1. Agenda

    Documents:

        FINAL CC AGENDA 11-08-17.PDF

2. Meeting Materials

    Documents:

        10-04-17 CITY COUNCIL MINUTES.PDF
        10-11-17 CITY COUNCIL MINUTES.PDF
        2017-11-07 CM REPORT.PDF
        2017-11-08 COUNCIL GOALS WITH SHEPHERDING TASKS.PDF
        ORD 349 HAZARD AREAS AND BUILDING HEIGHT LIMITS HRG2.PDF
        ORD 350 OBSTRUCTING STREETS HRG2.PDF
        UPDATE FROM LIBRARY COMMISSION.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 MEETING

441 Hwy 101N, Yachats Commons, Room 1

Wednesday, November 8, 2017 at 6:00pm

AGENDA

I. Announcements, Correspondence and Proclamations

II. Public Comment (**topics not listed on the agenda**: 5-minute limitation per person)

III. Consent Agenda
- A. Minutes: 10/04/17 Work Session & Regular; 10/11/17 Regular Meeting

IV. Reports
- A. Council Reports
- B. City Manager Report

V. Business

Second of two public hearings on Ordinance 349 and Ordinance 350
- A. Update Urban Renewal District (URD) Board & Registered Agent VOTE
- B. Ordinance 349 – Yachats Municipal Code – Building Height/Hazard Area amendments VOTE
- C. Ordinance 350 – Yachats Municipal Code – Obstructing Streets amendments VOTE
- D. Update from Library Commission re: Move of Library
- E. Council Shepherding Goals – review matrix

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 November 6, 2017**

CITY OF YACHATS

CITY COUNCIL WORK SESSION AND REGULAR MEETING

October 4, 2017

Minutes

Mayor Gerald Stanley called the October 4, 2017 work session and regular meeting of the City Council to order at 9:30 am in the Council room of the Yachats Commons. Council members present: Mayor Gerald Stanley, Barbara Frye, Jim Tooke, Max Glenn, Greg Scott. Staff present: City Manager Shannon Beaucaire and Joan Davies. Audience: 25.

I. Work Session Discussion Topics

Mayor Stanley asked for a moment of reflection for those who were killed or injured in Las Vegas and those who are still suffering in Puerto Rico.

Mayor Stanley welcomed new City Manager Shannon Beaucaire.

Mayor Stanley acknowledged Waldport City Manager Kerry Kemp.

Mayor Stanley acknowledged and thanked retired Manager Davies for her service as City Manager.

Mayor Stanley announced a workshop on Coastal Resilience on October 10, 2017 in Newport. Councilor Tooke indicated he would attend.

A. Transients living in community, private property and City property issues

Councilor Glenn noted this issue is a continual problem. He noted two reasons why transients end up in Yachats: 1. Yachats is the end of the southbound bus route, and 2. The picnic shelter is an attractive location to rest. Glenn questioned whether there was an actual increase in transients or whether there were just more incidents. He was concerned that the City does not have social services. Councilor Frye acknowledged the complexity of the homelessness issue. Frye stressed the presence of a knife indicated in the complaints is of great concern. Frye also does not like that people are consuming alcohol when kids are playing in the area. She believed safety is something the Council should address, especially drunk and disruptive behavior and armed transients. Councilor Scott suggested Parks and Commons Commission may have some suggestions, and noted the Presbyterian Church has been trying to address this issue. Councilor Tooke wanted more information on police response to the complaint reported in the documentation. He was curious about what police said to the transients in light of the complainant having been told to walk away from the situation. Mayor Stanley recalled small crime waves in Yachats over the years, and wondered if the current complaints were a passing problem or whether this is a trend. Stanley noted a Sheriff had told him he believed homelessness is more of a trend than a passing issue.

Mayor Stanley noted Waldport offers limited police support to Yachats. He suggested the City should take financial responsibility for police services at some point going forward and the Finance Committee could investigate the cost of contracting with the Sheriff's Office. Frye noted citizens pay taxes that support the County Sheriff's Office and thought Yachats was entitled to some Sheriff services. Tooke understood that Sheriff's provide services for the County, not incorporated cities.

Joan Davies noted Parks and Commons has not seen the complaints, state law requires the Sheriff to cover cities. Waldport pays $330,000 for 80 hours of law enforcement support each month. Davies indicated she approached people camping in the picnic shelter five times in the past few weeks. Davies noted it is not illegal to be homeless or to sit in the picnic shelter, but the

City does want to protect children playing in the area. Davies noted that a homeless person claimed to have driven off the offensive transients, but the City does not want vigilantes either.

Scott noted there is a tendency to go to the dark side around confrontational situations, and he asked that a sensitive tone similar to Glenn's approach be followed. Glenn hoped an active Code Enforcement Officer might help to remedy the problem. Frye argued the current situation involving a knife and transients hanging out around the kids is a more serious concern.

Frye speculated on educating people about calling the police and adding signage to areas like the picnic shelter. Davies said that she and Dave Buckwald had already added signage to the picnic shelter. Stanley noted people at the Newport meeting wanted to be proactive on helping the homeless.

Jim Schanback (551 Lemwick Lane) summarized his historical experience with facing homeless people in Yachats, especially when he was new and eager to bring in law enforcement to address the matter. He noted he has mellowed over time and has noticed citizens who act to help homeless persons.

Lawrence Calkins (230 1st St) has experienced the homeless through the Lion's Club Thrift Store where some are pleasant and some are not. Calkins did not believe the City should offer more comforts to the homeless.

Leslie Vaaler (205 Radar Rd) expressed concern about a trailer parked near 7th and King St, especially with winter coming and colder temperatures necessitating heat sources, which could be a fire hazard. She noted sanitation might become an issue. Frye asked Vaaler if she had filed a complaint.

Davies reported she has talked to the person who uses the trailer. Davies noted the City does not have an ordinance against non-motorized vehicles on City right-of-way. She reported the Sheriff can cite motor vehicles.

Doug Conner (490 Lemwick Lane) stated he believed this country uses public safety to quiet people who make them feel uncomfortable. He argued when Yachats invites people to come visit, they are also inviting homeless persons to come.

Linda Hetzler (Drift Inn) has thought much about the homeless and tries to employ homeless people. She believed it would be useful to have a plan where the City applies for grants to set up a program where temporary housing is provided contingent upon their working in or for the City. She believed some sort of supervision would be needed to help address mental and addiction issues.

B. Housing Needs

Glenn stated he is a representative of the Lincoln Community Land Trust, where new developments are taking place with Proud Ground in Portland developing a hub and spoke system for the State. This Legislature approved $80 million for the LIFT (Local Innovation Fast Track) Program for subsidized housing in rural areas. He was encouraged to see the State implementing some programs and local business to work toward creating workforce housing. He noted House Bill 4079 establishes a pilot program for expanding affordable housing and Yachats applied for this project. Mayor Stanley expressed confidence in Glenn shepherding these programs.

C. Re-examine Construction Excise Tax

Glenn noted this one percent tax is on new construction, where 50% stays with City and the rest goes to State programs. Mayor Stanley noted the SDC charges could be prorated if development is for affordable housing. Glenn noted an excise tax was approved in Newport, Corvallis, and Portland. Scott noted the breakdown of expending these fees as indicated in Newport's resolution adopting the tax. While this tax may be enacted through an Ordinance, Scott would like to see the matter put to the citizenship for a vote. Mayor Stanley would like to get citizen input on this topic at another meeting.

D. Update on HB 4079 pilot project for adjusting urban growth boundaries

Scott understood this bill applied to land outside the urban growth boundary, and the urban growth boundary and the City limits are the same. Davies noted the area on the north end of town is the only area that could be expanded into.

E. Ocean View Drive – County's intention to deed street over to City

Mayor Stanley summarized that Marine Drive and Ocean View Drive are County roads. The County intends to give the City this property and the County will bring the road "up to standard" if the City accepts the land. If the City does not accept, the County will abandon the street. He noted there are several private properties with Ocean View on them from 4th street to Pontiac.

Davies noted the County is currently short of road funds and is committed to getting rid of this property by the spring of 2018. Initially, the County offered to apply a two-inch overlay, but only from 7th to 2nd Streets. Davies noted there are problems with "alligatoring" (pavement break-up) and the overlay from the state park to 101 is at least 16 years old. Davies asked the City Attorney to talk with the Lincoln County Counsel. There is a hearing on October 18, 2017 where legalization of Ocean View Drive will be addressed. Ocean View Drive goes over five parts of private properties from 4th St. to Pontiac St. The County paved 3 feet in on the West end of Kemp's lot. Davies firmly stated the City's position is property owner rights come first.

Davies noted, as a separate subject, the State wants the 804 Trail revamped. She suggested the transfer of Ocean View Drive is the ideal time to also address 804 Trail issues.

Scott believed the Council needs to let the work group proceed further as he is not ready to take a position. Frye expressed confusion over how the 804 Trail was involved, the news about private property boundaries, and the existence of a workgroup.

Davies noted the workgroup is not official and was suddenly formed because of activity by the County. The group formed due to Glenn has an established relationship with County. Scott believed they should formalize this group. Tooke is the Council shepherd for this area. Tooke noted the State is concerned about disturbing archeological sites, which would add hundreds of thousands of dollars to the project. Stanley questioned the need to formalize, and Glenn asserted more details are needed before formalization. Glenn asked Manager Beaucaire to bring a recommendation to the next meeting.

