing, site inspection, telephoning, etc.

6.5 Confidentiality

Councilors will keep all written materials provided to them on matters of confidentiality under law in complete confidence to insure that the City's position is not compromised. No mention of the information read or heard should be made to anyone other than other Councilors, City Staff or City Attorney.

If the Council in executive session provides direction or consensus to city staff on proposed terms and conditions for any type of negotiation whether it be related to property acquisition or disposal, pending or likely claim or litigation, or employee negotiations, all contact with other parties shall be made by designated staff or representatives handling the negotiations or litigation. A Councilor will not have any contact or discussion with any other party or its representative nor communicate any executive session discussion.

All public statements, information, or press releases relating to a confidential matter will be handled by staff designated by majority of the Council.

The Council, by vote, may reprimand a member who discloses a confidential matter, or take any other appropriate legal action.

6.6 *Expenses and Reimbursement*

Councilors will follow the same rules and procedures for reimbursement as those which apply to City employees, as established by City policy. Councilor expenditures for other than routine reimbursable expenses (e.g., conference registration, travel, etc.) must require advance Council approval according to the purchasing rules which apply citywide.

A Councilor who will be traveling on City business may make his or her own reservations for travel and lodging in accordance with City policy. Upon request to the City Administrator, travel accommodations for Councilors will be made by City Staff.

The City does not reimburse Councilors for expenses incurred by their spouses.

Exhibit A – Hearings Procedures for Land Use Matters

CITY OF YACHATS - RESOLUTION NO. 2007-02-01

A RESOLUTION ADOPTING RULES OF PROCEDURE FOR THE CONDUCT OF HEARINGS RELATING TO LAND USE MATTERS AND REPEALING RESOLUTIONS NO. 62 AND NO. 280

WHEREAS, legislation of the State of Oregon mandates the adoption of rules for the conduct of certain hearings before the Council and Planning Commission; and

WHEREAS, the Council has determined that the rules set out in Resolution 280 need updating to provide clarity;

NOW THEREFORE, the City of Yachats resolves that the following hearing procedure rules are adopted:

RULES FOR CONDUCT OF HEARINGS

Section 1. Scope of Rules.

These rules shall govern the conduct of hearings held by the Council and the Planning Commission, hereafter referred to as the deliberating body, pursuant to the Zoning and Land Use Code of the City of Yachats, including all hearings and appeals provided for within said Code. Any other matters coming before the deliberating body for hearings may be governed by any or all of these rules at the discretion of the Council or Planning Commission, hereafter referred to as members.

Section 2. Nature and General Conduct of Hearing.

1. The deliberating body, in conducting a hearing which will result in a determination as to the permissible use of any specific property, is acting in an administrative, quasi-judicial capacity and all hearings shall be conducted accordingly. Interested parties are, therefore, entitled to notice of hearing, if required by Charter, Code or statute, an opportunity to be heard, to present and rebut evidence before a tribunal which is impartial, to have the proceedings recorded, and to have a decision based on evidence offered supported by findings of fact as part of that record.

2. No person shall be disorderly, abusive or disruptive of the orderly conduct of the hearing. There shall be no audience demonstrations, such as applause, cheering, display of signs, or other conduct disruptive of the hearing. Such conduct may be cause for immediate suspension or continuance of the hearing by the deliberating body or the presiding officer may have the person or persons causing said disturbance removed from the hearing room.

3. No person shall testify without first receiving recognition from the presiding officer and stating his full name and residence address.
4. No person shall present irrelevant, immaterial or unduly repetitious testimony or evidence; provided, however, that reports and documents prepared by City staff shall be deemed relevant, material and competent unless objected to by any interested party with good cause at the first available opportunity.
5. The presiding officer, members of the deliberating body and, with the approval of the presiding officer, the City Attorney or any other officer or employee of the City may question any person who testifies.

Section 3. Challenge for Bias, etc./Disqualification

1. Any proponent or opponent of a proposal before the deliberating body may challenge the qualification of any member thereof to participate in such hearing and decision. Such challenge must state facts in writing, by affidavit, relied upon by the submitting party relating to a member's bias, prejudice, personal interest, or other facts from which the party has concluded that the member will not participate and make a decision in an impartial manner.
 - A) Such written challenge must be delivered by personal service to the City Administrator and the member whose qualification is challenged not less than 48 hours preceding the time set for public hearing.
 - B) Such challenge shall be incorporated into the record of the hearing.
2. No member shall participate in discussion of the proposal or vote on the proposal when:
 - A) Any of the following has a direct or substantial financial interest in the proposal: The member or spouse, brother, sister, child, parent, father-in-law, mother-in-law, any business in which the member is then serving or has served within the previous two years, or any business with which the member is negotiating for or has an arrangement or understanding concerning prospective partnership or employment; or
 - B) The member has a direct personal interest in the proposal; or
 - C) For any other reason, the member has determined that he or she cannot participate in the hearing or decision in an impartial manner.
3. Any member owning property, or having an interest in property within the area entitled to receive notice of the public hearing shall declare for the record the nature and extent of such interest. If the member has determined that he or she cannot participate in the hearing or decision in an impartial manner that member shall remove himself or herself from the deliberating body and join the audience and abstain from the vote on the proposal.
4. No other officer or employee of the City who has a financial or other private interest shall participate in discussion with or give an official opinion to the deliberating body on the proposal without first declaring for the record the nature and extent of such interest.

5. The general public has a right to have members free from pre-hearing or ex-parte contacts on matters heard by them. It is recognized that a countervailing public right is free access to public officials on any matter. Members of the deliberating body shall place on the record the substance of any written or oral ex-parte communications concerning a decision or action at the first hearing on the decision or action which occurs after the communication was made. Parties shall be given the right to rebut the substance of the communication. If such contacts have impaired their impartiality or their ability to vote on the matter, they shall so state and shall abstain therefrom.

6. Notwithstanding any provision of this or any other rule:

A) An abstaining or disqualified member may be counted for purposes of forming a quorum; and

B) A member may represent himself or herself, a client or any other member of the public at a hearing provided the member:

- 1) Abstains from the vote on the proposal;
- 2) Removes himself or herself from the deliberating body and joins the audience; and
- 3) Makes a full disclosure of the member's status and position at the time of addressing the deliberating body.

Section 4. Presiding Officer.

1. The Mayor, the Council President in the Mayor's absence, Chair of the Planning Commission or the Vice Chair in the Chair's absence shall be the presiding officer at all hearings. In their absence, or with their consent, the deliberating body may designate one of its members, or any other officer, employee, or person to act as presiding officer at a hearing. A presiding officer, if not a member shall have no vote on the question in determination of the matter.

2. The presiding officer shall have authority to:

- A) Regulate the course and decorum of the hearing;
- B) Dispose of procedural requests or similar matters;
- C) Rule on offers of proof and relevancy of evidence and testimony;
- D) Impose reasonable limitations on the number of witnesses heard and set reasonable time limits for oral presentations and rebuttal testimony; and
- E) Take such other action authorized by the deliberating body appropriate for conduct commensurate with the nature of the hearing.

Section 5. Burden and Nature of Proof.

1. The burden of proof is upon the proponent. The more drastic the change or the greater the proposal or the greater the impact of the proposal on an area, the greater the burden is upon the proponent.

2. The requested proposal must be supported by proof that:
 - A) It conforms to the Comprehensive Plan for the City of Yachats as now or hereafter constituted, and any other special plan for the area involved;
 - B) It conforms to all applicable City Charter and other Code requirements;
 - C) There is a public need for the proposal;
 - D) The public need will be best served by granting the proposal, (if the proposal is for a zone change, proof must be submitted that the public need will be best served by changing the classification of the particular piece of property in question as compared with use of other available property); and
 - E) If other areas have been previously designated for use or development submitted in the proposal, there is a necessity for introducing the proposal into an area not previously contemplated and that the property owners there should bear the burden, if any, of introducing that proposal into their area.
3. The following criteria and factors are deemed relevant and material and shall be considered along with other factors deemed relevant by the deliberating body in reaching its decision on a proposal:
 - A) Mistake in the original zoning ordinance or Code;
 - B) Change of conditions within the immediate neighborhood in which the use or development is proposed;
 - C) All factors pertinent to the preservation and promotion of the public health, safety and general welfare, including but not limited to the character of the area involved, its peculiar suitability for particular uses, the conservation of property values and the direction of building development.

Section 6. Order of Procedure. The presiding officer, in the conduct of the hearing shall:

1. **Open the Hearing.** Announce the nature and purpose of the hearing and summarize the rules for conduct of the hearing. Hearings on land use actions shall include a statement that:
 - A) Describes the applicable substantive criteria which will be used to review the land use action;
 - B) Testimony at the hearing must be directed towards the criteria which will be used to review the land use action, or other criteria in the plan or land use regulations which a party believes to apply to the land use action;
 - C) Failure to raise an issue with sufficient specificity to afford the decision makers and the parties an opportunity to respond to the issue may preclude appeal to the Land Use Board of Appeals based on that issue.
2. **Objections to Jurisdiction.** Inquire of the audience whether there are any objections to the jurisdiction of the deliberating body to hear the matter, and if such objections are received, conduct such further inquiry as necessary to determine the question. The presiding officer shall terminate the hearing if an inquiry results in substantial evidence that the deliberating body

lacks jurisdiction or the procedural requirements of the ordinance were not met. Any matter thus terminated shall, if the defect can be remedied, be rescheduled by the deliberating body.

3. Call for Abstentions.

A) Inquire of the deliberating body whether any member thereof wishes to abstain from participation in the hearing. Any member then announcing his abstention shall identify the reasons for abstaining and shall not participate in discussion of the proposal or vote on the proposal.

B) Any member whose participation has been challenged by allegation of bias, prejudice, personal interest, or partiality or who has been subject to significant ex-parte or prehearing contact with proponents or opponents may make a statement in response thereto or in explanation thereof, for the record, and his decision to participate in the hearing. This statement shall not be subject to cross-examination except upon consent of that member, but shall be subject to rebuttal by the proponent or opponent, as appropriate.

4. Staff Report. Summarize the nature of the proposal, explain any graphic or pictorial displays which are a part of the record, summarize the staff report, summarize the findings and decision of the Planning Commission if on appeal to Council and provide such other information as may be requested by the deliberating body. The presiding officer may request a representative of the Planning Commission or any other city officer or employee to perform this duty.

5. Applicant's or Proponent's Case. Determine whether the proponent will conduct the case in person or by representative. The applicant-proponent shall first be heard followed by any other persons in favor of the proponent's proposal.

6. Opponent's Case. Allow all persons in opposition to the proposal to present evidence and argument.

7. Applicant's Response. Allow the proponent to offer rebuttal evidence and testimony. Because the applicant bears the burden of demonstrating that the application should be approved, the applicant may respond to any opposing testimony but no new evidence shall be accepted.

8. Staff Recommendation. If the deliberating body wishes, request staff to make final comments and give their recommendations on the application.

9. Close of Hearing and Deliberation.

A) If the deliberating body decides that all necessary evidence has been presented, the presiding officer shall conclude the hearing and the deliberating body shall deliberate the proposal. The deliberating body shall either make its decision and state its findings, which may incorporate findings proposed by the proponent, opponents, or staff, or may continue its deliberations to a subsequent meeting, the time and place of which must then be announced; but shall be within time limits established by ordinance. The subsequent meeting shall be for

the purpose of continued deliberation and shall not allow for additional submission of testimony, except upon decision of the deliberating body.

B) If the deliberating body decides it needs more information, the hearing may be continued to a future date, the time and place of which must then be announced; but shall be within time limits established by Code.

Section 7. Official Notice.

1. The deliberating body may take official notice of the following:

A) All facts which are judicially noticeable; and

B) The Charter, Code, resolutions, rules, regulations and official policies (if written) of the City of Yachats.

2. Matters officially noticed need not be established by evidence and may be considered by the deliberating body in the determination of the proposal.

Section 8. Record of Proceedings.

1. The City Administrator or designate, or, if unable to attend, a designee of the presiding officer, shall be present at each hearing and shall cause the proceedings to be recorded. It shall not be necessary to transcribe testimony unless required for judicial review or unless ordered by the deliberating body.

2. The presiding officer shall, where practicable, cause to be received all physical and documentary evidence presented which shall be marked to show the identity of the person offering the same and whether presented on behalf of proponent or opponent. Unless evidence is capable of being offered and incorporated into the record of the case, it shall not be received. All exhibits received into evidence shall be retained by the City until after any applicable appeal period has expired, at which time the exhibits may be released upon written demand to the person identified thereon.

3. Any member of the public shall have access to the record of the proceedings at reasonable times, places and circumstances. Any members of the public shall be entitled to a copy of the record at their own expense.

Section 9. Publication of Rules.

1. These rules shall be filed with the City Administrator.

2. A copy of these rules shall be available at all meetings of the deliberating body at which a public hearing is scheduled. A copy shall be available to the public at a reasonable cost.

3. These rules are supplementary to any rules of procedure previously adopted by the City Council, either by ordinance or resolution, for the conduct of public hearings; provided, however, these rules shall control where there are conflicting provisions.

Section 10. Amendment and Suspension of Rules.

Any rule of procedure not required by law or the City Charter may be amended, suspended or repealed at any hearing by majority vote of the deliberating body members present and voting.

Section 11. Repeal.

Resolutions 62 and No. 280 are hereby repealed.

PASSED AND ADOPTED by the City Council February 2007.

EXHIBIT B – Mayor and Council Duties and Goals

Need to review and add again because we did not know about EXHIBIT "A" when we talked about adopting the matrix I created.