F. Exemption to Sign Ordinance – allow sandwich boards for special one-day events

Section 9.44.040.B of the Yachats Municipal Code prohibits "portable, a-frame, and wheeled signs." Davies was approached by the Lions Club about temporary sandwich board. Davies noted it would be a simple fix to exempt one-day special events from this law. Davies noted they could stipulate signs could not block the sidewalks. Several noted some of these events are multi-day. Glenn raised the issue of size. Manager Beaucaire suggested persons apply to have permission to post such signs so there is a record of permissions. Hetzler asked how this rule would apply to regular businesses, such as the Drift Inn having a Sunday Brunch. Hetzler raised issues about

how the signs appear, weather worthiness, how lampposts are used, and more. Hetzler would like to see a longer term plan for signage. Mayor Stanley concluded this matter should be assigned to Planning Commission.

G. Manager Transition

Stanley noted that the job description for the City Manager position was more enormous than they realized. Manager Davies noted Manager Beaucaire had never seen the list prior to getting here because the recruiters had not included it in the current packets. Glenn asked for the duties to be formally included for the position to be discussed in November. Frye suggested forming a group to review the list provided by Davies. Mayor Stanley suggested he, Glenn, Davies, and Manager Beaucaire work to identify duties that should be assigned elsewhere.

H. Approve agenda for October 11, 2017 City Council meeting

Mayor Stanley asked about agenda item D Amnesty Program. Davies indicated the topic was there to provide an update on the program. Hetzler noted she has a plan for the Event Manager Program and is ready to be included on the new agenda. Consensus was given to approve the agenda.

Mayor Stanley adjourned the work session at 11:18am.

REGULAR MEETING

Mayor Stanley called to order the regular meeting of the City Council at 11:25am.

I. Public Comment

Tom Lauritzen (204 Shell St) summarized his project work for the City over the past 16 months. He expressed concern over the assimilation of the City Manager position into the City system, noting the transition to date has not gone well. He noted there has been no follow up on a recommendation of a work group to the Council about the roles and responsibility of Commissions, Councils, and staff. He noted the City Manager works for the Council as a body, not for individual Councilors. He asked the Council think of this time as an opportunity to make a good impression on the second City Manager.

John Moore (514 Lemwick Lane) noted most cities in Oregon have rules for Council members, codified in a Code of Conduct. Citing the existing City Administrative Policy 6, Use of City Staff. Moore read into the record proposed changes to address appropriate interactions between staff and Council. Moore noted all Administrative Policies need to be updated to reflect the new City Manager form of government.

Moore explained the importance of clarifying these roles for both citizens and Councilors. Frye asked if this proposal was in response to something that happened. Moore indicated this policy is overdue. Mayor Stanley suggested this matter be discussed by Councilors at the November work session. Moore read what is required of Councilors as indicated by the League of Oregon Cities and noted Councilors likely read this policy in an orientation session. Glenn stated he believed this document is a helpful clarification. Glenn stressed the importance of the Council acting as a body, rather than as individuals. Glenn stated that emails between Councilors are a matter of public record. Glenn asked that this item go on the agenda for a vote at the October 11, 2017 meeting. Tooke agreed with Glenn.

Frye noted there are complicating factors, such as the IT Manager's need to interact with staff regularly. Mayor Stanley summarized his history with the City Manager on working out their interactions, particularly noting how much time he is at City Hall. Stanley recognized were

particular issues that brought this proposal about. Mayor Stanley expressed some discomfort. Frye stated she has been taken aback by how some Councilors hang around the office asking questions and noted she always makes appointment with the City Manager so they may plan their day. On the other hand, Frye noted that being physically in the office was a way of finding out what is going on. Frye did not understand the issue around emails and indicated she shared some of Mayor Stanley's discomfort.

Scott acknowledged Frye's confusion on his role as IT director. He noted he cannot do his job as IT director without talking to Staff. Scott stated he would be willing to step down as a Councilor if other Councilors felt his role as IT director was a conflict. Frye noted Scott had been in charge of IT for at least five years, and suggested the Council needs to formally acknowledge the position of IT director.

Glenn suggested the IT question and the proposed Code of Conduct are two separate decisions. Glenn noted the original IT proposal had a clause to have an oversight committee, which has never been created. Lauritzen noted the difficulty in management of changing behavior without a perceived attack on an individual. Lauritzen argued the roles of all Commissions and Committees needs to be evaluated. Mayor Stanley was concerned about having a task that is normally handled by a contractor being done by a Council member.

Glenn suggested the Council has an opportunity to see what the 16 months of having a City Manager position tells them they need to adjust. Glenn noted from his experience the time to address change is during the time when the transition is happening.

Davies strongly suggested to the Mayor to not approach the issue as his needing to avoid being present in City Hall, and she noted that they had developed a more efficient working relationship.

Mayor Stanley asked for clarification on the committee that would address identifying roles and responsibilities of Committees, Commissions, and groups that make up "The City." Glenn clarified there are two action items: the first is to revise Policy 6, to be done at the October 11, 2017 meeting. The second is to enact the committee to work on definition of governmental body roles.

II. Ordinance 348 – Amendments to Yachats Municipal Code: Formula Businesses

Frye wanted clarification on the language in the ordinance. Scott was content with the language, but does not believe the topic is complete. Scott would like the Planning Commission to readdress the matter. Tooke argued the document reflected the work of the Planning Commission, the City Manager, the City Attorney, and the citizens of Yachats. Glenn indicated he was ready to vote, although he would like to see greater restrictions on a formula business. Mayor Stanley wanted to see revision of the ordinance, as he believes the City is trying to overreach its authority. Mayor Stanley did not see that a formula business would change the nature of the City and noted that the size of a building would change the character.

Gerald questioned a line in the ordinance that indicated a new business could only be one of the four types listed, meaning that a gas station could not have a market.

Helen Anderson, Chair of the Planning Commission, explained the process the Commission followed in researching regulations in other cities, reviewing the Comp Plan, and developing language for a Yachats ordinance using the language used by other jurisdictions. She noted the Commission was never instructed to focus on a particular type of formula business, so their work was based on what had been done elsewhere.

Davies retraced the history of the proposal, noting the Planning Commission had been by the former city recorder instructed that they could not consult with the City Attorney. Davies noted the Attorney returned a very complicated discussion of how the ordinance might be developed. Davies gave some of the legal reasoning of why a business cannot be regulated based on who they are, but only in terms of standards. Davies indicated she requested clarification from the Attorney based on a discussion with Manager Beaucaire and Mayor Stanley a few days prior. Davies argued ignoring the advice of the Attorney is not appropriate and sending the document back to the Planning Commission is not appropriate. Anderson reiterated the difficulty of regulating the inside appearance of a business and noted factors such as increased trash is the result of individual customer behaviors, rather than something the business is doing. Mayor Stanley asked Anderson why a formula business regulation was needed, as opposed to a general business ordinance. Anderson referred to the Comp Plan where there are many references to supporting tourism. She argued having one company dominate the retail market would be detrimental to the City.

Scott had concerns over explaining consistency with "the small town coastal character," determining compatible building scale, and identifying what constitutes "adverse impact."

Planning Commissioner Shelly Shrock noted Yachats does not have a "theme," unlike Santa Fe for example, which is Southwestern Adobe. She suggested developing language that explains what Yachats is, noting "coastal town" does not describe a building. Planning Commissioner Ginny Hafner expressed her frustration at the speed at which this ordinance has progressed and argued that a decision needs to be made now.

Doug Conner (490 Lemwick Lane) argued bigger formula business are driven solely by economics, open and close stores based on cash flows, and "have no dog in the fight."

Keith Perkins (25 Rock Drive) suggested Council is "beating a dead horse" in that corporations are not expanding. He believed Yachats is not going to be a location of interest to formula businesses.

Sherry Secreast (490 Lemwick Lane) stated there is a recent formula business in the form of Dollar General. She stressed she does not want businesses like the Drift Inn to suffer because of formula business driving them out.

Planning Commissioner Ron Urban (30 8th St) noted the original proposal sent to the Council by the Commission was less than a half page. He noted public input during Planning Commission work was similar to what people have discussed today.

Tooke moved to adopt Ordinance 348 Amending the City of Yachats Zoning and Land Use Code and Establishing Special Conditional Use Review Criteria for Formula Businesses: Aye - 4; No – 1 (Stanley).

Davies explained the Council will need to vote on this Ordinance again at the next meeting, and if they make any changes, they would need to consult with the City Attorney.

III. Appointment to Emergency Planning Committee – Crews and Davies

Tracy Crews (921 Yachats River Rd) stated she currently manages the Marine Education Programs at the Hatfield Marine Science Center and is interim Director of the Oregon Coast Science, Technology, Engineering and Math Club. She has been involved in emergency planning around Newport. Glenn noted the Emergency Planning Committee has recommended both candidates for appointment. Frye and Scott believed Crews has great skills to add to the

Commission: Glenn moved to appoint Tracy Crews to the Emergency Planning Committee: Aye - 5; No - 0.

Joan Davies (782 Driftwood Lane) indicated she has worked in emergency management since the 1980s and noted she has two FEMA certifications, which are necessary to get Federal grants. She reported she wrote the Emergency Operations Plan for a Sheriff's Department in eastern Oregon, worked with the Oregon Emergency Management Division on Search and Rescue issues, and has been involved with Emergency Planning Committees in all of the jurisdictions where she has been employed. Glenn moved to appoint Joan Davies to the Emergency Planning Committee: Aye - 5; No - 0.

IV. Resolution 10-17-001 Amending Vacation Rental Fees

Jamie Michel, Sweet Homes Rentals (665 Hwy 101 N) wanted to know how many current licenses there are and to be on record as asking the Council to consider revoking a license that is not being used. She believed the proposed fines are extreme and asked the Council to consider a softer penalty tier.

Scott moved to approve Resolution 2017-10-001 Amending Resolution 2014-01-01 by Setting Fees for Vacation Rental License, Inspection and Re-inspection Fees, and Violation Penalty with exception of Section 1, Item B: open to discussion.

Scott explained he did not intend for Section 1, Item B, setting a reduced fee for licenses granted after August 1 to be in this fee structure. He also noted the Council only sets the fee range, and a municipal judge will set the actual fine. Davies clarified the first posting of the resolution included a mention of a $1,000 fine, which the City Attorney asked to be removed, because it is already in the code.

Glenn called for the vote: Aye – 5; No – 0.

V. League of Oregon Cities request for donation to LOC conference scholarship

Mayor Stanley read into the record the first two paragraphs of the letter from the League of Oregon Cities. Glenn noted the City donated $50 last year. Glenn moved to donate $100 to the League of Cities conference scholarship fund: Aye – 5; No – 0.

VI. Manager Transition/Council Goals – October authorization for Manager

Glenn noted Manager Beaucaire will be gone two weeks of October, returning October 28, 2017, and the City had asked that Davies cover during this time, but the Council has not given proper authorization for Davies to act as City Manager.

Glenn moved that Joan Davies be authorized to continue in her role as City Manager for the month of October 2017 and to complete ongoing projects, as well as cover in Manager Beaucaire's absence: Aye – 5; No – 0.

VII. Other Business

Frye invited people to the Keesey Parliamentary Workshop on Friday, November 10, 2017 at 10:00am.

Frye reported she will not attend the October 11, 2017 Council meeting.

Mayor Stanley adjourned the regular meeting at 1:24 pm.

_____
GERALD F. STANLEY, Mayor

ATTEST:

_____ _____
Shannon Beaucaire, City Manager Date

CITY OF YACHATS

CITY COUNCIL REGULAR MEETING

October 11, 2017

Minutes

Mayor Gerald Stanley called the October 11, 2017 regular meeting of the City Council to order at 6:00 pm in Room 1 of the Yachats Commons. Council members present: Mayor Gerald Stanley, Jim Tooke, Max Glenn, Greg Scott. Excused: Barbara Frye. Staff present: City Manager Shannon Beaucaire. Audience: 34.

I. Announcements, Correspondence and Proclamations

Mayor Stanley called attention to the California fires and that two people in the room had told him they have relatives in the CA evacuation zones.

Mayor Stanley announced Lincoln County Sheriff Landers is interested in starting a Citizens Advisory Committee and invited interested parties to contact the Sheriff's office.

A. Dr. Lesley Ogden –Samaritan Pacific Communities Hospital CEO

Dr. Ogden gave a presentation on the new Newport hospital project, including guiding principles, their partners, and a timeline for construction. The project began in June 2016 and is currently in Phase One of initial building. She stressed there would only be two entrances (Main and Emergency) and reviewed the proposed floor layouts and the location of various services, labs, and clinics. Dr. Ogden noted the architectural design was tailored to a coastal environment, with water drops and curved wave lines. She reported structural steel will go up in October and a roof will be up by December. Their website is www.samhealth.org/newhospitalnewport for more information. An audience member asked about services that are currently only provided in Corvallis, and Dr. Ogden indicated the new hospital will be able to do more. Linda Hetzler (Drift Inn) asked about long-term employment of workers. She explained her belief in hiring people for the long-term and how that impacts a community. Hetzler asked about whether "the latest and greatest" equipment needs to be purchased for all areas. Dr. Ogden stated the hospital uses equipment until "it dies."

B. Cape Perpetua Communications Coordinator – Tara Dubois

Tara Dubois thanked the City for supporting her position and noted a packet in the meeting packet explaining the work plan. She asked for feedback on their work and how they could be more supportive of the City and local businesses. Mayor Stanley asked Dubois about the most meaningful aspects of her work. Dubois cited the volunteer appreciation events and citizen science projects as of special import. She highlighted the upcoming Land/Sea Symposium on Thursday, November 16, in the Commons. Councilor Glenn stated he was impressed with the planning that went into the collaborative effort and the declaration of cooperation. Paul Engelmeyer indicated the presentation today is for information only. Charlie Plybon noted they will now do outreach to local businesses.

C. Proclamation regarding Domestic Violence Awareness Month – My Sisters' Place

Manager Beaucaire read the Proclamation into the record. Councilor Scott moved to adopt the Domestic Violence Awareness Proclamation: Aye – 4; No – 0.

Lisa Norton of My Sister's Place handled out a packet about My Sister's Place, noting that the "Community is the foundation of healing. How do you support survivors?" component is of special significance. Norton emphasized the importance of being open to people who need support and

how abusers often appear to be upstanding citizens. Norton announced the "Awake to Rhythm" event is this Saturday, October 14. Mayor Stanley encouraged everyone to participate in the Saturday event. Joanne Kittel noted the daytime events are free and highlighted a weaving workshop by a Siletz Tribe member. Kittel mentioned various performers and stated the Yachats Community Drum will be in the evening music portion. The organization will be honoring the Yachats Ladies Club and the Brooks Foundation for their contributions.

Mayor Stanley announced Leland is making an address on Pollinator Programs as part of Yachats Arts and Sciences on Sunday, October 15, at 2 PM.

D. Ocean View/Marine Drive proposal – Lincoln County Counsel Wayne Belmont & Public Works Director Roy Kinion

Wayne Belmont summarized their intent is to transfer Ocean View/Marine Drive from County ownership to the City of Yachats. He noted many of the issues that have arisen around maintaining the roads and the legal issues surrounding the use of riprap for stabilization in one section. The County has begun the formal legalization process on identifying the exact road location. Belmont stated the County would leave the road traffic direction(s) decision to the City. Roy Kinion explained county legalization involves reconciling the squared platted lots with the actual travelled path of the road. Kinion stated the State of Oregon has given the County the right to maintain the road in the path that it exists. He noted there are five properties where the right-of-way of the road encroaches on private property. There is a public hearing on Wednesday, October 18, 2017 at 9:30am at the Courthouse to begin the process of determining boundaries. Kinion noted Ocean View and Marine Drives no longer conforms to the standards of a county road, and due to revenue constraints, the County cannot continue to maintain the roads. Kinion stated the County will improve sections of Ocean View Drive to bring the road "up to standard" before making the transfer. Kinion asserted the "road will be sound" at the time of transfer. Kinion noted the County faces a decision of how to work through the legalization and whether they proceed with legalization.

Scott recalled there was a work group formed to have this discussion and wondered why this topic was before the Council at this time. Mayor Stanley indicated he wanted citizens to have an opportunity to ask questions and give input. Scott did not believe this was the time to gather public input. Outgoing Manager Davies asserted that the City's position is to not proceed with the legalization, as that step is not necessary if the road is turned over to the City. She noted the City's priority is in allowing property owners to keep their platted lots. Davies indicated the City Attorney is working with County counsel. Kinion and Belmont were open to the option of not proceeding with legalization. Glenn asked if Councilor attendance at the hearing would be helpful. Kinion indicate the focus of this hearing is to hear from property owners.

Craig Berdie asked about barriers between the road and the ocean that need repair. Kinion indicated they have not started any design and the biggest barrier to repairing the barriers is the shell midden issue. Kinion noted they can repave what is already paved, but expensive archeological analysis would be needed to go beyond the current pavement. He anticipated any barricade improvements would not be structurally sound for automobiles.

E. Proclamation in support of Angell Job Corps

Manager Beaucaire read the Proclamation into the record. Glenn expressed his pleasure in working with the Jobs Corps for several years. Glenn noted there is activity in Washington DC to privatize Job Corps and to close some locations. Glenn summarized some of the successes of the Angell Job Corps programs, noting 496 students have been through the program in the past three years. He noted this Proclamation is urgent in the face of the US Government closing programs.

Glenn moved to adopt the Proclamation in support of Angell Job Corps making October 15-22, 2017 Angell Jobs Corps Week: Aye – 4; No – 0.

Mayor Stanley indicated he has written a letter to the Department of Labor indicating the City's support of Angell Job Corps.

II. Public Comment

Karly Kerr Durham (248 Lincoln Ave) read her letter appealing the decision to close the case of Mr. Raille's alleged removal of two heritage trees and other vegetation at the end of Lincoln Avenue in an area of public right of way. She argued removing these trees has increased the water runoff and debris flow onto her property. Durham asserted Mr. Raille continued to trespass in the area, remove vegetation, and wood even after he was told by the City Planner not to go into the area in question. Durham claimed the crew of R&R Tree Service was abusive toward her. She noted a flier from the American Forest Organization asserted a single front yard tree could intercept 760 gallons of rainwater in its crown, as well as impact energy needs. Durham expressed her dissatisfaction with responses from Planner Lewis.

Councilor Tooke asked if there was City code that applied to this matter. Mayor Stanley stated he believed Kerr deserved a written explanation in response to her petition. Mayor Stanley indicated he would like to further discuss this issue at the Council's next work session, after they gather information on what an appeal means and where an appeal goes. Davies advised Mayor Stanley that there is no formal appeal process, concerning Kerr objecting to what the Planner has told her.

Scott did not understand why the Council is involved in this decision, as he believes it to be administrative. Davies noted he had involved himself the first time she complained. Scott recalled it as an issue over whether there was an easement, which he believed to have been resolved. Mayor Stanley did not want discussion at this time and asked again to have a discussion at the November 1, 2017 Council work session. Kerr emphasized reiterated her claims of trespassing and removal of wood. Scott repeated that the matter is civil and not for the Council to determine.