City Council Action Item Cover Sheet

Agenda Item: Council Shepherds

Question Before Council:

- Should the Shepherding Goals be eliminated

Person/Group Initiating Request:

- Councilors Frye & Scott

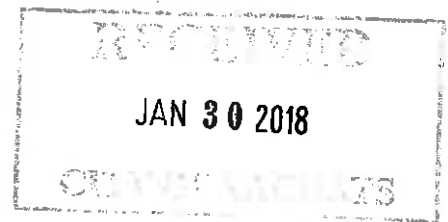
Item Summary/Background:

- At the January 10, 2018 meeting, Councilor Frye noted that due to a City Manager Position & the work of the Commissions, that Council Shepherds might not be necessary. Councilor Scott noted that there might be greater clarity without a Shepherding system.
- The Current Council Goals with Shepherding Tasks is in your packet

Page 1	GOAL: Provide for the effective governance of the City of Yachats			
	OBJECTIVES	TEAM ASSIGNED	SHEPHERD	PROGRESS
1	City management of State Park facilities: Yachats State Park, Smelt Sands, Yachats Ocean Road, 804 Trail		J Tooke	
2	Appropriate uses for Visitor Amenities Funds (public arts/facilities/marketing)		G Stanley	
3	Housing development for all levels; incentives	Glenn/Stamley	M Glenn	
4	Diversify revenue opportunities: grant writing, utility fees, franchise fees, street fees. Coord w/Finance Com		J Tooke	
5	Continue development of emergency planning and resilience preparedness		M Glenn	
6	Communicating programs/activities/policies/topics/processes to citizens		M Glenn	
7	Library Commission strategic plan, including operations/location/funding/bequest		B Frye	2-2 Committee meeting to develop plan for remodeling and moving Library
	GOAL: Improve administrative processes to maintain and surpass previous high standards			
8	Database and IT capabilities development		G Scott	
9	Develop/implement satisfaction survey		G Scott	
10	Marketing committee leadership		G Stanley	
	GOAL: Improve City Infrastructure			
11	Increase parking in core business area		B Frye	
Page 2	OBJECTIVES	TEAM ASSIGNED	SHEPHERD	PROGRESS
12	South Reservoir project - construction oversight		J Tooke	Construction ongoing
13	Work with County to complete upgrade and repairs to Ocean View Drive and 804 Trail South		G Stanley	
14	South Gate creation and placement (city limits)		B Frye	Funded - need placement and design
	Provide/facilitate opportunities for self-growth, education and participation in programs/projects to enhance quality of life			
15	Health care services program for Yachats		B Frye	
16	Transportation options south to Florence		B Frye	
17	Formula business models ordinance		B Frye	
18	Visual appeal of City; remove "blight"; facilitate the public display of art, especially kinetic		M Glenn	
19	Vacation rentals issue	All council	G Stanley	Changes proposed, second vote 09-13
	Foster "Seventh Generation" thinking			
20	Encourage alternative energy projects Explore EIP wind energy project		G Scott	
21	Raw water storage long-term development		J Tooke	
22	Dark Sky Community certification		G Scott	
23	Wastewater bio-solids: work with other governments on more effective uses		J Tooke	
24	Banking services for the community		M Glenn	
25	Community Resiliency		J Tooke	

STANLEY: 2, 10, 13, 19; SCOTT: 8, 9, 20, 22; FRYE: 7, 11, 14, 15, 16, 17; GLENN: 3, 5, 6, 18, 24; TOOKE: 1, 4, 12, 21, 23

City Council Action Item Cover Sheet



Date: February 7, 2018

Agenda Item: Update on Proposed Library Move

Person/Group Initiating Request: Library Commission

Item Summary/Background: The Library Commission offers for the Council's review and discussion the attached material related to the proposed move of the library from its current location to the 501 building. This material has been developed through the efforts of the 2+2 Library Move Work Group, the Friends of the Yachats Library, and a number of other volunteers for the purpose of identifying the desired configuration and features of the proposed facility. The material offers a tentative program description and three alternative preliminary space utilization plans. It is not intended to provide a final, definitive proposal, but only to provoke discussion and provide ideas and preferences for use in identifying the scope of work and developing more detailed and comprehensive plans for the project by qualified professionals.

Question Before Council? Does the Council approve the packet of attached material for use in preparing a Request for Proposal (RFP) for engaging a Project Manager for moving the Yachats Public Library from its present location to the 501 building?

Library Move Project Design Program

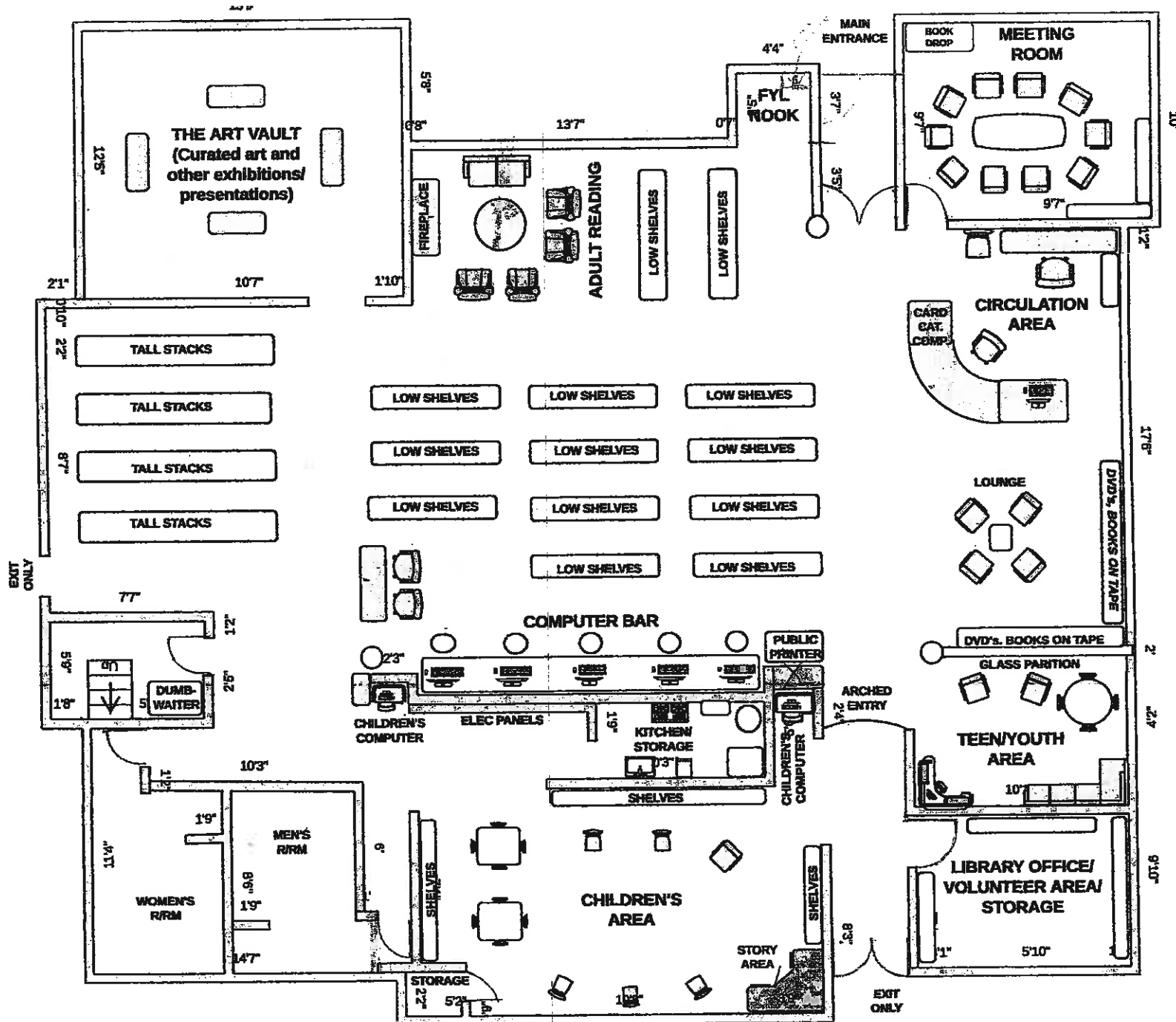
1. Ceiling tiles : remove/replace or find other material. Raise the ceiling and line in new material in the central area. Possible?
2. Lighting : LED low energy use lighting in ceiling fixtures. Extra lights will be required in the vault and the northern stack area. Floor lamps will be needed in reading/sitting areas. Will need more power outlets for same.
3. Floors : the main library floor in commercial grade carpet tiles (similar to Commons), color to be determined by Managers and volunteers. Entrance ways should be non-slip tiles/slate
Attic and stairs in vinyl?
4. Blinds : replace blinds with sun shade style roller blinds, no strings hanging down.
5. Doors : replace both main entrance doors. Replace West door with a single entrance only door. Add an exit only door on North side if required by code. Use a key code system for both main doors and lockable interior doors.
6. Vault : remove internal walls and fixtures. Replace flooring with carpet tiles, add lighting fixtures. Pin back door permanently. Use for displays/exhibitions/presentations etc. or use as a Media room for DVD's books on CD, perhaps music CD's. Perhaps a permanent display for Yachats oriented material - YAAS, festival etc. materials.
7. North wall : add exit only door if required. Remove night safe closet for it. Replace drive-up teller window with one large window to maximize light. The present library tall stacks may be re-used in this area.
8. North wall closet : remove all shelving (to be re-used elsewhere) and ladder, replace with a stairway and dumb waiter or furniture lift to the attic area. Use under the stairs as storage. Entry to have lockable doors.

9. Restrooms : remove outer doors to both restrooms, open up the space. Use wall space for lockable cabinet used by children's librarian and for a community notice board.
10. Western side of central wall : remove walls as necessary to open through to back entrance. Remove present kitchen area. Make an open/arched entry to main library.
11. Janitor's closet : keep shelving to reuse. Remove floor sink. Replace with cabinet/sink. Add work surface and cabinets above and below (re-use cabinets from main wall?). The door will need to be lockable.
Extra lights, outlets as required. Add coat hooks.
12. Western room : the open western room will be a children's library. To the left of the windows, along the wall, create a tiered stand for a story time sitting area (ref. Newport Library). Add new colorful stacks and furnishings as needed.
13. South west corner : remove the office walls, create a young adult area with book stacks, table and chairs. Will require extra power outlets and USB ports. One design calls for keeping the present office space for storage/office but reduces the teen area. A computer will be needed in the teen area.
14. Central wall : One design calls for changing the present closet into a children's computer area. An alternative places a second children's computer adjacent to the arched entryway. On the east side, place a card catalog computer on a stand. Create a computer 'bar' on the east side of the wall up to the storage closet. Remove the upper cabinets and re-use in the kitchen area.
15. North east corner, south of vault : add an electric fireplace on wall. Shelving each side. Chairs and side tables surrounding the fire. Add floor lamps, extra outlets and USB ports.
16. North of the main entrance : create a shelved nook in the old ATM closet for use of the Friends of Yachats Library. Also, the outside

book drop may be in the front corner, with a sprung cart beneath.

17. Main floor area : from the computer bar to the east windows, the adult library stacks will be placed, a mix of standard book shelving and gondola style units.
18. Main entrance : on the north side, perhaps replace bank wall with glass panels. On south wall place a lockable display board for library use.
19. South east corner : One design removes the west wall and closet, replace with a leaf style folding wall.
Reuse book stacks against north and south walls. If necessary, the book drop could be placed at the north east corner of the room. Add chairs, tables (several small tables that can lock together to create one large table when needed), floor lamps for an adult reading/meeting room. Add power outlets.
20. Central south side : place circulation desk facing north. Add a separate desk for Manager's use. Two computers to be placed where needed. A book drop should be placed under the desk. Shelves, file drawers will be needed beneath.
Against the window wall place both the public and private printers on storage cabinets. Leave space for one book cart. A lockable cupboard for librarian's personal gear would be helpful. Can reuse present chairs.
21. Above the main floor: line the upper wooden panelling with historical pictures of Yachats (ref. Monroe Library).
22. Attic : finish the upstairs attic ready to use for book storage/sorting after checking the the floor capacity for such use.
Add shelving where possible. Two long tables for sorting, and adequate lighting would be necessary. Perhaps a floor covering of vinyl sheeting or some such could be added.
23. Artwork/murals to be chosen by Library Managers and volunteers, perhaps by local artists.

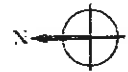
24. More chairs will be needed to scatter throughout the spaces. Some should have folding lap desks, with a power outlet/USB port available for patron computer use.



Key

1. Existing New paper Stand
2. Existing Magazine Stand
3. Existing 2 sided Std base shelving
4. New 2 sided Wide base Shelving
5. Existing 1 sided Std base shelving
6. Existing Dictionary stand
7. Existing Chldn area storage unit
8. Existing Chldn area low book display
9. Existing Chldn area low shelving
10. Existing Chldn area low book display
11. Existing Chldn area rotating book display
12. Existing Chldn area chairs
13. New Playpod Cube with display & storage
14. Stepped Platforms
15. Existing 1 sided tall shelving
16. Wall mount book return & cart with spring-loaded tray
17. Lockable display boards
18. Existing world globe map

New Library



Scale 1" = 10'
Rev. 6 CWC

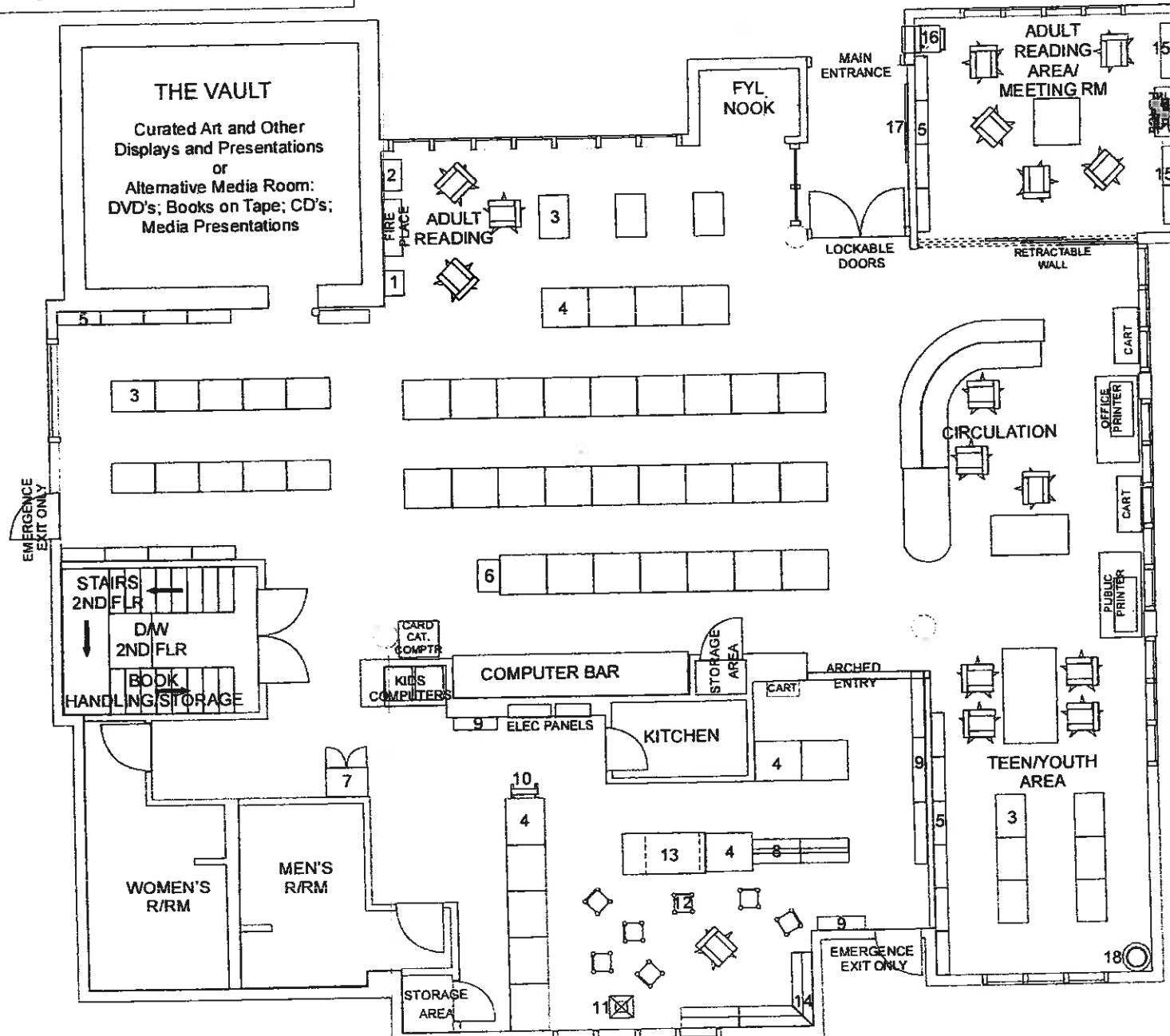
Stacks

Use / Type	Count		Shelf Space	
	Current	New	Current	New
Gen. / 2 sided wide base 10 x 32"/unit = 26.7'/unit	0	37	0'	774'
Gen. & Juv. / 2 sided Std. base 10 x 32"/unit = 26.7'/unit	22	19	587'	507'
Gen. & Juv. / 1 sided Std. base 5 x 32" to 40"/unit ~ 13.4'/unit	20*	21*	263'	281'
Childn. / 1 sided Std. base 3 x 32" to 48"/unit ~ 9'/unit	8	5	73'	40'
Bk on CD's / 1 sided Std. base 5 x 32" to 35"/unit ~ 14'/unit	4	?	57'	?
DVD's / Stack 8 x 6 x 3.4"/unit = 13.5'/unit	3	?	41'	?
DVD's / Stack 4 x 6 x 4.4"/unit = 9'/unit	2	?	18'	?