Morgen Brodie (258 W 2nd St) raised the issue of the southwest section of W 2nd Street and Beach Street, where cars are driving over the curb. Mayor Stanley noted this matter has been brought to the City's attention before.

III. Minutes and Accounts Payable

Glenn moved to approve the September 6, 2017 work session: Aye – 4; No – 0.

Glenn moved to approve the September 13, 2017 regular meeting: Aye – 4; No – 0.

Scott moved to approve the Accounts Payable for September 2017: Aye – 4; No – 0.

IV. Reports

A. Council Reports

Glenn reported he attended a regional broadband summit on September 21, 2017 sponsored by Cascades West Council of Governments and shared some of the conclusions he drew from the conference. Glenn highlighted: providers Peak, Comcast, Alyrica were present; not much of the coast is covered with fiber optic; and work is focused on shared services.

Tooke attended a seminar by Oregon State University on Envisioning a Resilient Oregon Coast. OSU has a grant to gather data on Oregon coast communities. He noted the issues of acute and coastal hazards, protection of infrastructure, maximize life safety, minimize impacts, challenges

and opportunities, and long-term planning. Tooke said they mentioned both environmental and armory solutions, which raised questions about why the State stopped the riprap project on Ocean View Drive. He noted Yachats is unique in that, other than Yachats Rural Fire Department, there is no public safety organization to help. Emergency Planning Commission is also working on issues.

Mayor Stanley reported he attended a Lincoln County Mayor's meeting on September 15, 2017, the Hands Across the Bridge event on September 23, 2017, and a local public safety committee meeting on the relationship between homelessness and security. He said the county recently opened a 22-bed facility for men transitioning into society from release from jail, and next month will open a 12-bed women's facility.

B. Department Reports: Public Works, Visitors Center, IT

Mayor Stanley noted the reports are in the meeting packet. Linda Hetzler noted they are asking for volunteers to work at the Visitors Center. Mayor Stanley noted the Visitors Center's quarterly report is on a calendar year but the City functions on a fiscal year. He asked Hetzler to have the Visitors Center to switch the report to fiscal, to be consistent with the City's funding period.

V. Business

A. Ordinance 348 Formula business amendments to YMC sections 9.04.030, 9.28.020, 9.28.040, and 9.72.050

Glenn moved to adopt Ordinance 348 Amending the City of Yachats Zoning and Land Use Code and Establishing Special Conditional Use Review Criteria for Formula Businesses.

Mayor Stanley noted his opposition against this proposal because there is no reference to the business size and because a gas station with a connected store would not be allowed in the proposed language. He noted while there was significant opposition to Dollar General, opinions varied as to why. Scott disagreed that size is not considered in this ordinance because it is part of general zoning regulations. Scott mentioned there are allowances for setbacks and parking. Tooke noted there is language about building scale being compatible with surrounding zoning. Tooke pointed out that Yachats has only one commercial strip, which needs protection.

Davies reiterated Scott's point that Municipal Code contains many references to size limitations. She noted the ordinance language does not say gas stations are not allowed, and does allow for "automobile service stations" under the Conditional Use section.

Call for vote: Aye – 4; No – 0.

Scott noted he was pleased with the additional use of the Comprehensive Plan in this process.

B. Resolution 2017-10-01 providing for increase in fees for Vacation Rentals

Scott noted this version excludes the provision for reducing license fees by half in the last five months of the year, which had previously been in the Code and in this resolution. He had requested its deletion at the previous Council meeting. Scott moved to approve Resolution 10-17-01 Amending Resolution 2014-01-01 by Setting Fees for Vacation Rental License, Inspection and Re-inspection Fees, and Violation Penalty: Aye – 4; No – 0.

C. Administrative Goal No. 6 – Request of City Staff/Contractor Time

Glenn moved to approve the revised Administrative Policy No. 6: Use of City Staff: Aye – 4; No – 0.

Mayor Stanley asked Councilors to remember when emailing another Councilor regarding City business to copy the City Manager on that email.

D. Request for funding Activities Development Director

Linda Hetzler explained the history of the position and the development of a plan. The group has lined up teachers and are working on a website. They are coordinating with the goyachats.com website. She noted the motels are very interested in making the program happen. As they are finalizing class plans and are ready to advertise, they need the funding.

Scott stated he wanted to see some report on outcomes in next year's analysis. Hetzler reported Sandy Dunn is going be the accountant for the Chamber. She agreed it is crucial to know what the City is getting for its money. Glenn expressed his excitement with the proposal and how they are expanding on what exists, and emphasizing coastal environmental issues. Mayor Stanley noted his and the Marketing Committee's excitement with the work.

Manager Beaucaire reported the $20,000 for the position is already budgeted and available, so no vote is needed.

E. Library Name Change

Yvonne Wulff (102 Greenhill Rd) reviewed the discussion among volunteers regarding the Library's name. Yachats Community Library and Yachats Public Library were the top two options. The Library Commission selected "Public" because "Public Library" is a well-understood identification of libraries across the country.

Glenn moved to change the name of the City Library to "Yachats Public Library:" Aye – 4; No – 0.

F. Council Shepherding Goals – no updates at this time

VI. Other Business

A. From Mayor – none

B. From Staff

Manger Beaucaire reported Dahl Disposal indicated to her that people need to be cleaner with their recycling. China, the primary processor of recycling, has changed their policy in receiving dirty material. Dahl now needs to set stricter criteria for recycling. Continual violations in setting out improper recycling could result in fines or removal of the recycling container. Dahl was also concerned that requests for bear-proof cans by vacation rental properties can't be met with their current stock.

C. From Council

Scott noted the South Water Tank is designed with an automatic shut-off in the event of a line pressure drop due to a large seismic event. He indicated the north tanks do not have those.

Mayor Stanley adjourned the regular meeting at 8:16 pm.

_____

GERALD F. STANLEY, Mayor

ATTEST:

_____

Shannon Beaucaire, City Manager

City Manager's Report

November 8, 2017

Dear Mayor Stanley and Councilors,

It has been a great few weeks. I am pleased to present this report to you. In accordance with the Council-Management Organizational Structure, I have included Departmental reports within my Manager's report.

For the past few weeks, my focus has been on:

- Educating myself on issues impacting the City of Yachats & what other cities are doing about similar issues,
    - I included my summary of the ICMA Conference in Appendix A to this report that I sent you on October 25th.

- Familiarizing myself with the statutes that delegate authority to the City,
    - I have reviewed, and will continue to familiarize myself, with the statutes listed under Yachats Authority to Govern as a Home Rule City; specifically ORS 221, 222, 223, 224, 225, 226, 227, 454 & 457

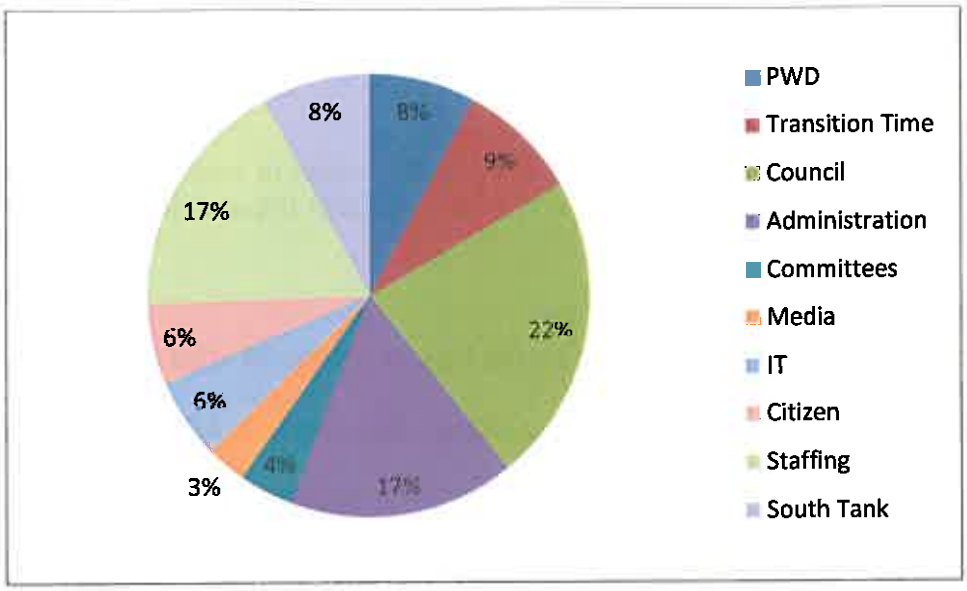
    - I have reviewed the October 2015 Yachats Management Structure Report

- Media: I met with Jeff Durham of the Newport News Times on Friday, November 3rd. His story will run Wednesday, Nov 8.

- Familiarizing myself with current projects, processes, and work flow. To that end I have, and will be, attending committee and commission meetings as well as setting up regular communication meetings with staff and Council members.

  As I begin to familiarize myself with work flow and processes I am also tracking my time so that we can see how the City Manager is being utilized. The amount of time will of course change, however, this provides a snapshot of utilization and helps forecast where changes may be needed. As I am learning Yachats processes I am determining how best to categorize my activities. I will continue to modify categorization as I move forward and determine more efficient ways of tracking.

  Following is an example of time tracking for last week (45 hours). Again, these categories will be refined as time progresses and I determine better categorization but provides you a snapshot of how time is utilized.



I. CODE ENFORCEMENT

- Please See attachment

II. IT

- JD Computer and Cellular ended their contractual relationship with the City of Yachats on October 30, 2017.
- I am developing a long term plan to provide for the City of Yachats IT needs and requirements.