Totals

1039' 1602'
? 116'

* Feet/unit = various



City Council Action Item Cover Sheet

Agenda Item: Joint Session with Lincoln Co Board of Commissioners

Question Before Council:

- Are there any additions to the list of topics below for the Joint Session Meeting

Person/Group Initiating Request:

- Council

Item Summary/Background:

- At the January 3, 2018 meeting, the following topics were noted for the agenda for the Joint Session with Lincoln County:
 - County permitting & inspection processes & rules around tiny houses outside the City limits;
 - Adoption of legislation similar to Portland regarding Tiny Houses;
 - Pollinator plant project – specifically within Yachats city limits;
 - Transportation to Florence

City Council Action Item Cover Sheet

Agenda Item:

Parks and Commons Commission: Discussion of Commons Rental Rates & Policies.

Question Before Council:

Whether or not to approve recommended changes to Commons rental pricing

Person / Group Initiating Request:

Councilor Scott asked the Commission to take a look at several things in our rental pricing policies and pricing:

- 1: Consider allowing groups and organizations to be able to just have a meeting in Room 3 at no cost, and define this use as "Community Use"
- 2: Change the title of "Community Use" as we currently define it to "Non Profit Use"
- 3: Simplify and ease the charges for setup prior to events.
- 4: Have "Private Use" be 50% of Standard Use, and "Non Profit Use" be 25% of Standard Use across the board in all categories.

Item Summary / Background:

The Commission is making the following recommendations:

- 1: Change title from "Community Use" to "Non Profit Use" for items in that category.
- 2: Redefine "Community Use" to allow Room 3 to be available by reservation for organizations or groups to hold small meetings, where no funds are solicited for any purpose. The room is available for up to 2 hours for such groups of up to 15 people at no charge.
- 3: Currently we only collect \$100 for refundable cleaning/damage deposits. We have found that larger groups often involve higher levels of damage, so the following change is recommended:
\$100 refundable cleaning/damage deposit for any full day or multiple day event for 1 or 2 rooms. \$500 refundable cleaning/damage deposit required for more than 2 rooms.
- 4: Simplified setup time, as follows:
 - A: No charge for setup time after 5:00 p.m. the day prior to the event.
 - B: If 1-3 hours of setup time is needed prior to 5:00 p.m., it will be priced at one half the hourly rate.
 - C: If 4 or more hours of setup time is needed prior to 5:00 p.m., it will be priced at one half the daily rate.

D: If One of Use Production requires rehearsal time, there would not be a charge for rehearsal time so long as they are willing to use whatever room is available.

5: Reduced the Private Use pricing of the Kitchen to bring it to 50% of Standard, and reduced the Non Profit Use of the Kitchen to bring it to 25% of Standard.

6: Increased the Standard Rate for Coffee Service from \$15 to \$20, to be consistent with 100%/50%/25% pricing.

7: While Rooms 7 and Room 1 are not on our rent schedule, but are often rented in conjunction with Craft Fairs, Celtic Festival, and Agate Festival, we're recommending they be added as follows:

"Room 7 and Room 1 are not eligible to be rented individually. However, for large groups that rent out the rest of the building (Multi-Purpose Room, Room 8, Kitchen, and Room 3) that need additional space, Room 7 and half of Room 1 (the audience side of the room) can also be rented at the same rate as Room 3.

Pricing to be effective March 1, 2018

YACHATS COMMONS RENTAL RATES

SPACE	Standard	Private	Non-Profit
Mtg rms 5, 8	\$ 36.00/hour \$180.00/day	\$ 18.00/hour \$ 90.00/day	\$ 9.00/hour \$ 45.00/day
Mtg room 3	\$ 24.00/hour \$120.00/day	\$ 12.00/hour \$ 60.00/day	\$ 6.00/hour \$ 30.00/day
Multipurpose Room	\$60.00/hour \$300.00/day	\$ 30.00/hour \$150.00/day	\$ 15.00/hour \$ 70.00/day
501 Building	Same as Multipurpose room – see Rental Pricing Policy		
Enclosed picnic Shelter	\$36.00/hour \$120.00/day	\$ 18.00/hour \$ 60.00/day	\$ 9.00/hour \$ 30.00/day
Kitchen	\$200.00/day \$100.00/ ½ day	\$100.00/day \$ 50.00/ ½ day	\$ 50.00/day \$ 25.00/ ½ day
Coffee Service Limited use of kitchen; room rent is extra	\$20.00	\$10.00	\$5.00
Grand piano	\$100.00/day	\$50.00/day	\$25.00/day

Equipment	Rate
Portable sound system (Includes small speaker & microphone)	\$ 15.00

Pipe and Drape system	\$ 100.00
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May only be used in the Commons Building or the 501 Building – not to be taken off site

Community Use: Room 3 is available by reservation for use by organizations or groups of individuals to hold small meetings, where no funds are solicited for any purpose. The room is available for up to 2 hours for such groups of up to 15 people at no charge.

NOTE: Room 7 and Room 1 are not eligible to be rented individually. However, for large groups that rent out the rest of the building (Multi-purpose room, Room 8, Kitchen, and Room 3) that need additional space, Room 7 and half of room 1 (the audience side of the room) can also be rented at the same rate as room 3.

Equipment only rental (off-site)

Black chairs	\$ 2.50/chair
Folding chairs	\$ 1.50/chair
Folding tables	\$ 5.00/table
(5'Round or 6' & 8' Rectangular)	

Yachats Commons Rental Pricing Policy

Standard Use

- For-profit events

Private Use

- Events with restricted access (i.e., reunions, receptions, birthdays, anniversaries)
- All other uses not covered in the descriptions above

Non Profit Use

- Use by 501©3 non-profit organizations (i.e., STEM, Polly Plumb Productions, One of Us)
- Fund-raising event to benefit a community member in need
- Use by service clubs and organizations involving a collection of money (i.e., Ladies Club, Lions Club)

Community Use

- Room 3 is available by reservation for use by organizations or groups of individuals to hold small meetings, where no funds are solicited for any purpose. The room is available for up to 2 hours for such groups up to 15 people at no charge.

Waiver of Rental Fees

- Any government or tax-supported governmental agency will not be charged for meeting time
- Friends of the Yachats Commons will not be charged for meeting or events time, but any group they might sponsor or take under their umbrella for insurance purposes would pay for their room rental charges
- View The Future would not be charged for meeting time

By Donation

- Small community groups that collect a cash donation for use of the facility for exercise, tai chi, yoga, art, music will forward the cash to Friends of the Commons for insurance

Fees For the 501 Building

- If tenant chooses to rent the entire building, the fee will be the same as the multi-purpose room
- If tenant chooses a room in the Commons that is already rented, they may use a portion of the 501 Building, but will be charged the same amount as that room would have cost them instead of paying for the entire building

Deposit Required

- \$100 refundable damage/cleaning deposit for any full-day or multiple-day event for reservations of 1 or 2 rooms. Reservations for more than 2 rooms requires a \$500 refundable damage/cleaning deposit for any full-day or multiple-day event. Fifty percent of the rental fees are required up front; applicable to the total rent due.
- If reservation is cancelled at least 30 days prior to the event, tenant would receive 100% of their deposit back. If cancelled between 15-30 days, they would receive 50% of their deposit back. If cancelled within the last 14 days, the deposit would be forfeited.

Set-Up or Practice Time

- No charge for setup time after 5:00 p.m. the day prior to the event
- If 1-3 hours is needed prior to 5:00 p.m., the charge would be one half the hourly rate
- If 4 or more hours is needed prior to 5:00 p.m., the charge would be one half the daily rate

If One of Us Productions requires rehearsal time, there would not be a charge for rehearsal time so long as they are willing to use whatever room is available.

Revised January 18, 2018

City Council Action Item Cover Sheet

Agenda Item:

Review of Parks Master Plan

Question Before Council:

Whether or not to approve the Yachats Parks and Open Space Master Plan

Person / Group Initiating Request:

Parks & Commons Commission, Joan Davies, and Larry Lewis

Item Summary / Background:

The proposed Yachats Parks & Open Space Master Plan incorporates all of the information contained in the Yachats Community Park General Plan that was adopted in 2011, and adds information about the rest of the parks and open space areas that lie within the boundaries of the City of Yachats.

In addition to all of the information about the Commons General Plan, Larry Lewis has added the following sections pertaining to other parks and open space:

- 1: Whale Park – one of our “official” City parks.
- 2: Smelt Sands State Recreation Site.
- 3: Yachats State Recreation Area (2nd and Ocean View Drive).
- 4: Yachats Ocean Road State Natural Site. The beach on the South side of the Yachats River.
- 5: The Evans/Betz property. Whether or not this ever is owned by the City, it is still a large open space parcel that lies within our City Limits.
- 6: Southeast Viewshed. The property is just outside our City Limits, and abuts the Evans/Betz property. This viewshed can be seen from throughout Yachats and is a significant open space parcel connected to the City Limits.
- 7: East Hillside Watershed. While just outside our City Limits, this property abuts City property and includes Reedy Creek, our primary City water supply.

The Parks & Commons Commission recommends approval of the Yachats Parks & Open Space Master Plan, with the following two additions:

- 1: Include a page for the park behind the Little Log Church & Museum
- 2: Include a trail map of the trails inside and just outside of the City Limits.

City of Yachats
PARKS & OPEN SPACES MASTER PLAN



Revised December 2017

Preface

The Yachats Parks & Open Space Master Plan provides descriptions and plans for existing public parks within the Yachats city limits and urban growth boundary, as well as describing the potential expansion of public open space within the Yachats area. The first section of the Master Plan includes site specific park descriptions and plans for existing parks. The second section identifies potential public open spaces to be acquired in the future.

I. Existing Parks

City Parks

Yachats Community Park

The *Yachats Community Park General Plan* (enclosed) was completed in 2011. The community park plan includes a General Plan Summary, Community Involvement Process, Site and Settings, Existing Features, and planned New Features.

Whale Park

Whale Park, home of the spouting whale sculpture, is a small "pocket" park, located on the east side of Hwy 101, south of the highway intersection with Prospect Avenue.

State Parks

Yachats is home to three Oregon State Parks. In 2017, the Oregon Parks and Recreation Department completed a Master Plan for the South Beach Management Unit, which includes the three parks located in Yachats. Descriptions and planned improvements are provided for each park and included in this Master Plan.

Smelt Sands State Recreation Site

Yachats State Recreation Area

Yachats Ocean Road State Natural Site

II. Potential Expansion of Public Open Spaces

The Yachats Parks Master Plan identifies potential public open spaces. These sites are identified as potential public open spaces because of significant natural resources, natural beauty, and protection values that will benefit the greater Yachats community, but they are currently under private ownership. Successful cooperation and negotiations are required between the property owners and the City in order to secure these sites as public open spaces.

Evans-Betz Property

Southeast Viewshed

East Hillside Watershed

Other open spaces not identified in this Master Plan may be identified in the future as having significant value as public open space.

Note: This Yachats Park Master Plan does not include public trails. The Yachats area hosts a comprehensive public trails system that is a significant amenity to the Yachats community. There has been outstanding volunteerism in identifying, developing and maintaining the trail system throughout the Yachats area. Yachats trails maps are available to the public. The Yachats Trails Committee and others continue to improve upon this public amenity.

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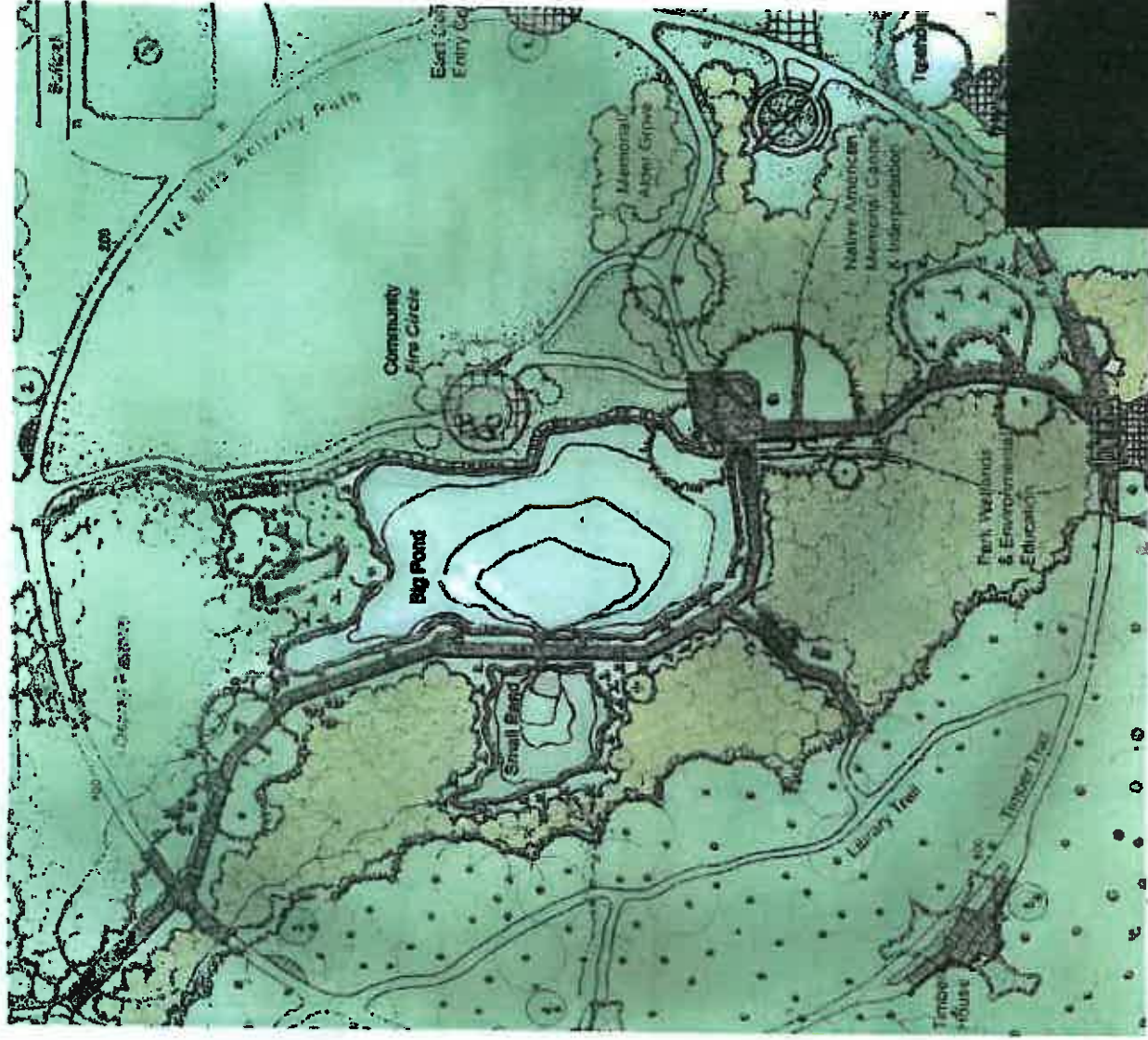
Yachats Ocean Road State Natural Site

II. FUTURE EXPANSION OF THE YACHATS OPEN SPACE SYSTEM

Evans-Betz Property

Southeast Viewshed

East Hillside Watershed



Yachats Community Park

General Plan 2011

City of Yachats, Oregon

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Every body needs beauty
as well as bread, places to
play in and pray in, where
nature may heal and clear
and give strength.

—John Muir



plan SUMMARY

In 2004 the Yachats Park Advisory Board and City Council commissioned a Master Plan of the Commons environs. Since then, groups have petitioned to install, renovate or “landscape” portions of the property to support their activities. In 2010, in an effort to guide these activities, the City Planner, Public Works Director and several local Landscape Architects reviewed the existing plan in detail. Consensus revealed the 2004 Plan still reflects a clear and appropriate direction to support the City’s varied interests

and vision. Unfortunately, however, the 2004 plan did not include all of the city-owned property contiguous to the site. In addition, several new initiatives have been identified since 2004. Lastly, very limited detailed design was prepared to guide improvements.

Participation

This 2011 General Plan has been prepared with the guidance of the Mayor, the Parks and Commons Commission, Public Works, Council, Planning Staff, the Library, YYFAP, and stakeholders from

plan SUMMARY

current programs, adjacent business and resident neighbors. In addition, a thorough review of previous park plans and the recent Comprehensive Plan contributed to the research. The final plan will be presented to the public for comment.

New Requirements

This plan update utilized the 2004 Plan and incorporated several important changes which have occurred since that time.

The recent YYFAP building addition, playground expansion and increased public activities, parking and pedestrian uses are included.

Purpose and Philosophy

The Plan aims to guide location and organization of functions and activities related to city facilities and citizen desires in a public park. The plan maintains continuity while accommodating multi-use utility of the property. The plan protects and preserves the site's natural features, and pedestrian and vehicular safety. The plan indicates size, shape and dimension of current and future park components. Care was taken to ensure spatial relationships between park activities are safe and mutually comfortable.

While currently a 'village' park in scale, stakeholders made every attempt to

view-the-future to determine appropriate capacity of activities to ensure future growth. As expected, all ideas and activities could not be accommodated. The plan reflects a balance of maintaining current uses while carefully protecting and preserving the site's special natural features and quiet demeanor.

The New 'General' Plan

A 'General Plan' by definition recognizes the plan is a tool to comprehend budgets, use and maintenance of the grounds and provides a general perspective of the future. This plan provides an important tool for City Staff and Parks and Commons Commission to evaluate improvements based on capacity and compatibility.

**The plan balances
current use while
carefully protecting
and preserving the site's
special features.**

New features in this plan are viewed as 'sub-projects' anticipating prioritization, funding and implementation typically occurring over time. It is recognized general plans may adapt, change and be refined over the course of implementation as preferences, budgets and priorities evolve. Adequate detail is provided in this plan to serve as a starting point to identify parameters on-the-ground and a relative scale of new initiatives. As each sub-project is initiated this plan can quickly identify potential impacts or advantages. In addition, the plan will help illustrate when additional detailed construction design is required.

History and Inventory of Ideas

In keeping with the City Council's Goal Statement, the Mayor requested all city stakeholders gather current ideas and long-term plans for their facilities, including the Library, Public Works and the Parks and Commons Commission. Additional participants included groups and organizations that frequently use the property, and adjacent commercial and residential neighbors. YYFAP, Trails Committee, Adult Facilities Task Force, and Sunday Market representatives contributed insight and needs.

In addition to the City Planner and Public Works Director, a meeting with ODOT was conducted to understand vehicle traffic. Previous councilors, city staff and the Code Compliance Officer contributed institutional memories, historical context and perspective. Base data was then compiled using a CADD format to facilitate changes, new ideas, drafts and facilitate future construction documentation.

Stakeholders Input

In addition to city entities and service organizations, it was critical to secure participation from current user groups, adjacent private homes and businesses. Representatives of quasi-public stakeholders like the adjacent churches, service organizations, Sunday Market, YYFAP and Trails Committee were elicited for input.

Workshop #1

This hands-on design workshop was conducted in the Commons. Stakehold-

ers were invited to represent their future plans and current ideas, issues or constraints.

Preliminary Plan

Workshop #1 results were synthesized and contributed to preparation of a preliminary plan. Several options for "tough spots" or overlapping interests were included. Technical discussions with the Parks and Commons Commission, city staff and program stakeholders minimized conflicts. Parking and pedestrian needs were refined. Various expansion plans for the 'multi-use' portions of the property were incorporated.

Workshop #2

A second meeting was conducted with the stakeholders and city staff with a presentation of the Preliminary Plan, including discussion of options and alternatives.

Community Meeting

The Preliminary Plan was presented during a public 'state-of-the-city' meeting and included discussion of new features, options and alternatives.

Preliminary Plan Revisions

Based on review and comment from Workshop #2 and the Community Meeting, the Preliminary Plan was revised to incorporate new ideas and prepare a Final Plan.

Final Plan Review and Revisions

Based on comments during the public, formal presentation to the Parks and Commons Commission final changes and adjustments were incorporated into the plan.



Site and Settings

The property is unique as the grounds are situated central to the business and residential core of the village. Thus the Community Park has special value in its ability to physically connect citizens with the entire city property in a pedestrian accessible campus-like setting. Yachats is a village with an allure and enchantment defined by its place at the edge of the Pacific Ocean. It is exceptional and rare that each of the municipal facilities: Commons building, City Hall, Public Works and Library are all connected by a single park with ocean frontage.

Topographic information indicates the property slopes generally away from Highway 101 toward the west. The site includes many important small slopes that drain the property east-to-west and gather in ponds and wetlands forming a drainage running from south to north. The site then rises gently to the western boundary opening through the undeveloped 5th street right-of-way to a dramatic and grand vista of the ocean.

Unique to the property is the geographic integrity of three distinct landscape types. For its relatively small size the property includes a Sitka Spruce forest, an extensive, spring, stream, pond and wetland system and an open grass meadow. Over time each of these has experienced different levels of use, restoration, management and care. Each landscape has unique opportunities for citizen participation and education including ecology or habitat interpretation and local lessons of cultural history. As significant, these simple park settings serve as important places for picnics or reflection.

Eastern Edge and Commons Property

The eastern frontage of the Community Park faces Hwy 101 and serves as the primary eastern entry

to the property. A great portion of the eastern half of the site is developed with the Common's building, staff and visitor parking areas. While serving as the City's main public entry, there is sidewalk pedestrian access to administrative offices and Common's events.

The Commons' grounds are landscaped in a park-like woodsy or 'natural' appearance, with mature shore pine over-story and trimmed salal and mowed lawn ground surface. The eastern façade has a foundation planting of mature, perennial flowering rhododendron.

The western façade is less finished having utility access, staff stairways and entries. The western grounds include fenced children's play areas with traditional swinging and climbing equipment with soft surfaces of tree bark mulch. The grounds also include undefined hard surfaces for hop-scotch, basketball, skate boarding and covered Picnic Shelter. As a transition from formal gatherings and activities to natural areas, a wood crafted shade arbor and simple fence barriers protect pedestrians from vehicle traffic. An adjacent grass meadow playfield provides a setting for informal field sports, dog runs and summer picnics.

Northern Edge and Municipal Facilities

To the northeast, the West Coast bank building, two churches and their parking lots abut the property. A concrete wall, access lane and short-term public RV parking separate the park's playfield and meadow from the bank property. The bank's drive-through access and client parking share the northeastern boundary along the Fifth Street right-of-way. While largely undefined, the Fifth Street entry is an important partial through-street as it also accommodates a portion of the Common's visitor parking, YYFAP access and daily or event drop-off and loading.



existing FEATURES

Access and Edges

The northern boundary includes the Library and Public Works facilities along Seventh Street. The Public Works facility and equipment yard is enclosed for security and is directly adjacent to the west by the Library. This location includes an important pedestrian path providing northern access from Seventh Street and the adjacent neighborhood to the core of the community park via what is commonly called the "Library Trail."

Southern Edge and Adjacent Neighbors

The southern property edge is defined by Fourth Street and includes several businesses, the Lions Club, and a residential neighborhood. Fourth Street includes parallel public parking in the right-of-way, vehicular access to the Commons, parking for city staff and YYFAP, and back entry to the city administrative offices.

Along Fourth Street, several pedestrian trails lead into the site. One is a main access from Fourth Street to the children's play area and Picnic Shelter. Several steps further west, a second trail provides access to the boardwalk and wetland interpretive network. A third access leads into the woods from the street edge and collects into the Library Trail, a primary path leading north through the spruce forest to the library.

It is exceptional and rare that all municipal entities are connected by a single park with ocean frontage.

Western Edge and Connection to the Sea

The western half of the site is virtually undeveloped and contains the considerable wetland areas, both native and restored, and a stand of Sitka spruce. The western boundary is largely a mature spruce forest which directly abuts backyards of several private residences. About midway along the property, the currently undeveloped City's Fifth and Sixth street rights-of-way provide opportunities for direct pedestrian access points to the oceanfront along Yachats Ocean Drive.



Preservation of Landscapes

It is rare and unique that a city park in the middle of town includes a Sitka spruce forest, a wetland and a grass meadow — and all within a block of the Pacific Ocean. Three distinct landscape types provide special opportunities for education and interpretation. The plan establishes protection of the pond and marsh system, forest and open-field landscapes for future generations.

Wetlands, Ponds and Marshes

The wealth of ponds, perennial streams and vegetation have been established and recognized as state certified wetland habitat. The plan attempts to provide exposure and interpretive opportunity to the wetland areas by trails and elevated boardwalks. The water source for the wetlands must be protected and regulated as necessary. The primary source of water for the wetlands is an outlet coming from the eastern developed parts of the park. When future improvements are necessary, the least impact designs should be employed.

East of the boardwalk and north of the large spruce tree is marsh land and seasonally pooling water. This pond and marsh is a special point of interest along the boardwalk. Several areas may require removal of invasive species to keep it open for viewing. Willow shrubs and trees adjacent to the wetlands and ponds should receive selective pruning to remove limbs and to control sucker growth. These shrubby trees serve as a transitional buffer to the wetlands.

Forest

The spruce grove is a specially-regarded area. The setting keeps this portion of the site quiet while it offers a unique opportunity in close proximity to town and accessible paths to interpret the majestic Sitka spruce. A light thinning of understory plants along the southern street edge will allow vision into the grove for security and provide a comfortable invitation to pass through the grove.

Meadow

While simply a ballfield to casual passers-by, this open grass field serves as a unique coastal meadow to plants and fauna. During quiet sunrise and sunset several deer, rabbits and meadowlarks call this home. In addition, its western edge brings users to the edge of the north pond and wetland for some special view and interpretive opportunities.

existing FEATURES

Trails and Paths

Trails provide a pervasive pedestrian-friendly attitude embraced by the community. The Park's internal pedestrian linkage functions as an extension of the community trail system. Paths and trails are popular and valuable to the community. The park can serve as a nucleus for the extensive local and regional systems that reveal natural, historic and cultural resources. Paths are directly connected to the popular and historic 804 trail along the beach frontage and the sidewalks that serve as corridors for main-street Highway 101 to the rest of the community. With current path locations, considerable effort has been made to introduce interesting natural site features along the way, including the large spruce trees and the wetlands. This combination of elevated and gravel paths provide a pattern of pedestrian trails throughout the undeveloped portions of the site. The paths serve movement from one place to another within the site as well as important connections for those passing through. In addition to pedestrians, it is recommended that bicycle circulation and locking facilities be incorporated during each of the future detail design discussions.

**The Park's Internal
pedestrian linkage
is an extension of the
community trail system.**

Play Areas

For planning purposes, children's activities can be subdivided into three distinct groups: Tots (3-6), Youth (6-12) and Teens (13 and older). These are approximations as actual development varies among children. In addition, an increasingly important component to the Yachats population is the physical fitness and recreational activity of adults.

Tots and Youth

Developed dry surface play areas are provided adjacent to the Commons serve hop-scotch, jump rope, four-square and tether ball. A tradi-



tionally equipped playground area is soft surfaced and provides swings and slides. In each of these areas, subdivisions of low hedges and short fences help to manage the activities. Each of the sub-areas can be opened or gated to accommodate children's activities. The new treehouse structure is located in the soft surface play area adjacent to and under the limbs of existing spruce trees. A raised garden has been built as part of the soft surface play area integration with the picnic shelter.

Teens

A skate park has been included north of the picnic shelter to serve the needs of local riders. The scale has been designed large enough to offer a sampling of tricks and specialized equipment but will not be considered a full-scale facility to support skate events and professionals. The grass ballfield provides for teen and adult stick-and-ball games and open field sports.

Adults

In addition to traditional field sports used by children and adults, the open field also accommodates fairs, festivals and overflow parking for community

events. The horseshoe pit has been moved to this location. The new loop 'fitness' trail is designed at a 1/4th mile distance to assist in determining distances for prescribed therapy and healing exercises. The loop includes stations or specific points along the route to place adult fitness equipment specifically designed for outdoor use. It will be important to be creative with the selection of equipment and to ensure the colors and materials have been reviewed for compatibility with the setting.

Picnic Shelter

The structure is envisioned to accommodate a series of seasonal activities by providing outdoor shelter from rain and prevailing wind. This structure has recently been renovated to improve weather control; particularly wind and rain abatement. While the addition of rolling doors will complete the work, the building has not yet reached its potential to serve tot, youth, teen or adult activities. The increased weather protection and night lighting is projected to increase demand for this space from youth programs, adult activities and the summer Sunday Market.



existing FEATURES

**To maintain the
pedestrian experience,
parking is accommodated
at the property perimeters.**

Vehicle Access, Parking and Bicycles

In an effort to maintain the pedestrian experience and campus-like nature of the park, vehicular parking and access are accommodated at the perimeters of the property.

The existing city parking lot on the west side of the Commons building has been redesigned. The limited on-site parking is meant to serve city staff, teachers and program personnel. Most of the adjacent city rights-of-way and side streets have been shown to formalize additional spaces providing additional diagonal or parallel on-street parking.

This street edge designs include specific rows of small hardy deciduous trees to provide required car separation from the park's activities and direct pedestrians to entry points.

A loading and drop off zone directly along Hwy 101 at the east entry court guides pedestrian movement to the administration offices. These spaces will serve short-term pick-up and drop-off guests. New pick-up points at the north and south of the Commons building for youth programs will reduce the need for cars to enter the parking lot and reduce backing and turning motions. Emergency, ADA and service vehicle access are still able to circulate the Common's perimeter, however, a reduction in private vehicles directly around the common's doors and entries would improve safety of pedestrians.