III. PUBLIC WORKS

Date: November 7, 2017

To: Shannon Beaucaire, City Manager

From: Public Works

Re: October 2017 Public Works Report

Total Rain fall for the month of September 2017:	**6.50** inches
Total Water production:	**3,668,200** gallons
Total Wastewater treated:	**4,844,000** gallons

Streets:

- Painted curb by the Fire Department to allow for three more parking spaces.
- Scraped, swept and painted the no parking area at the Aqua Vista Apartments.

Water:

- Plant maintenance.

Water CIP:

- Driftwood Water Line.

Distribution Sys:

- Moved water service from King St. to Hanley Terrace for 1044 King St.
- Removed old water service and installed a new water service at 168 E. 3rd St.
- Read meters.

Sewer:

- Motor burned up on SBR #1—removed and replaced with spare motor, returned to service.

Sewer & Water CIP:

- Backhoe is scheduled to be delivered the week of November 27, 2017.
- Looking for a 5-yard dump truck.

Collection Sys:

- Investigated properties with possible septic systems.
- Investigated sewer connection at 430 Crestview drive.
- Assisted with sewer connection on 330 Hwy 101 N.

Storm Drainage:

- Cleared culverts prior to heavy rains.
- Cleaned catch basins at Quiet Water.

Parks & Commons:

- Installed "reserved Parking" at the Commons parking lot.

Public Works:

- Repaired leaking cylinder on mini-excavator.
- Repaired backhoe electrical system in house.
- Kubota tractor is in the process of being repaired.

Emergency Containers:

- Stocked hand tools in both containers.
- Brought water filtration units down from emergency containers for inspection and training for use.

Appendix A
Summary of ICMA Conference – Sent October 25, 2017

Hello!

As I prepare for my last few sessions this morning at ICMA, I wanted to give you a brief update of the high points of the conference. It has been an amazing time and I've been able to make some personal connections – including the deputy CM from Medford, OR and city manager from Cascade Locks. I also met some other wonderful city managers from smaller communities including the administrator from Berlin, MD whose town was ranked as "the coolest small town" in 2014. She gave a presentation that I will watch later as you will see below.

I wanted to split myself and go to so many sessions. For example during 1 time period, there were 11 separate sessions I wanted to attend. Luckily, as part of my conference fee, there were several sessions that are taped and I can watch them later. I listed those below, so you can see what I will continue to do after the conference, as well as, who is presenting so you can get an idea of the quality of the information.

As one of the keynotes stated, feedback is a gift – growth is optional, and there was a lot of opportunity for feedback and growth during the conference. A major theme was creating sustainable, resilient cities incorporating technology (Smart city mind set) to streamline processes so that employees could focus on items that technology can't replace. Also using Public/Private partnerships to maximize efficiency and make better use of tax payer dollars was a huge topic to be able to do more with less. I am a member of the ICMA's Sustainable Communities Advisory Committee and we have a good work plan for the next 2 years.
Here is a listing of classes I chose, why I chose them, and major highlights.

- **Sustainable Communities Advisory Committee**, Yachats vison of protecting natural resources, celebrating diversity, endurance & Seventh generation thinking: Focus is on resiliency after natural events, being climate wise, protecting quality of life through livability features like walking, biking criteria, long range planning – fiscally and otherwise to protect the community for the future
- **Public/Private Partnerships in Local Government Service Delivery**, Maximizing Yachats Resources & being a good steward of those resources: Focus is on tight budgets throughout the country and how these partnerships can help get specialized expertise to do things cheaper, more efficiently, and with better skills than the city can allowing the city to improve service delivery to the citizens
- **Impactful Performance Measurement: Moving beyond Compliance to Real Change,** Yachats vision for caring about individual needs & making an enduring, wonderful organization to be a part of: Maximizing employee engagement & making it a fun, efficient, enjoyable workplace: 3 cities gave different ways they have focused their Councils/Cities toward consistent goals & projects to complete those goals while improving the workplace for the employees, creative problem solving, empowering employees & the efficiency of the organization.
- **Creating Shared Values through Digital Engagement**, Yachats desire to incorporate citizen opinions & to create a thriving environment: A wonderful presentation for

managers in Australia demonstrating their success in using this system to target fiscal & organizational resources at attacking problems like affordable housing. http://hub.oursay.org/academy

- **Using Social Media to Advance your Organization,** The question during the interview process about whether I had used Social Media for community outreach during a project: Discussion on preferred platforms, pitfalls, and making sure policy discussions are not on Social Media.
- **Reducing Non-Revenue Water: Smart approaches to Building more Efficient Cities**, Yachats desire to protect natural resources, increasing efficiency: Utilizing smart systems to more efficiently ID leaks, streamline personnel resources so that they can use their time on projects technology can't do, streamline billing, turn on & shut off, using data to proactively drive actions.
- **The Data Driven Manager,** Vision of a vibrant economy where citizens thrive: Using open source data to create legacy systems that measure goals, objectives, and drive proactive decisions for community goals and use of resources.
- **Making Airbnb-style Rentals Work for everyone**, Current community subject: STANDING ROOM ONLY – seriously, it's that big of a nationwide issue. The speaker noted a data point of having approx. 35,000 listings added to vacation rental sites PER MONTH for the last 9 months. I got some practical tips on best practices as well as a resource to contact as this evolves in Yachats.
- **Long-term budgeting forecasts for cities,** Vision for a vibrant economy to protect citizen needs: 3 cities talked about how long-term planning helped them better prioritize. They were able to project how decisions today impacted the community 3, 5, and 10 years down the road – allowing for changes as new factors came into play – ultimately improving the quality of life in the community!
- **Partnering for stability**, Being a good steward of citizen resources: Sustainability goals must be integrated & can't be just an initiative to be effective.
- **Smart, Connected Future Cities,** Increasing service delivery to citizens: Delivering more efficient services & improving the quality of services.
- **Homelessness: Alleviating Community Challenges**, current community concern: City managers from Eugene, Boulder, and Ft. Collins talked about lessons learned, strategies they are using, and the large amount of resources, dedicated staff, and specialized services it takes to help the 3-4 different segments of homeless populations.

Below are the segments I am looking forward to continue my learning.

I look forward to seeing you next week,
Shannon

Taped Conferences:

1. Dynamic Digital Experiences in the Public Sector
    - Emerging technology trends influence public sector client experiences. Exploring broad trends that can have an impact on public sector plan administration, along with technology features & functions.

- **Presenters**: *Karla Gill*, Senior VP & Chief Information & Innovation Officer; *Lori Summers*, VP Business Technology Transformation; *Joyce Ulrich*, Managing VP Chief Technology Officer, ICMA Washington DC

2. Maximizing Resources in Smaller Communities
   - Small communities can maximize resources & expand their "bandwidth" through shared services agreement, public-private partnerships, community volunteers, and other innovations. Discussion of how to make the most of available resources & address challenges in the process.
     - **Presenters**: *Donna Vieiro*, Township Administrator, Holmdel NJ; *Daniel Miera*, City Manager, Central City CO; *Ralph Wise*, Village Administrator, Hebron OH; *Shelley Zorn,* Executive Director, Thomasville Payroll Development Authority, Thomasville, GA

3. Reconnecting the Individual to the Community
   - The 2016 elections & attendant dialogue have confirmed that divisions & isolation have outpaced our current practices for engagement & inclusion within the community. Learn how to respect & serve isolated or divided community members & to frame issues in a way that reduces barriers & reconnects communities.
     - **Presenters**: *Alison Zelms*, Deputy CM Mankato, MN; *Doug Linkhart*, President, National Civic League Denver, CO; *Amanda Nagl*, Engagement Manager Bang the Table Windsor, CO

4. From Sleepy to Chic: Making Main Street Cool
   - A case study of how Berlin, MD transitioned from a sleepy community to a tourist destination using partnerships with local businesses, government agencies, & civic leaders. By leveraging its successful Main Street program & partnering with Worchester County's Department of Tourism, Berlin was voted America's Coolest Small Town in 2014 – becoming an overnight success that was 30 years in the making. Berlin used the key elements of placemaking to transform its community. A checklist of steps is developed to create a strong sense of place.
     - **Presenters**: *Laura Allen*, Town Administrator Berlin, MD

5. What's Next for Health Care Reform
   - The next era of US Health Care reform has begun, and its anything but predictable. Debate about the future of the Affordable Care Act is far from over. The latest insights from Cigna's experts on what you need to know as you plan your benefit strategies for 2018.
     - **Presenters**: *Mary Jacobs*, Town Manager Oro Valley, AZ; *David Schwartz*, Head of Global Policy Cigna Bloomfield, CT

6. Crisis Leadership: Rising to the Challenge

- Steering an organization through major change can be a daunting challenge. Effective leadership strategies can make that prospect more manageable. Hear from managers who took leadership to the next level during a crisis; get tips on decisiveness, collaboration & risk taking
  - **Presenters**: *Devall Allums*, Business Development Manager Siemens Industry, Houston, TX; *Greg Balukonis*, Town Administrator Dudley, MA; *Duncan Campbell*, Retired Director General, Westmount Quebec CA; *Howard Kunik* CM Punta Gorda, FL; *Mpilo Brilliane Ngubane*, Durban South Africa

7. Your Town's Not Too Small to Plan
   - Discussion of how small communities can effectively & realistically plan by incorporating an understanding of community resources into their visioning & strategic planning processes. Highlights identifying local resources & manage citizen expectations.
     - **Presenters**: *Robyn Stewart*, ACM/Economic Development Director Worthington OH; *Brent Hinson*, City Administrator Washington IA; *Margaret Norris*, Municipal Management Consultant Univ. of TN; *Kenneth Terrinoni*, County Administrator Boone County, IL

CODE ENFORCEMENT REPORT **SEPTEMBER AND OCTOBER 2017**

All vacation rental applications have been processed, properties have been inspected and licenses have been issued, except for one. There will be a total of 152 licensed vacation rentals when owner complies. Reviewing records to determine which VRs need five-year re-inspection done.