Improvements to the meadow and sports field area has been discussed to serve as infrequent event parking. With minor grading, leveling and an application of over-seed, the grass field would be suitable to accommodate temporary vehicle parking. In addition to vehicles and pedestrians, local bicycle use is embraced and encouraged. There are many opportunities to improve and support the use of bikes. As part of this plan, it is recommended that bicycle circulation and locking accommodations are incorporated during each detailed design phase. Incorporating bike racks and bike specific needs for travel paths should be considered an important component during the design discussions for future site specific improvements.

new FEATURES

Pedestrian Way-finding Entries & Expectations

Yachats residents and visitors have a keen interest in walking paths and trails. This plan introduces an important set of designated entry courts that relate to compass points north, south, east and west. These entries will serve to welcome park visitors and encourage exploration.

Current access to the park's pathways from the north, west and south have no discernible markings. Unless curiosity or word-of-mouth prevails, entry from these directions and access to the wealth of public natural resources is limited. These entry courts will set visitor expectations including a brief guide to the park features and interpretive information for care of the sensitive landscapes. A quality treatment at each point of entry is important to set the tone for the park.

The plan features an outer loop trail linking the entry courts with the three important landscapes: forest, wetlands and meadow. The loop would be a simple gravel trail designed as a ¼ mile fitness path that will feature interpretive opportunities and a series of places to pause for exercise. All entry courts will be connected by the loop while passing through forest, meadow and wetlands, and also works to discourage shortcuts through sensitive areas.

Eastern Entry

This main entry includes a formal, ADA accessible courtyard with annual flower plantings, the US flag, several seating

benches and sculpture. These features complement the building's architecture to identify the public nature of the facility. The proximity to Hwy 101 provides a strong location for the village marquee announcing events and activities. The size and feel of this court creates a strong precedent to illustrate the design and scale of south, west and north access points.

South Entry

An existing soft path through the spruce grove can now be accessed from Fourth Street. An additional access to the boardwalk is located several steps to the east. A special opportunity exists to create a welcome point at this intersection of two major paths: the library trail and the wetlands boardwalk. The library trail through the forest is now a narrow path winding around and through the trees. This character of experience is to be maintained to the extent possible. This consolidated entry would also help guide a walker's experience and present information regarding the plants and water resources in view.

North Entry

Primary access from the north to the boardwalk and library trail occurs at Seventh Street and could become a very significant entry court for the library and park. Given the significance of the wetland and forest landscapes, interpretive information at this location is critical. An attractive and unique entry to welcome guests and indicate directions to the community center and playgrounds would be of great value. Information describing special features of the natural

areas experienced along the path would be appropriate. Artwork and an evergreen screen could be planted along the fence to mitigate views and noise from the Public Works facility on the east side of the drainage.

West Entry

A new soft trail connecting the beach to the outer loop path is a spectacular opportunity for a western entry court. Located about mid-point of the library trail, the west entry court is located off the city's Fifth Street right-of-way. Edges of this corridor can be planted in dense native plant material to provide screening for the adjacent residences. Special plantings can be selected with regard to ocean-front conditions and coastal climates as a prelude to natural zones throughout the park.

These compass point entries will serve to welcome park visitors and encourage exploration.

Interpretation and Signs

There are numerous opportunities to introduce or supplement signs throughout the park. Pedestrian and weather-durable plaques, markers or sign-boards can help to optimize the experience at several strategic locations. As a component to each entry court a simple marker can welcome guests while explaining the ecology, natural systems and a brief introduction of flora and fauna. While the specific details for size, style, placement and message content has not been determined by this plan, it will be important to recognize a balance is necessary. Too many signs of a different vocabulary can be less successful than several well-designed markers.

Viewpoints

Special viewpoints are critical to establish, inform and align the visitor experience. Views are typically categorized in terms of human preferences as 'prospect' or 'refuge.' Prospect views are those enjoyed from exposed high points overlooking great distances and taking in a variety of landscape types. Refuge views are those located in the forest or small clearings where the viewer is protected and the views are foreground, providing details of significant plants, water features or geology.



Most of the current park is enjoyed from ground-level and fore-to-middle ground in depth. Several opportunities exist to relocate the viewer and heighten the experience. At several locations, vista across the ponds or across the meadow will be enhanced by careful strategic pruning and management of understory shrubs and small trees. The forest experience can be improved with the use of an elevated platform to experience the trees from a higher position. The plan includes access to an existing prominent landing high atop the water treatment plant. This will offer long distance views of the surrounding mountains and coast without leaving the property. A trail extension of the western Fifth Street right-of-way will place visitors directly overlooking the bluff, beach and Pacific Ocean.

Site Architecture and Furnishings

It is critical that a format, or palette, of materials and design is carefully selected to embrace the precedent of the existing east entry court and, for continuity; this format should be repeated throughout the park.

**It is critical that a format
of materials and design
is carefully selected to
embrace the precedent
of continuity.**

Numerous locations for benches, interpretive signs and arbors are noted on the plan. Primarily located at the entry courts, these locations will require special detailed design prior to construction. As the plan illustrates, the entry courts provide opportunity to integrate the welcoming component with seating, signs or sculpture, along with a selection of plant materials and arbor.

Arbors, fences, bench designs are examples of structural furnishings that should maintain a theme of materials, colors and textures. While special locations merit signs using color, creativity and sculpture, a majority of the benches, tables, and bike racks should be of a sturdy and handsome design.

It cannot be overstated: new construction or additional furnishings should be selected from a palette of materials reflecting the vocabulary of the existing entry court and the existing arbor and fences.

Restrooms

The park is uniquely supported by restroom facilities inside the Commons building. The building is open during the day and after-school programs use the building late in the day. The restroom facilities can be made available for special events and the outdoor park facilities by special arrangement. With some modification, the indoor restroom could be made more available during times when the building is not staffed.



Landscape Treatments

To enhance or support native vegetation, landscape buffers and screen planting areas are shown on many areas of the plan. Much of this material is placed for functional reasons and specifically defined palette of species should be selected for all uses. While a particular list of species has not been established by this plan, it is critical those choices are of native and coastal varieties. Several primary landscape needs are as follows:

1. **Evergreen and Flowering Screening and Buffering plants**
locations: adjacent to parking, separation of fields and skate park uses, along and surrounding the water treatment plant.
2. **Deciduous Shade, Over-story trees, and Perennial Vines**
locations: entry courts, street edge along/in front of the water treatment plant, walks and path definition.
3. **Evergreen Hedges**
locations: defining soft / hard surface play areas.
4. **Annual Flowering and/or Hanging baskets, Potted plants**
locations: Commons, Public Works and Library entries.

In an effort to introduce a sense of continuity for city facilities, areas along the front of each City building should be enhanced with quality annual plantings chosen from the same palette of materials, pots and colors. Over time new plantings should be similar to the city entrance signs located north and south of town. In addition, a continuation of this effort should include plants and pots located at key civic locations and crossing points along the Hwy 101 corridor.

new FEATURES

Buildings Expansion

Several of the municipal structures anticipate expansion in the future. This plan provides an opportunity to inform designers of those projects about the expectations and desired conditions surrounding each facility. This plan becomes a guiding tool to preserve the continuity of the site and grounds and a mechanism to evaluate the impacts, prior to each new addition.

As with the site architecture, it is critical that during any expansion, renovation or even routine maintenance like exterior painting, the color palette, materials and design is carefully selected to embrace the precedent of the existing new Common's building. To maintain an increased quality of civic pride and continuity, attention to the city's building's exterior colors and style should be repeated throughout the park.

The Commons

There is anticipated re-configuration of the Mayor and staff's administration offices. While this is an interior space project, influences to the building's entries and parking have been included in this plan. New parking configurations and access from both the public eastern entry and the staff, western entry as shown.

YYFAP

The youth program facilities have commissioned a substantial remodel and expansion. Those plans have been included on this plan and inform the layout of loading and parking, pedestrian access,

safety and emergency access. Anticipated youth program uses and state regulated size and configuration of exterior spaces have been allocated. This plan provides a guide to development and evaluation of the refinements required to complete the YYFAP facility.

Library

The library has projected to need additional space including storage. For this plan and additional book storage annex was illustrated to work within the site constraints and the existing building. The plan also includes a conceptual design for a desired labyrinth and outdoor garden space. During any process of designing expansion to this facility it will be important to ensure the public access and trail shown to begin at the Library Entry Court is accommodated.

**This plan becomes
a guiding tool to preserve
the continuity of the site
and grounds.**

Public Works

The north edge of the facility has been enhanced with street tree plantings, under-story plantings and an appropriate site sign. Each side of the perimeter fence has been shown with additional plantings to screen or enhance views. Plantings along the east side, screening views of the plant from the adjacent church exist but could be enhanced. Taller and evergreen materials would improve screening. Coordination with the church is encouraged. Diagonal, nose-in parking for staff and guests has been formalized along 7th street. These additional spaces provide assistance to the Library needs. The public works facility anticipates working with the community to provide space and configuration for a public organic materials recycling effort. Access to the equipment yard provides assistance for gathering and storage of materials.

Special Spaces

Several plan features are included and specifically designed to accommodate special events and functions. Some activities requiring permanent space are of a seasonal nature or occur only periodically yet provide much-needed settings for infrequent ceremony and civic events. These spaces are designed to carefully embrace the users anticipated while recognizing their proximity to adjacent park functions. It was recognized that these spaces are often utilized by only a sub-group of the community. They were, however, determined important enough to justify a permanent location within the public's park.

Library Labyrinth Garden

The plantings are shown to accommodate a quiet reflective space adjacent to the existing building. The design is schematic for this level of planning but illustrates an accurate size and configuration to compliment the existing structure and pedestrians. As typical for a labyrinth, the garden is shown to be hedged to fit the confined space and to signify entrance into the building while preserving the passers-by pedestrian traffic into the entire park. The plant materials selected are envisioned to be native and low maintenance as possible.

Several features were specifically designed to accommodate special events and functions.

Community Fire Circle

The plan shows a space that can host periodic or seasonal events for a small group or larger scale event. The circle is located along a trail and supports a quiet reflective seating location adjacent to the large pond. The design illustrates a fire ring and a small set of boulders as seating in the existing natural setting. The scale is an accurate size and configuration to support small gatherings yet respects its location within the park's ecology.

Community Garden

In keeping with the spirit of community sustainability, a location south of the Public Works facility and equipment yard provides a unique location for permanent public garden space. The space is illustrated with 20-30 garden plots for local residents use. The site is uniquely situated to benefit from compost materials and protective fencing adjacent to the municipal yard. Care should be taken during detailed design to ensure screening from the adjacent church as possible.



new FEATURES

Native American Garden and Cultural Resources

The garden is located in an accessible yet quiet location along the loop trail. The location is significant in that it can respond and support ceremony and events that would be facilitated from the Commons. Close proximity reflects a physical tie to the increasingly prominent philosophic relationship the community is embracing regarding its Native American heritage. This garden would be sculpted out of the existing willow grove and care would be necessary to prune existing vegetation. The ground surface would be designed to care for the adjacent wetlands and sensitivity of that landscape. The garden is scaled to accommodate occasional public ceremony while providing an adequate space for permanent fixtures of sculpture, mural and graphic art that describe the native peoples indigenous to Yachats region. It is important and necessary to engage the local tribe(s) for input and advice when beginning detailed design of this space.

Skate Park

As mentioned, Skate Park has been located north of the picnic shelter to serve the needs of local riders. This area is important as it is accessible directly to the Commons based teen activities and programs; yet distinct and separate from the younger children's play areas. The location is accessible for public use yet is still prominent enough to ensure a measure of visual security. The scale has been designed large enough to offer an effective and enjoyable sampling of trick components and specialized equipment. By design is small enough to anticipate a modest construction budget. The park will not be considered a full-scale facility to support skate events and professionals. During the planning, there was minor discussion regarding the attributes and potential of a climbing wall. The wall has not been illustrated on this plan; however, it is recommended if or when appropriate, a wall would fit within the skate park area and provides

a mutually desirable and safe location for these activities.

Fitness Loop Trail

As mentioned, paths and trails a popular and valuable to the community. The loop trail provides an additional experience to an individual's interpretation and relationship with the natural environment. The loop trail is designed to be a 1/4th mile in length to assist adult fitness, jogging and exercise regimes. The loop is also designed to serve walkers and includes interpretive stations or specific points along the route to place markers that graphically describe important natural and cultural features. As demonstrated by existing paths, a combination of elevated and gravel paths will be required with new construction to provide protection to the park's ecology. Considerable effort should continue to introduce interesting natural site features along the way, including the large spruce trees, meadow and wetlands. Way-side spots to pause include an elevated tree platform, the existing bird stand, the proposed Native American garden and confluence with the new beach access and west entry court that features marine and ocean interpretive displays.

Sunday Market

The current Market is located along the east and north front of the Commons building clearly visible from Hwy 101. The location is significant in that it can accommodate and support activity including restrooms from the Commons building. Unfortunately, the open sidewalk location affords limited protection from weather and offers little space for safe high-volume access and expansion. The was discussion regarding the merits of increasing utilization of the improved Picnic Shelter Pavilion to serve a greater set of vendors and offer additional weather protection. This effort was projected to be feasible and could be welcomed over time. Current habits sense the need to maintain a 'drive-by'

relationship to Hwy 101 to maintain the public interest. Improvements to assist in a transition toward greater use of the Pavilion included enhancements to the City marquee and event signage. Additional signs would maintain visibility from Hwy 101; yet move vendors, vehicles and pedestrians toward the west portions of the Commons grounds.

Organic Waste Recycling

The plan includes exploring an opportunity to collect and mulch organic yard waste from local residences. Current practice is to burn or haul yard debris to Waldport. Both choices are difficult for those without proper vehicles and seniors. The proposed facility at 6th street provides a convenient location for to place compartments for drop-off and pick-up of materials. One space is for raw leaves, clippings, brush and green material, the second provides separate space to collect and dispose of invasive species of vine, shrub and berry plants. Situated in a location next to the community garden affords close oversight by Public Works. In coordination with Public Works, this facility will need to care for sites and smells adjacent to the church.

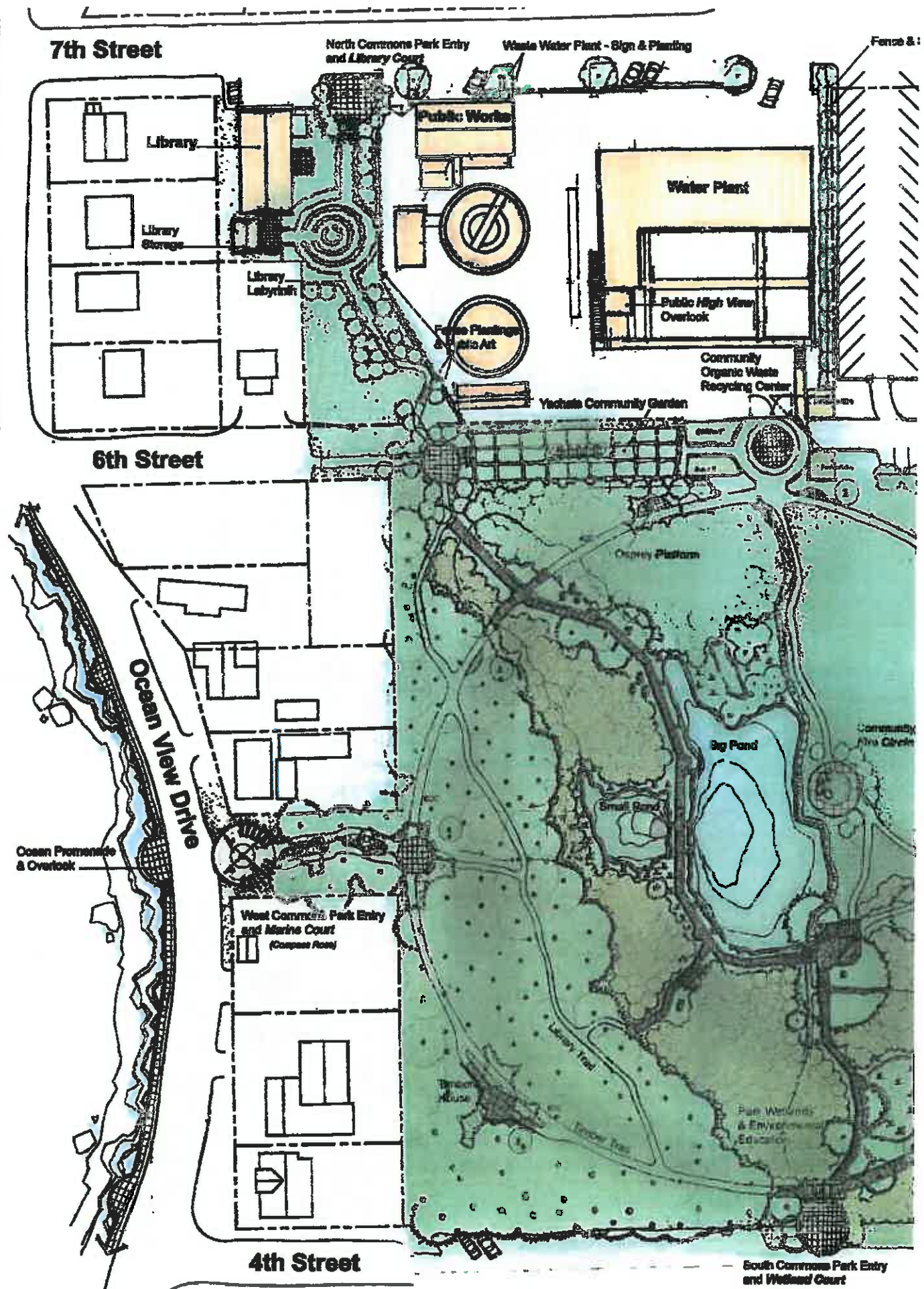
Memorials

There is increasing desire to remembering a friend or family member through placement of a public marker. This plan recognizes a limit to the park's capacity to add benches, plaques and markers. While the process and function of memorials is deemed important, it is recommended that each of the plan's components from entry courts, benches, furnishings and even plantings be recognized as potential memorials. Each component of the plan will be achieved only as resources dictate so embracing the park's features as a 'menu' from where memorial selections can be made provides a service to the community. In addition, the plan provides the Common's Commission with a set of choices they can evaluate with each request based on their priorities.

Art

There is considerable local talent and interest in including public art in the park. It is also prudent to recognize style and taste of art and sculpture is very subjective even if the artist and subject is embraced. It is strongly recommended that prior to beginning each new development of the plan's components, a discussion of appropriateness is included. It is important to understand art can be incorporated into the design of the furnishings rather than simply serving in the traditional role as a piece to-be-viewed. Art and graphics can be attractively and tastefully designed as benches, arbors, wind vanes, and solar collectors. Art can be attractive in plantings, screening and fence design. As demonstrated in National Parks, interpretive displays and educational boards can successfully incorporate graphic art and information from history, culture and ecology.

As example, there was considerable discussion regarding screening of the Public Works facility. The plan includes a series of plantings in addition to art in the form of sculpture or murals that might be placed on or along the existing fences. It is critical to recognize that taste, subject and content changes over time. Each installation should be located and placed with construction methods that provide periodic and accessible removal. It is recommended the Parks and Commons Commission develop a small yet representative board of individuals that can objectively select a palette of site graphics and art similar to and complementing the park's plant materials and structures. This will provide a tool to guide and review the value each piece prior to selection.



Screen Plantings

7th Street

2011 Commons General Plan

Church

6th Street

Highway 101

Bank

State Park

North YYFAP
Entry

5th Street

Reworked
Commons
Marquee

Commons Building

Mini Storage

Enter Porch

West Entrance

East Entrance

Maintenance
& Accessible
Dropoff

Staff Parking

YYFAP Youth
(1000 sq ft)

Temple Garden

South YYFAP Entry Court

4th Street



Common's Park General Plan - Cost Estimate 2011

Assumptions:

1. The General Plan has been designed specifically as a series of "sub-projects" to simplify and manage incremental (not-all-at-once) budgets and priorities.
2. Each sub-project contributes to the whole but can be funded, built and maintained independently as the Commission deems appropriate as resources become available.
3. Individual Site and Building Improvements may require detailed design, not included in these estimates, when necessary, design should be added at 8-12% of construction.
4. Site and Building Improvements such as foundation plantings are considered maintenance and should follow the plant selection palette but not require detailed design.

Site (landscape & grounds) Improvements:

1. When feasible, it is assumed that Public Works staff will perform the primary clearing, grading and soil prep with each sub-project.
2. It is assumed that wetland and watercourses will be reviewed (if/as required) prior to each project to determine avoidance or mitigation by design.
3. It is assumed that existing plantings, benches, memorials and structures will be reviewed prior to each project to determine avoidance, relocation or mitigation by design.
4. It is assumed that new landscape improvements will be non-irrigated and the minimum number of plantings required for aesthetics and screening.
5. Where ever feasible, it is assumed that Public Works staff will perform the maintenance and that speciality equipment and exotic species are avoided during design.

Facility (buildings construction and maintenance) Improvements:

1. It is assumed all new construction will incorporate ADA requirements and cultural resource review during design.
2. It is assumed the design of new improvements or maintenance includes review of existing materials (roofing, siding, windows, fencing) and the color palette.
3. Where ever feasible, it is assumed that Public Works staff will perform maintenance and that speciality equipment or construction practices are avoided during design.

Entry Courtyards (north, south, east west):

A series of "Entry Courtyards" have been located at the North, East, South and West entries to the property. Detail designed for each court will include slightly different characteristics tied to the features at that location. This budget assumes each Entry Court will include a similar set of components, plantings and construction costs.

Grading and site prep by PW	\$ -
Hard Surface (crushed stone, pavers, concrete)	\$ 6,000
Trellis/Arbor structure or entry arch	\$6,000
Benches and Bike Rack	\$ 4,000
Signs and Informational Plaques	\$ 2,500
Plantings	\$ 2,000
Lighting	\$ 2,000
	<u>\$ 22,500</u>
Courtyards (4ea.)	\$ 90,000
Main/East Commons Entry Improvements	
Grading and site prep by PW	
Pruning and Plantings	\$ 3,000
Hard Surface, Walls and Ramps (asphalt, stone, pavers, concrete)	\$ 17,000
Lighting	\$ 3,000
Signs and Informational Plaques	<u>\$ 3,000</u>
	\$ 26,000
Fitness Trail	
Grading and site prep by PW	
Hard Surface (crushed stone, pavers, concrete)	\$ 8,000
Adult "tree-house"	\$ 15,000
Fitness Equipment	\$ 16,000
Signs and Informational Plaques	<u>\$ 3,000</u>
	\$ 42,000
Fire Circle	
Grading and site prep by PW	
Hard Surface (crushed stone, boulders)	\$ 4,000
Signs and Informational Plaques	<u>\$ 1,000</u>
	\$ 5,000
Native American Court	
Grading and site prep by PW	
Hard Surface (crushed stone, boulders)	\$ 4,000
Signs and Informational Plaques	<u>\$ 1,000</u>
	\$ 5,000
Community Garden	
Grading and site prep by PW	
Hard Surface (crushed stone)	\$ 4,000
Garden fencing, gates and raised growing beds	\$ 8,000
Signs and Informational Plaques	<u>\$ 1,000</u>
	\$ 13,000
YYFAP Courtyard(s)	
Grading and site prep by PW	
Hard Surfaces (crushed stone, asphalt, rubber mulch)	\$ 4,000
Fencing and gates	\$ 8,000
Plantings	\$ 1,000
Equipment	<u>\$ 15,000</u>
	\$ 28,000
Rear Commons Entry Improvements	
Grading and site prep by PW	
Staircase, Railings and Roof gable	\$ 23,000
Hard Surface (asphalt, concrete)	\$ 6,000
Lighting	\$ 3,000
Plantings	<u>\$ 3,000</u>

continued next page

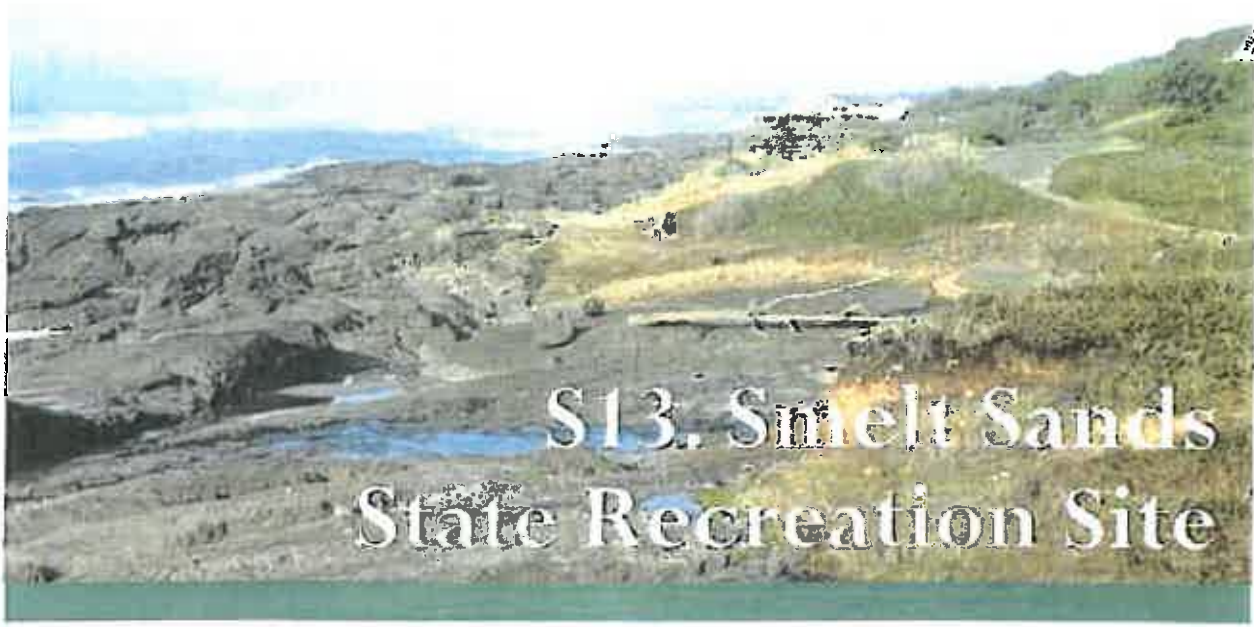
	\$ 35,000
Library Labyrinth	
Grading and site prep by PW	
Hard Surface (pavers, crushed stone)	\$ 6,000
Garden Plantings and Boulders	\$ 4,000
Garden Art and Sculpture	\$ 3,001
Signs and Informational Plaques	<u>\$ 1,000</u>
	\$ 14,001
Skate Park (this estimate is based on a simple design with fundamental accessories)	
Grading and site prep by PW	
Hard Surface (concrete)	\$ 6,000
Garden Plantings and Boulders	\$ 42,000
Plantings	\$ 2,000
Skate Equipment	<u>\$ 18,000</u>
	\$ 68,000
Ball Field (level, seed and plantings)	
Grading and site prep by PW	
Grass Surface (soil prep and seed)	\$ 2,000
Signs and Informational Plaques	<u>\$ 500</u>
	\$ 2,500
Total	\$ 328,501

Whale Park

Whale Park is a pocket park located on the east side of Hwy 101, south of the highway's intersection with Prospect Avenue. Whale Park totals approximately 3,500 square feet and features the Spouting Whale sculpture. The sculpture is timed to spout water, providing an attraction and amenity to residents and visitors.

Plans are to maintain this park with the sculpture and landscaping. Hwy 101 improvements, including a sidewalk and on-street parking, are planned for the future.





Location

At the northern edge of the City of Yachats. The park is located west of Highway 101 along the shoreline.

Size: 8.7 acres

Classification

State Recreation Site – the primary purpose of parks in this classification is to provide recreational resources and access to them.

Description

Smelt Sands is well known for the section of the 804 Trail that runs through the park, connecting Yachats to the beach north of the City. The half-mile trail segment follows along the edge of a spectacular section of rocky coastline, passing private residences and several hotels located on the eastern park boundary before sloping down to the beach. There is a restroom and gravel parking

lot at the south end of the park. The park can also be accessed on foot via the 804 Trail from Yachats. This segment of the 804 trail is popular with tourists and locals for walking, dog walking, photography, exploring tidepools, and ocean viewing, among other activities.

Existing Recreation Facilities

- Unpaved Day Use Parking (16 spaces)
- Plumbed Restroom
- Gravel and Soft Surface Trails

Visitation

Estimated total visitation to the park in 2014 was about 294,000, however, that number does not account for pedestrians who accessed the park via the 804 Trail or users staying in the hotels and rental properties along the trail. The overall trend between 2002 and 2014 was of increasing visitation, from less than 150,000 visitors in 2005 to around 300,000 visitors in 2011, 2012, 2013, and 2014.

Botanical Resources Assessment

Areas adjacent to roads, parking, and trails within the park are generally in poor to moderate ecological condition, while the rocky shores as well as scattered patches of forested and shrubby habitat are in good condition. Vegetation in the park is diverse, with varied habitat types located along the 804 Trail, including shore pine and Sitka spruce forest, native shrublands, willow shrubland, upland grasses, marshlands, and dunes stabilized by European beachgrass. Invasive species are widespread along the trail and entrance road, and include English ivy, escallonia, Himalayan blackberry, montbretia, reed canarygrass, European beachgrass, tansy ragwort, and yellow flag iris.

Forestry Resources Assessment

Forest resources in the park were not assessed.

Cultural Resources Assessment

Land for the park was acquired in the early 1970s and in 1990. This area of Yachats was the location of the Alsea Sub-agency, a temporary reservation for coast Indians who were waiting for the Coast Reservation Treaty to be ratified, which never occurred. The Native Americans here were later moved to the Siletz Reservation. The historic 804 Trail probably first served as a footpath for native people, later becoming part of County Road 804, which included the 7-mile stretch of beach between Yachats and Waldport. County Rd 804 served as a route of travel for settlers between the farmland of

the upper Yachats River valley and Waldport's Alsea Bay until the completion of the Coast Highway in the 1930s.

The three-quarter-mile section of the 804 Trail within the park was the subject of a long legal battle in the 1970s to have the trail vacated. Oregon's high court finally ended the argument with a ruling in the mid-1980s that this portion of the trail would remain as public right-of-way.