LOCATION OF ISSUE	DESCRIPTION OF ISSUE	RESOLUTION OR ONGOING FACTORS
Lemwick Lane	Hedge blocking view	Hedge is not out of compliance
Lemwick Lane	Complaint (two different months) about use of undeveloped lot	Use is not out of compliance
Oceanview Drive	New fence exceeds height limitation	Letter/copy of code to property owners
Aqua Vista Loop	New fence blocks access or view	Fence built on private property
Hwy 101 N	Drainage pipe coming out of back of building	Temporary measure; not in violation
Hwy 101 N	Dirt slide off of property, threatening or causing damage to storage shed	Shed was actually over property line
Horizon Hill	Home construction on weekends	No ordinance against weekend work
Hwy 101	Overgrown weeds on lot	Letter/copy of code to property owners
Shell/Mitchell	Tree stump may have chemical applied to it	No ordinance against tree stump killer
6th and King	Person sleeping/camping out on homeowners' lawn (with owner's permission)	Resolved
Pacific View/Crestview	Suspected unlicensed vacation rentals	Resolved
Cost of calls	It costs long distance charges to reach property management companies	May need new resolution language
Conifer Lane	Undeveloped lot only partially cleared; still needs mowing	Resolved
Bayview	Wood chips on undeveloped lot; placed by one neighbor, removed by another	Resolved
State Park	Van parked at State Park for two days, blocking view	Not City jurisdiction; referred to OPRD
King Street	Foreclosed home has blackberries growing up the sides; may have mold	Contacting mortgage holder
Hwy 101 S	Undeveloped lot behind home has blackberries, Scotch broom	Letter/copy of code to property owner
Aqua Vista Loop	Visitors at Aqua Vista Village parking on street, blocking driveways	Resolved
City storm drain	Open ditch had weeds growing over it, presented hazard (not City drain)	Resolved
7th and King	Old camper trailer parked on right-of-way, accumulating trash around it	Wait for new impoundment ordinance
7th and King	Old camper trailer (second of three new complaints; various older ones)	Wait for new impoundment ordinance
7th and King	Old camper trailer (third of three new complaints; various older ones)	Wait for new impoundment ordinance
700 block King Street	Two motor vehicles have been stored in City right of way for months	Wait for new impoundment ordinance
Pontiac Street	Structure being built in City right-of-way, using old pallets	Resolved
Marine and Hwy 101	Drainage issue will develop with winter storms	Working with County/ property owner
Trucks unloading 101	Multiple complaints about trucks unloading on Hwy 101, blocking traffic	Working with ODOT, business owners
Car in "No Parking"	Mutliple complaints about car parking in "No Parking" zone on E. 2nd Street	Owner notified
W. 7th Street	Vehicles continue to park in street by Library, despite yellow line applied	Library notified
804 Trail/ocean cliff	Homeless camp and garbage accumulating on west side of 804 Trail	Not City jurisdiction; referred to OPRD

COUNCIL GOALS WITH SHEPHERDING TASKS - 2017 DATED 08-02-17

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		J Tooke	
	Park, Smelt Sands, Yachats Ocean Road, 804 Trail			
2	Appropriate uses for Visitor Amenities Funds		G Stanley	
	(public arts/facilities/marketing)			
3	Housing development for all levels; incentives	Glenn/Stanley	M Glenn	
4	Diversify revenue opportunities: grant writing, utility		J Tooke	
	fees, franchise fees, street fees. Coord w/Finance Com			
5	Continue development of emergency planning and		M Glenn	
	resilience preparedness			
6	Communicating programs/activities/policies/topics/		M Glenn	
	processes to citizens			
7	Library Commission strategic plan, including		B Frye	2-2 Committee meeting to develop plan
	operations/location/funding/bequest			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		G Stanley	
	Ocean View Drive and 804 Trail South			
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		M Glenn	
	public display of art, especially kinetic			
19	Vacation rentals issue	All council	G Stanley	Changes proposed, second vote 09-13
	Foster "Seventh Generation" thinking			
20	Encourage alternative energy projects		G Scott	
	Explore EIP wind energy project			
21	Raw water storage long-term development		J Tooke	
22	Dark Sky Community certification		G Scott	
23	Wastewater bio-solids: work with other governments		J Tooke	
	on more effective uses			
24	Banking services for the community		M Glenn	

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

ORDINANCE NO. 349

AN ORDINANCE AMENDING SECTIONS 9.52.050 HAZARD AREAS AND 9.52.170 GENERAL EXCEPTIONS TO BUILDING HEIGHT LIMITATIONS OF THE CITY OF YACHATS ZONING AND LAND USE ORDINANCE

WHEREAS, on June 20, 2017, the Planning Commission met and passed a motion to forward the attached recommended code amendments to Section 9.52.050 Hazard Areas of the zoning and land use ordinance to City Council.

WHEREAS, on July 18, 2017, the Planning Commission met and passed a motion to forward the following recommended code amendments to Section 9.52.170 General Exceptions to Building Height Limitations of the zoning and land use ordinance to City Council.

WHEREAS, on November 1, 2017 and November 8, 2017, the City Council held public hearings on the ordinance amending Sections 9.52.050 and 9.52.170 of the zoning and land use ordinance.

NOW THEREFORE, THE CITY OF YACHATS ORDAINS AS FOLLOWS:

SECTION 1. Section 9.52.050 Hazard Areas is hereby amended to read:

Section 9.52.050 Hazard areas.

A. Responsibility shall fall on the developer to ensure proper safeguards are taken when developing in any hazard zone whether earthquake, fault lines, landslide, erosion or flood hazard areas. The City accepts no liability. Prior to development, the following shall be required (in flood hazard zones, see Chapter 9.54 Flood Damage Prevention Regulations):

1. On slopes of less than twelve percent (12%): development is allowed without special review.

2. On slopes of twelve percent (12%) and greater a site analysis report shall be completed in accordance with Section D for the following development activities:

   a. Gross excavation or fill of greater than forty (40) cubic yards,

   b. Removal of more than two thousand five hundred (2,500) square feet of vegetative cover (as measured along the slope),

   c. Road construction, and/or

   d. Building which entails any fill or excavation.

   Development on a site shall be subject to conditions, restrictions, and recommendations outlined by the site analysis report. This report shall be completed within the past five (5) years by a State of Oregon certified engineering geologist.

In addition, the Planning Commission or its designee may also require that the development adhere to additional standards as provided in writing by the Yachats Department of Public Works. At the completion of the project, the developer shall provide certification from the geological consultant and the Yachats Department of Public Works, stating that the conditions and recommendations of the report and the Yachats Department of Public Works have been met.

3. Definition of Slope

    a. A property has a twelve percent (12%) slope or greater if:
        i. The average slope from the highest to lowest point of the property has a slope of twelve percent (12%) or greater or;
        ii. The average slope of the building footprint or area to be disturbed measured from the highest to lowest point within the footprint or area to be disturbed is twelve percent (12%) or greater.

    b. Development guidelines shall not apply to a building footprint or area to be disturbed that is located one hundred (100) feet or more from a twelve percent (12%) slope. The distance will be measured from the boundary lines of the building footprint or area to be disturbed to the point of the slope.

4. Slopes twelve percent (12%) and greater are identified on the natural hazards map. The City's designated representative may determine that the average slope on a property is less than twelve percent (12%), and therefore allow development without a certified engineering geologist report. If the applicant disagrees with the City's decision, the applicant shall provide an affidavit from a State of Oregon registered land surveyor showing the site specific slope conditions on the property prior to any excavation, grading or other changes in site topography. If the affidavit indicates that the slopes on the property are less than twelve percent (12%), as defined above, development may be allowed without special review.

B. Developers of property having a slope of twelve percent (12%) or greater, or within five hundred (500) feet of a landslide or fault area shall also be subject to the following requirements:

    1. The site must be replanted and stabilized in accordance with the recommendations outlined in the geotechnical report. This vegetation must be maintained to ensure the continuous stability of the area.

    2. All construction materials shall be stored in such a manner as recommended by the geotechnical report.

    3. The geologist shall certify that all work has been completed as stated in the report.

C. Exceptions to the hazard area requirements shall be allowed under the following circumstances:

    1. Improvements to existing roads or drainage ditches or utilities where excavation or fill does not exceed ten (10) cubic feet per one linear foot of roadway/ditch;

    2. Gravesites dug in cemeteries;

3. Emergency excavation of landslide materials or emergency utility repairs.

D. Content Standards for Geotechnical Reports. All geotechnical reports required by this section shall provide at a minimum, the following information, where applicable, prior to review by planning staff or the Planning Commission:

1. General Information.

    a. Name and C.E.G. stamp of the Oregon certified engineering geologist preparing the report;

    b. Scope and purpose of the report;

    c. General site description;

    d. Drainage patterns;

    e. Existing structures, if any;

    f. Proposed development plan, including roads and driveways.

2. Geologic Description.

    a. Lithology;

    b. Structural features (stratifications, orientation of bedding planes, faults, etc.);

    c. Surficial or unconsolidated deposits;

    d. Seismic considerations as they pertain to proximity of faults.