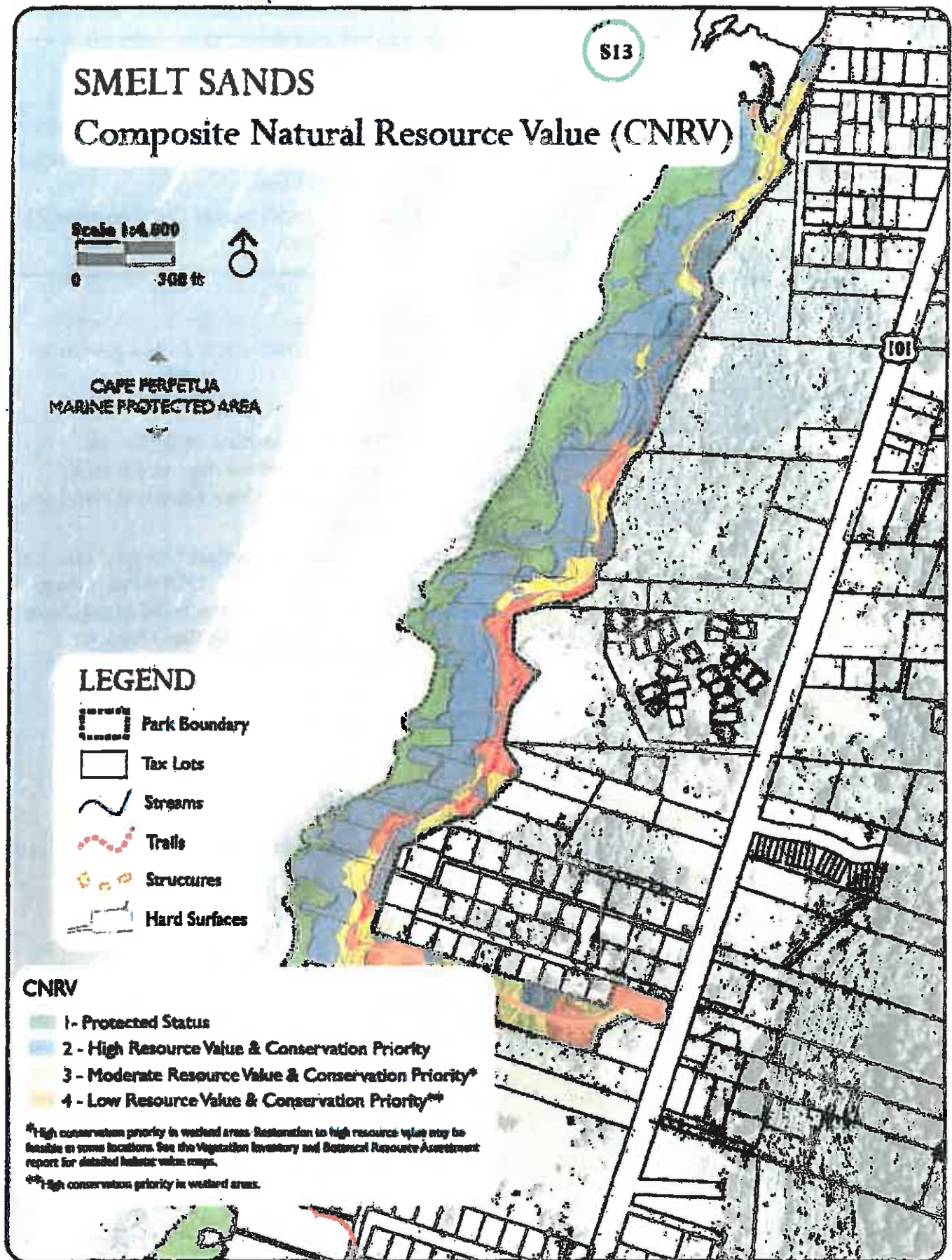
Interpretive Assessment

The park contains interpretive elements and programming, including guided hikes along the 804 Trail, special events, and interpretive signage.

Development Suitability

Most areas surrounding the trail, parking lot, and entrance road are designated low or moderate resource value and conservation priority on the Composite Natural Resource Value Map (Figure S13-B) and are therefore potentially developable from a natural resource perspective. There are significant other constraints to development along the trail, however, including scenic impacts, limited space, and its cultural resource value. The rocky shoreline is protected as part of the Cape Perpetua Marine Protected Area.

FIGURE S13-B – CNRV Map



Issues

- The park includes the most popular segment of the 804 Trail and has seen increased use over the last decade. Capacity does not seem to have been reached but could become an issue in the future.
- The gravel entrance road and parking lot have frequent potholes and present a maintenance challenge.
- The hotels along the trail assist with maintenance of the trail in the southern portion of the park.
- The beach access at the north end of the park has problems with erosion, like many beach access trails in parks within the management unit.

Recreation Needs

- Improved 804 Trail access from the parking lot
- Improved beach access

Maintenance Needs

- Improved road and parking lot

Development Concept

- Pave the entrance road and parking lot.
- Construct ABA path from the parking lot to the 804 Trail
- Improve beach access at the north end of the 804 Trail.

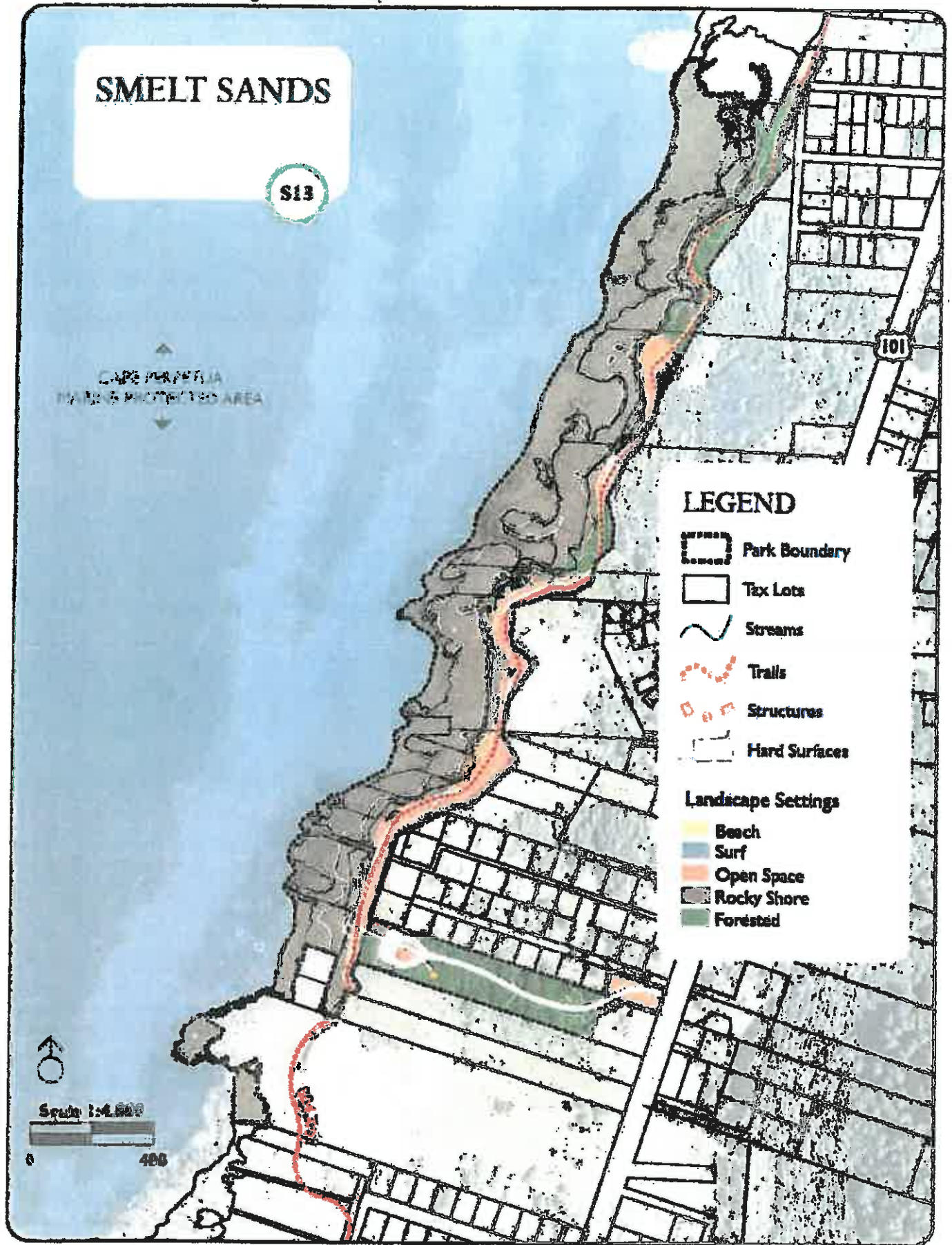
Natural Resource Management Actions

- Control populations of English ivy, montbretia, yellow flag iris, old man's beard, Japanese knotweed, and Himalayan blackberry.
- Encourage appropriate tide-pool etiquette and coordinate with ODFW to manage and protect rocky intertidal ocean shore resources within the Cape Perpetua Marine Protected Area.
- Reduce disturbances to nesting black oystercatchers.

Existing beach access at the north end of the 804 Trail



FIGURE S13-A – Existing Conditions Map





Location

In the center of the City of Yachats. The park is located west of Highway 101 at the intersection of 2nd Street and Ocean View Drive.

Size: 93.3 acres

Classification

State Recreation Area – the primary purpose of parks in this classification is to provide recreational resources and access to them.

Description

The park provides a scenic viewpoint looking out over the ocean and across the mouth of the Yachats River to the forested peaks of Cape Perpetua. There is a viewing platform as well as a trail down to a small sandy beach and areas of rocky shoreline at the base of

the bluff. Facilities include parking, benches, a restroom, and a segment of the 804 Trail along the bluff.

Existing Recreation Facilities

- Paved Day Use Parking (48 spaces)
- Plumbed Restroom
- Gravel and Soft-Surface Trails

Visitation

Estimated total visitation to the park in 2014 was about 568,000; however, that number likely includes some vehicle through-traffic on Ocean View Drive. It also does not account for pedestrians who may have accessed the park via city streets or the 804 Trail. The overall trend between 2002 and 2014 was of increasing visitation, with a low of 350,000 estimated visitors in 2003 and more than 550,000 visitors in 2013 and 2014.

Botanical Resources Assessment

Areas adjacent to the parking lot park are mostly in poor to moderate ecological condition, while the beach and rocky shores are in good condition. Vegetation in the park consists of several stands of Sitka spruce surrounding the parking lot, as well as a remnant patch of camas meadow next to the county road. Camas meadow habitat was widespread in this area prior to the arrival of Europeans but is now very rare along the coast. Many invasive plant species are present, including bull thistle, English ivy, escallonia, Himalayan blackberry, montbretia, reed canarygrass, and tansy ragwort.

Forestry Resources Assessment

Forest resources in the park were not assessed.

Cultural Resources Assessment

Land for the developed portion of the park was acquired in 1928 in order to preserve the site for salmon and steelhead fishing, provide public access to the small sandy beach, and control removal of sand for commercial uses. An observation platform and restroom were constructed in the 1930s.

Interpretive Assessment

There are three interpretive signs located throughout the park focusing on geology, tidepools, and local history.

Development Suitability

Outside of the currently developed area, the stands of Sitka spruce surrounding the parking lot area designated moderate resource value and conservation priority on the Composite Natural Resource Value Map (Figure S14-B) and are therefore potentially developable from a natural resource perspective. The small remnant camas prairie adjacent to the road is designated high resource value and conservation priority and should be protected from development. The rocky shoreline is protected as part of the Cape Perpetua Marine Protected Area.

Issues

- There are significant erosion issues along the edge of Ocean View Drive that have impacted portions of the 804 Trail, which lies along the bluff edge of the road.
- Ocean View Drive itself is also threatened by erosion and may need to be moved farther east. The road is maintained by Lincoln County; if the road needs to be moved, OPRD will work with the County to minimize impacts to park property. In particular, there is a rare, remnant patch of camas meadow located along the east side of the road that should be protected from development if possible. If the road needs to be moved more than a few feet beyond the existing right-of-way, it may be worth exploring alternative alignments utilizing park property that would protect the camas habitat.

FIGURE S14-A – Existing Conditions Map



Recreation Needs

- Improve 804 Trail sections impacted by erosion

Maintenance Needs

- Replace restroom

Development Concept

No significant new development is proposed at this park.

ORPD should work with the City and County to manage the impact of erosion on the 804 Trail and Ocean View Drive. If relocating the road becomes necessary, efforts should be made to minimize the impact on natural and recreational resources in the park.

Natural Resource Management Actions

- Maintain and enhance wet prairie habitat and camas population.
- Control populations of English ivy, montbretia, yellow flag iris, old man's beard, Japanese knotweed, and Himalayan blackberry.
- Encourage appropriate tide-pool etiquette and coordinate with ODFW to manage and protect rocky intertidal ocean shore resources within the Cape Perpetua Marine Protected Area.
- Mow developed areas of park with wildlife in mind.
- Reduce disturbances to nesting black oystercatchers.

Remnant wet prairie camas habitat along the eastern edge of Ocean View Drive



FIGURE S14-B – CNRV Map

YACHATS

Composite Natural Resource Value (CNRV)

Scale 1:5,000
0 308 ft
CAPE PERPETUA
MARINE PROTECTED AREA

LEGEND

-  Park Boundary
-  Tax Lots
-  Streams
-  Trails
-  Structures
-  Hard Surfaces

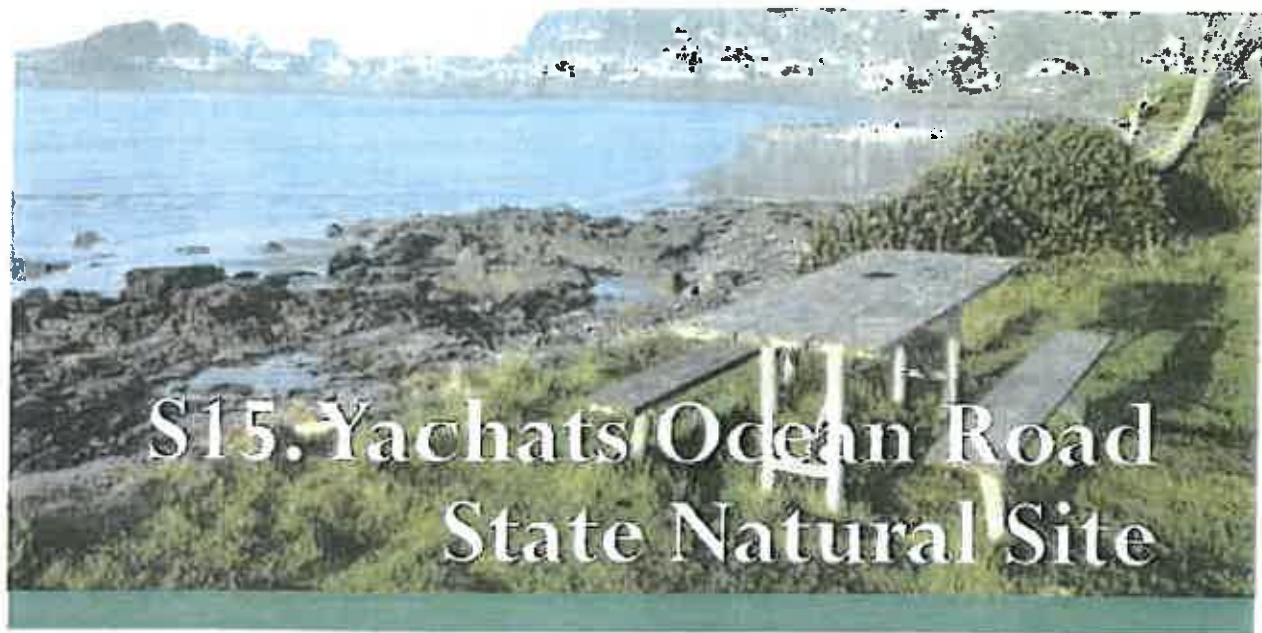
CNRV

- 1 - Protected Status
- 2 - High Resource Value & Conservation Priority
- 3 - Moderate Resource Value & Conservation Priority*
- 4 - Low Resource Value & Conservation Priority**

*High conservation priority in wetland areas. Restoration to high resource value may be feasible at some locations. See the Vegetation Inventory and Botanical Resource Assessment report for detailed habitat value maps.