3. Assessment of Geologic Factors.

    a. General suitability of proposed land use to geologic conditions:
        i. Areas to be avoided, if any,
        ii. Topography and slope,
        iii. Stability of geologic units,
        iv. Problems caused by geologic features or conditions in adjacent properties,
        v. Other general problems;

    b. Recommendations for site grading/filling:
        i. Prediction of stability based on geologic factors; recommended avoidance or engineering to cope with existing or potential landslide masses,
        ii. Excavation considerations,
        iii. General considerations of proposed fill masses in canyons or on hillsides,
        iv. Load capabilities of soils;

    c. Drainage considerations and recommendations;

    d. Setback recommendations;

    e. Footing, foundation, and backfilling recommendations;

    f. Recommendations on vegetation preservation, removal and re-vegetation as it relates to slope stability, and erosion potential;

g. Recommended methods for protecting the surrounding area from any adverse effects of the proposed development.

4. Checklist. Provide a checklist of geological requirements during construction, e.g. erosion protection prior to construction, geological certification prior to pouring foundation footings and slabs, revegetation requirements, etc.

SECTION 2. Section 9.52.170 General Exceptions to Building Height Limitations is hereby amended to read:

Section 9.52.170 General exceptions to building height limitations.

Projections, such as chimneys, spires, domes, towers, aerials, flagpoles and other similar objects not used for human occupancy are allowed as long as the projection: 1) does not exceed nine (9) square feet; 2) has a maximum width of eight (8) feet as viewed from any direction; and 3) has a maximum height of seven and one half (7½) feet above the peak of the roof. Elevator shaft housing may exceed the above dimensions but shall be no larger than the minimum required by building code.

Stand-alone projections such as antennas, cell towers, transmission towers, and similar structures shall have a maximum height of thirty (30) feet.

Any requests for exceptions to the above standards shall be in accordance with Chapter 9.80 Variances.

SECTION 3. SEVERABILITY. Any provision of this Ordinance which proves to be invalid, void, or illegal shall in no way affect, impair, or invalidate any other provision of this Ordinance, and the remaining provisions of this Ordinance shall remain in full force and effect.

SECTION 4. EFFECTIVE DATE. This ordinance shall take effect on the 30th day after its adoption.

ADOPTED by unanimous vote on November 1, 2017 and November 8, 2017.

DATED this 8th day of November, 2017.

_____

Gerald F. Stanley, Mayor

ATTESTED TO:

_____

Shannon Beaucaire, City Manager

CITY OF YACHATS
ORDINANCE NO. 350

AN ORDINANCE AMENDING THE YACHATS MUNICIPAL CODE TITLE 6 – VEHICLES AND TRAFFIC; ADDING CHAPTER 6.09 – VEHICLE IMPOUNDMENT PROCEDURES; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City Council has determined that there is a public health and safety interest in keeping City streets and other public property free of obstructions, especially for the purposes of efficiently evacuating in the event of a tsunami.

WHEREAS, as a coastal community, the streets within the City are narrow. Therefore, any unauthorized parking or storage of vehicles or other personal property within the City streets or other public property impedes traffic flow and results in dangerous conditions.

WHEREAS, and in consideration of the conditions and issues above, the City enacts the following authorizing the City to remove and impound vehicles or other private property that is located within City streets or other public property.

NOW THEREFORE, the City of Yachats ordains as follows:

SECTION 1. Section 6.04.020, Definitions, of the Municipal Code is amended to add the following:

> "Vehicle" has the meaning provided in the Oregon Vehicle Code and includes "Manufactured Dwelling" and "Recreational Vehicle" as those terms are defined in Section 9.04.030 of the Municipal Code.

SECTION 2. Section 6.04.090, Storage of motor vehicles on streets, is amended and replaced with the following:

Section 6.04.090 Storage of vehicles on streets or other public property.

A. No person shall store or permit to be stored on a street or other public property without permission from the City a vehicle or any other personal property for a period in excess of seventy-two (72) hours. Failure to move a vehicle or other personal property for a period of seventy-two (72) hours constitutes prima facie evidence of storage. Continuity of time is not interrupted by relocation of the vehicle or other personal property to another location that is also a street or other public property in violation of this ordinance or any other city ordinance.

B. No person shall store or permit to be stored on a street or other public property a vehicle or other personal property, if the registration for the stored vehicle or personal property, if applicable, has expired.

C. When a vehicle or other personal property is found in violation of this section, a code enforcement officer responsible for enforcement of this section shall issue a citation for the violation, and may order the vehicle impounded, after providing the notice required under chapter 6.09 of this code and, if requested, the hearing procedures in chapter 6.09.

SECTION 3. Section 6.04.100, Obstructing streets, is amended and replaced with the following:

Section 6.04.100 Obstructing streets or other public property.

Except as authorized by the City, no person shall park or leave on a street or other public property, a vehicle part, trailer, box, ware, merchandise of any description, or any other thing that: 1) impedes any traffic, including vehicular, pedestrian, or bicycle; or 2) obstructs the view.

SECTION 4. Section 6.08.010, Prohibited parking, is amended and replaced with the following:

Section 6.08.010 Prohibited parking.

An operator or owner of a vehicle or other personal property may not park a vehicle on a street or other public property for the principal purpose of:

A. Displaying the vehicle for sale;

B. Repairing or servicing the vehicle, except repairs necessitated by an emergency;

C. Displaying advertising from the vehicle;

D. Selling merchandise from the vehicle, except when authorized.

E. Overnight sleeping, except when a special permit is granted by the city.

SECTION 5. The following chapter is added to Title 6 – Vehicles and Traffic:

Chapter 6.09 - Impoundment Procedures

Section 6.09.010 Impoundment - Owner's Responsibility.

The owner of a vehicle or other personal property will be responsible for the cost of towing and storage of the vehicle and other personal property impounded plus the costs of notice and sale as provided in this chapter.

Section 6.09.020 Impoundment of Vehicles.

A. When this code or state law provides for impounding a vehicle, it shall be given a citation and may be removed by or under the direction of a code enforcement officer of the city; taken to the city facilities for storing vehicles or to some reputable motor vehicle storage facility and kept there until it is redeemed or sold. Any personal property associated with the impounded vehicle may also be removed and taken to some reputable storage facility and kept there until it is redeemed or sold.

B. Subsection A. of this section shall not apply to vehicles impounded under the direction of a law enforcement officer for criminal investigative purposes or for safekeeping when the operator of the vehicle is unable to safely and lawfully park the vehicle. If the

owner fails to claim the vehicle within five days after its impoundment or notice of its release from criminal investigations, it shall be impounded, redeemed or sold as provided in this chapter.

Section 6.09.030 Impoundment - Inventory.

A. When a vehicle or personal property has been lawfully impounded by the city, the contents shall be inventoried. An inventory conducted pursuant to this section shall be made for the following purposes:

1. To ensure the protection of the owner's property while it is impounded;

2. To reduce the potential assertion of false claims against the city or other persons for lost, stolen or damaged property; and

3. To reduce the danger to code enforcement officers and others from the impoundment of non-inventoried property.

B. The city manager or the manager's designee shall adopt an administrative program for inventories conducted pursuant to this section. These internal policies shall be designed and administered so that the inventories are conducted for the purposes set forth in this section and under specific guidelines which ensure that the inventory involves no exercise of discretion by the person directing or taking the inventory.

Section 6.09.040 Notice Prior to Impoundment for Vehicles Stored on the Street.

When this code or state law provides for impounding a vehicle and to comply with federal constitutional requirements of due process of law, the city shall provide notice of the impoundment.

A. If the city proposes to impound a vehicle for a violation of one of the provisions under this title of the Municipal Code, the City will, before the proposed impoundment:

1. Provide written notice thereof; and

2. Provide an explanation of the procedures available for obtaining a hearing under Section 6.09.060 of the Municipal Code.

B. The notice required under subsection A. of this section will be given by affixing a citation to the vehicle or personal property and a notice that states all of the following:

1. That the vehicle will be subject to being taken into custody and removed by the City if the vehicle is not removed before the time set by the City.

2. The statute, ordinance, or rule violated by the vehicle and under which the vehicle will be removed.

3. The place where the vehicle will be held in custody and the telephone number and address of the City department that will provide the information.

4. That the vehicle, if taken into custody and removed by the City, will be subject to towing and storage charges and that a lien will attach to the vehicle and its contents.

5. That the vehicle will be sold to satisfy the costs of towing and storage if the charges are not paid.

6. That the owner, possessor or person having an interest in the vehicle is entitled to a hearing, before the vehicle is impounded, to contest the proposed custody and removal if a hearing is timely requested.

7. That the owner, possessor or person having an interest in the vehicle may also challenge the reasonableness of any towing and storage charges at the hearing.

8. That time within which a hearing must be requested and the method for requesting a hearing.

Section 6.09.050 Notice After Impoundment.

A. If a vehicle is impounded under state law or any other provision of the Municipal Code, the City will provide, by certified mail within 48 hours of the impoundment, written notice thereof to the owners of the vehicle and any lessors or security interest holders having an interest in the vehicle as shown in the records of the state Department of Transportation.

B. Any notice given under this section will state all of the following:

1. That the vehicle has been taken into custody and removed by the City.

2. The statute, ordinance, or rule under which the vehicle was removed and taken into custody.

3. The location of the vehicle, or the telephone number and address of the City department that will provide that information.

4. That the vehicle is subject to towing and storage charges which accrue from the date of towing.

5. That the vehicle and its contents are subject to a lien for payment of the towing and storage charges and that the vehicle and its contents will be sold to cover the charges if they are not paid by a date specific in the notice.

6. A description of the procedures for the release of the vehicle.

7. That the owner, possessor or person having an interest in the vehicle is entitled to a prompt hearing to contest the validity of taking the vehicle into custody and removing

it, and to contest the reasonableness of the charges for towing and storage, if a hearing is timely requested.