**High conservation priority in wetland areas





Location

Just south of the Yachats River, within the City of Yachats. The park is located west of Highway 101 along Yachats Ocean Road.

Size: 79.0 acres

Classification

State Natural Site – the purpose of parks with this classification is to protect important ecosystem components and provide public interpretation and education.

Description

The park is composed of a thin strip of forested bluff next to, and including, Yachats Ocean Road, as well as rocky shoreline to the south, and beach that extends north to the mouth of the Yachats River. There is parking along the road and a short trail down

to the beach. A small picnic area is located above the rocks at the southern end of the beach. The primary draw is the beach at the mouth of the Yachats River, which is popular with dog walkers, beachcombers, and others, tourists as well as Yachats residents. The setting, which encompasses the shoreline, beach, river mouth, steep forested mountains, and the picturesque town of Yachats in the background, is memorable to say the least.

Existing Recreation Facilities

- Paved Day Use Parking along Road (61 spaces)

Visitation

Estimated total visitation to the park in 2014 was about 233,00. The overall trend between 2002 and 2014 was of increasing visitation, from approximately 180,000 visitors in 2002 and 2003 to more than 230,000 in 2013 and 2014.

Botanical Resources Assessment

Areas along the road are generally in poor to moderate ecological condition. Vegetation in the park is limited to a narrow strip between the road and the beach. Forested areas are primarily Sitka spruce, with a minor component of Western hemlock. Other vegetated areas along the road consist of shrubland, shrubby wetland seeps, and grasses. Invasive plant species are widespread, and include English Ivy, Himalayan blackberry, montbretia, everlasting peavine, and Japanese knotweed.

Forestry Resources Assessment

Forest resources in the park were not assessed.

Cultural Resources Assessment

The property was given to the state over the period of 1931 to 1962 by several donors, including Lincoln County. The park protects natural resources and public access at the mouth of the Yachats River, as well as the scenic road along the shoreline.

Interpretive Assessment

There is no interpretive programming or signage in the park.

Development Suitability

Most of the land along the west side the road is designated high resource value and conservation priority on the Composite Natural Resource Value Map (Figure S15-B). A narrow strip of grass along the east side

of the road is designated low resource value and could potentially be developed, most likely for placement of the road in the event that it needs to be moved back from the edge of the bluff. Additional recreational development in the park is restricted by the lack of available space and by the park's designation as a natural site. The rocky shoreline and beach are protected as part of the Cape Perpetua Marine Protected Area.

Issues

- There are erosion issues along the edge of Yachats Ocean Road. The road will likely need to be moved back from the bluff edge in one or more locations in the future as erosion continues.

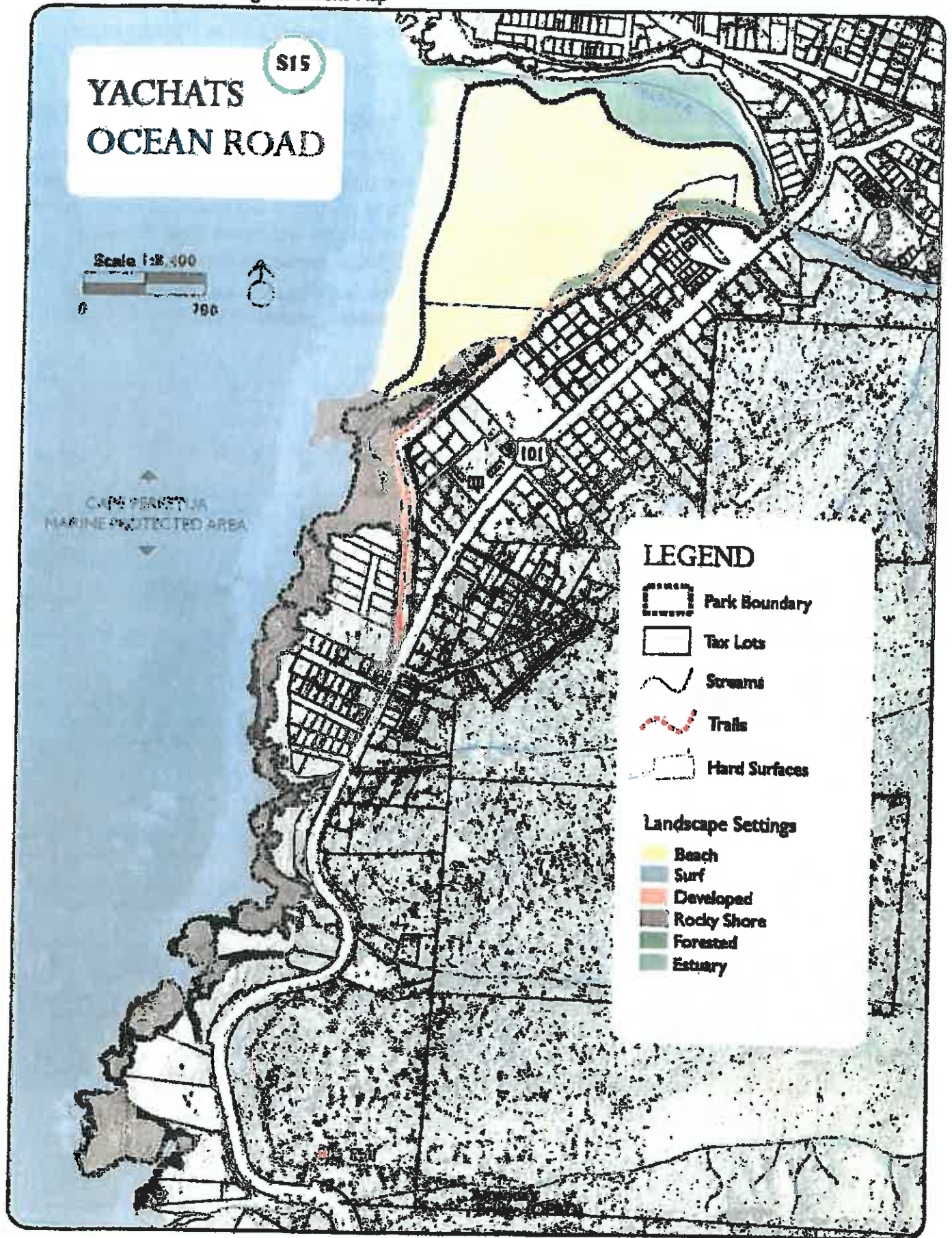
Recreation Needs

- None identified

Maintenance Needs

- Repair erosion along the road as needed

FIGURE S15-A – Existing Conditions Map



Development Concept

No new development is proposed at this park. When needed due to continued erosion, work with the City and County to accommodate changes to Yachats Ocean Road Alignment.

Natural Resource Management Actions

- Eradicate Japanese knotweed.
- Encourage appropriate tide-pool etiquette and coordinate with ODFW to manage and protect rocky intertidal ocean shore resources within the Cape Perpetua Marine Protected Area.
- Reduce disturbances to nesting black oystercatchers.

Yachats Ocean Road, looking northeast toward the beach access



FIGURE S15-B – CNRV Map



Evans-Betz Property

The Evans-Betz property is located south of the Yachats River on the east side of Hwy 101. The 28-acre property includes over one-half mile of Yachats River frontage. There are two fish-bearing tributaries traversing the property that flow into the river. The site is heavily wooded with a mix of conifers and deciduous trees, shrubs, and riparian vegetation located along the river and stream frontages.

The natural resources of the property, combined with the close proximity to the Yachats commercial and residential areas, make it an ideal candidate for preservation as open space, protection of natural resources, and public pedestrian access for recreation and interpretive purposes that benefit both the Yachats community and visitors.



Southeast Viewshed

The Southeast Viewshed is the forested mountainside that is a dominant feature of the Yachats landscape, located southeast of Yachats. This viewshed, when combined with views of the Pacific Ocean and Cape Perpetua, creates the incredible natural beauty and setting that makes Yachats such a special place. Acquisition of the Southeast Viewshed as public open space will preserve the forested mountain and outstanding setting.



East Hillside Watershed

The East Hillside Watershed is located on and over the ridge on the east side of Yachats, just outside the city limits and urban growth boundary. This watershed includes Reedy Creek, which is the primary water source for the City of Yachats. Portions of the watershed have been logged, which threatens the quality of the watershed, creek and domestic water source. Acquisition of the watershed would allow for preservation of the forest, protection of the watershed and creek, and public trails for use and enjoyment by the Yachats community and visitors.



City Council Action Item Cover Sheet

Agenda Item: Rescheduling of July 4th Council Work Session

Question Before Council:

- The July Work Session is scheduled for July 4th. Does Council wish to reschedule this session?

Person/Group Initiating Request:

- City Manager

Item Summary/Background:

- The 2018 Council Dates are attached

2018 Council Dates

January 3	July 4
January 10	July 11
February 7	August 1
February 14	August 8
March 7	September 5
March 14	September 12
April 4	October 3
April 11	October 10
May 2	November 7
May 9	November 14
June 6	December 5
June 13	December 12

City Council Action Item Cover Sheet

Agenda Item: State of the City Agenda

Question Before Council:

- Setting the agenda for the State of the City in March

Person/Group Initiating Request:

- Mayor Stanley

Item Summary/Background:

- At the January 3, 2018 meeting, Mayor Stanley noted the Council would set the Agenda for the State of the City.
- ~~The State of the City will occur in March 2018~~
- Last year's State of the City agenda is attached.



2017 CITY OF YACHATS "STATE OF THE CITY" EVENT

ORS 221.917 Functions and duties of mayor. The mayor is the executive officer of any city referred to in ORS 221.902 and must exercise a careful supervision over its general affairs and subordinate officers. The mayor shall at least once each year state to the council by message the condition, financial and otherwise, of the city, and recommend such measures for the peace, health, improvement and prosperity of the city as the mayor may deem expedient. The mayor shall perform such other duties as may be required by ORS 221.901-928 or by city ordinances.

OPENING REMARKS

Mayor Gerald F. Stanley

INTRODUCTIONS

YACHATS CITY COUNCIL

Greg Scott, Barbara Frye, Max Glenn, Jim Tooke

YACHATS CITY MANAGER

Joan Davies

BUDGET COMMITTEE

(Joan Davies, Budget Officer)

EMERGENCY PLANNING COMMITTEE

(Bob Bennett, Chair) Don Groth

FINANCE COMMITTEE

(Joan Davies, Chair)

LIBRARY COMMISSION

(David Dunsdon, Chair)

FRIENDS OF THE LIBRARY

(Sandy Dunn, Chair) Paddy Pace

LITTLE LOG CHURCH & MUSEUM

(Karl Christianson, Chair)

FRIENDS OF LITTLE LOG CHURCH & MUSEUM

(Karl Miller, Chair)

PARKS & COMMONS

(John Moore, Chair)

Special Presentation to Don Niskanen by Max Glenn

FRIENDS OF THE PARKS & COMMONS

(Rose Valentine, Chair)

PLANNING COMMISSION

(Helen Anderson, Chair)

PUBLIC WORKS & STREETS COMMISSION

(Vacant Chair) Don Groth

CITY STAFF & CONTRACTORS

(Joan Davies, City Manager)

FISCAL UPDATE

(Tom Lauritzen, Finance Committee)

CAPITAL IMPROVEMENT PLANNING

(John Moore, Parks & Commons)

Questions & Answers & Cake!

City Council Action Item Cover Sheet

Agenda Item: Resolution 2018-02-01 Unanticipated Revenues

Question Before Council:

- Passage of the Resolution to accept the unanticipated revenues from the Vacation Rental License & Re-Inspection Fees (by \$24,000) and the additional amount negotiated & added to the grant from ODOT (\$120,000).

Person/Group Initiating Request:

- City Manager

Item Summary/Background:

- Resolution 2018-02-01 attached

CITY OF YACHATS

RESOLUTION 2018-02-01

A RESOLUTION OF THE CITY OF YACHATS, OREGON, ACCEPTING CERTAIN IDENTIFIED UNANTICIPATED REVENUES TO BE ADDED TO THE GENERAL FUND (\$24,000) AND TO THE HIGHWAY 101 CONSTRUCTION FUND (\$120,000) AND TO BE EXPENDED THEREFROM

WHEREAS, the City of Yachats has been notified that unanticipated and unbudgeted funds in the amounts as listed are available: collected Vacation Rental License and Re-inspection Fees in an amount that far exceeded the budgeted revenue amount (by \$24,000) and an additional amount was negotiated and added to the grant from Oregon Department of Transportation (\$120,000); and

WHEREAS, the City of Yachats wishes to accept those revenues and create provisions for expenditures therefrom;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF YACHATS, OREGON, that effective immediately, those amounts are accepted into the following revenue lines for transfer to and expenditure from the designated expenditure lines, in the amounts indicated:

To:	100-100-3-30-4211	VACATION RENTAL LICENSES	\$24,000.00	
	100-101-5-20-5212	CODE ENFORCEMENT		\$24,000.00
To:	200-100-3-30-4490	ODOT HWY 101 CONST GRANT	\$120,000.00	
	200-100-5-40-7923	HWY 101 STREETS/SIDEWALKS		\$120,000.00

APPROVED AND ADOPTED this 7th day of February, 2018.

GERALD F. STANLEY, Mayor

ATTEST:

SHANNON BEAUCAIRE, City Manager

City Council Action Item Cover Sheet

Agenda Item: Agenda for February 14, 2018 Meeting

Question Before Council:

- Set a final agenda for the February 14 regular meeting

Person/Group Initiating Request:

- Mayor Stanley

Item Summary/Background:

- Per the Council Rules, the final agenda is established during the Council Work Session meeting

Yachats City Council Vision

Our village is a place where natural resources are valued and protected, where diversity is celebrated, and where a vibrant economy and sense of community pride create and recreate a living spirit. Yachats cares not just for its citizens' basic needs but also supports them in their efforts to excel mentally, physically, artistically, and spiritually. It is a community with an enduring sense of itself.



CITY OF YACHATS

CITY COUNCIL MEETING

441 Hwy 101N, Yachats Commons, Room 1

Wednesday, February 14, 2018 at 6:00pm

AGENDA

- I. Announcements, Correspondence and Proclamations
- II. Public Comment (topics not listed on the agenda: 5-minute limitation per person)
- III. Minutes
 - A. Minutes: 1/03/18 Work Session
 - B. Regular: 1/10/18 Regular Meeting
- IV. Reports
 - A. Council Reports
 - B. City Manager Report
- V. Business
- VI. Other Business
 - A. From Mayor
 - B. From Staff
 - C. From Council

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) two days in advance.

POSTED February 9, 2018