8. The time within which a hearing must be requested and the method for requesting a hearing.

9. That the vehicle and its contents may be immediately reclaimed by posting bail and paying outstanding amounts due to the municipal court and by presentation to the towing company or other person in possession of the vehicle of satisfactory proof of ownership or right to possession, such as title or registration, either payment of the towing and storage charges or the deposit of cash security or a bond equal to the charges, and:

    a. For vehicles impounded under ORS 809.720, submission of proof that a person with valid driving privileges will be operating the vehicle, submission of proof of compliance with financial responsibility requirements for the vehicle, and payment of the City's administrative fee for traffic offense vehicle impoundments.

6.09.060 Hearing to Contest Validity of Impoundment.

A. A person provided notice under this chapter, or any other person who reasonably appears to have an interest in the vehicle, may request a hearing to contest the validity of the impoundment of the vehicle and the reasonableness of any towing and storage charges for the vehicle.

B. A hearing under this section will comply with all of the following:

1. The request for hearing must be submitted to the City department indicated in the notice not more than five days from the mailing date of the notice. The five-day period provided for in this subsection does not include holidays, Saturdays, or Sundays.

2. If the City receives a request for hearing pursuant to a notice issued under Section 6.09.040 before the vehicle is taken into custody and removed, the vehicle will not be removed unless it constitutes a hazard.

3. A request for hearing will be in writing and will state grounds upon which the person requesting the hearing believe the custody and removal of the vehicle is not justified.

4. The City will set a time for the hearing within 48 hours of the receipt of the request and provide notice of the hearing to the person requesting the hearing and to the owners of the vehicle and any lessors or security interest holders shown in the records of the state Department of Transportation, if not the same as the person requesting the hearing. The 48-hour period in this subsection does not include holidays, Saturdays, or Sundays.

5. If the City finds, after hearing and by substantial evidence on the record or, for impoundments under ORS 809.730, by a preponderance of the evidence that there were

reasonable grounds to believe that the vehicle was being operated in violation of statutes, that the custody and removal of the vehicle was:

a. Invalid, the City will order the immediate release of the vehicle to the owner or person with right of possession. If a vehicle is released under this subsection, the person to whom the vehicle is released is not liable for any towing or storage charges. If the person has already paid the towing and storage charges, the City will reimburse the amount paid to that person. New storage charges will not start to accrue, however, until more than 24 hours after the time the vehicle is ordered released to the person under this subsection.

b. Valid, the City will order the vehicle to be held in custody until the costs of the hearing, all towing and storage costs, and other amounts due are paid by the person claiming the vehicle. If the vehicle has not yet been removed, the City will order its removal.

6. A person who fails to appear at a hearing scheduled pursuant to this section is not entitled to another hearing unless the person provides reasons satisfactory to the City for the person's failure to appear.

7. The City is only required to provide one hearing for each time the City takes a vehicle into custody and removes the vehicle, or proposes to do so.

8. A hearing scheduled pursuant to this section may also be used to determine the reasonableness of the charge for towing and storage of the vehicle. For purposes of this subsection, towing and storage charges set by law, ordinance, or rule, or that comply with law, ordinance or rule, are reasonable.

9. The City will provide a written statement of the results of the hearing to the person requesting the hearing.

10. Hearings may be informal in nature, but the presentation of evidence will be consistent with the presentation of evidence required for contested cases under ORS 183.450.

11. The hearing will be conducted by a Municipal Court Judge.

12. The determination of the Municipal Court Judge at the hearing is final, and is not subject to appeal.

Section 6.09.070 Impoundment - Sale and Redemption.

A. Any vehicle impounded by authority of this chapter will be sold according to the procedures in this chapter. Notice given as required in either 6.09.040, 6.09.050, and 6.09.100 will be sufficient notice to anyone claiming an interest in the vehicle or personal property.

B. At any time prior to the sale of an impounded vehicle, the City will release an impounded vehicle from custody and release the City's financial interest in the

impounded vehicle when the owner or other person having a financial interest in the vehicle pays all costs, fines, and fees at the municipal court.

Section 6.09.080 Possessory Lien for Towing and Storage.

A. Any person who, at the request of a code enforcement officer, tows and stores a vehicle as authorized by this chapter:

1. Except as otherwise provided in this section, shall have a lien on the vehicle and its contents in accordance with ORS 87.152 for the just and reasonable charges for towing and storage services performed;

2. May retain possession of the vehicle and contents until such charges are paid; and

3. Shall provide written notice, approved by the city, containing information on the procedures necessary to obtain the release of the vehicle and judicial review or hearing as provided in sections 6.09.050 of this chapter to each person who seeks to redeem the vehicle. A lien described under this section does not attach to the contents of any vehicle until 15 days after taking the vehicle into custody.

B. No person towing or storing a vehicle as provided in this chapter may release the vehicle without first obtaining the written permission of the municipal court or the city administrator.

C. Before any net proceeds from the sale of the vehicle are paid to the county treasurer as provided in subsection (3) of ORS 87.206, the net proceeds will be deposited with the municipal court to satisfy any unpaid bail and fines for parking offenses involving said vehicle. Any amount remaining thereafter will then be paid by the city to the county treasurer. At the time the net proceeds are deposited with the municipal court, the lien claimant shall also deliver to municipal court the documents required by subsection (2) of ORS 87.206.

Section 6.09.090 Determination of Value of Vehicle.

If no registered owner, actual owner, lessor or security interest holder claims the vehicle and pays the towing, storage and administrative charges, the city shall have the impounded and towed vehicle appraised within a reasonable time by a person authorized by Oregon law to perform such appraisals.

Section 6.09.100 Public Notice of Sale.

If the impounded vehicle is appraised at over five hundred dollars ($500) and no claim is made by the owner within the time specified herein, or if the vehicle is valued under five hundred dollars ($500), but the owner cannot be identified after the search specified herein, the city shall cause to be published in a newspaper of general circulation, within the county, a notice of sale. The notice shall state:

A. The intended sale of abandoned property in the city's possession;

B. A description of the vehicle, including the type, make, license plate number, ID number and any other information that will aid in accurately identifying the vehicle;

C. The terms of the sale;

D. The date, time and place of the sale.

The notice of sale shall be published two (2) times, with the first publication made not less than ten (10) days prior to the date of the proposed sale, and the second shall be made not less than three (3) days prior to the date of the proposed sale.

Section 6.09.110 Sale of impounded vehicle.

If a vehicle taken into custody under this Chapter is not reclaimed within thirty (30) days after it is impounded, the authority that towed the vehicle may either sell the vehicle and its contents at public auction, as either provided for pursuant to this ordinance or under Oregon law, or dispose of the vehicle as provided herein. The contents of any vehicle sold under this Chapter are subject to the same conditions of sale as the vehicle in which they are found.

If an abandoned vehicle is determined to be valued less than five hundred dollars ($500) by an automobile dealer or other knowledgeable person, the authority that towed and impounded the vehicle shall notify the registered or apparent owner and secured parties as provided in this Chapter, photograph the vehicle, notify the Department of Transportation that the vehicle will be disposed of, and, unless the vehicle is claimed by a person entitled to possession within fifteen (15) days of the date of notice under this Chapter, dispose of the vehicle and its contents to a person who holds a valid dismantler certificate.

Section 6.09.120 Violations: Penalties.

Any violation of this chapter shall constitute a Class B civil infraction as provided in Section 1.12.070.

SECTION 6. SEVERABILITY. Any provision of this Ordinance which proves to be invalid, void, or illegal shall in no way affect, impair, or invalidate any other provision of this Ordinance, and the remaining provisions of this Ordinance shall remain in full force and effect.

SECTION 7. EFFECTIVE DATE. This ordinance shall take effect on the 30th day after its adoption.

ADOPTED by unanimous vote on _____ and _____.

DATED this __ day of _____, 2017.

_____

Gerald F. Stanley, Mayor

ATTESTED TO:

_____

Shannon Beaucaire, City Manager

LINCOLN COUNTY COMMUNITY& ECONOMIC DEVELOPMENT FUND
APPLICATION

Board of Commissioners
Courthouse, Room 110
225 W. Olive Street
Newport, Oregon 97365
(541) 265-4100

Only one application per entity allowed. Applications will be considered on project merits and eligibility requirements approved by the Board of Commissioners. **Completed applications are due in the Commissioners' office by 5:00 p.m. on Thursday, November 16, 2017 NO EXCEPTIONS! Emailed or faxed applications will *not* be accepted.** The entire application submitted will be no more than two single-sided printed pages and submitted in a sealed envelope to be opened and reviewed after the due date - additional materials will not be considered.

Name of Applicant/Organization: Friends of Yachats Library

Applications are accepted from local governments and nonprofit organizations that are recognized by the IRS as nonprofit organizations in Lincoln County.

Mailing Address & City:

Contact Person: Sandy Dunn

Contact Phone #: Contact Fax #:

Contact E-Mail Address:

Name of Project: Yachats Library Move Adjacent to US Highway 101

Total Project Budget: $ 175,000

Amount Requested From This Program (maximum amount $15,000): $ 15,000

1. Project Description (What is the Project, and what will it do for community and/or economic development? What tangible items or results will the project deliver? How will success of this project be judged? IMPORTANT: This fund is not intended for staff or operations. Please describe the economic impact of the project and how it creates or retains jobs in the community.)

This project will move the Yachats Library equipment and materials from the current cramped facility adjacent from the Public Works facility to a larger building adjacent to Highway 101. In 2015, the City of Yachats purchased the 501 building from Bank of the West when that corporation closed several regional locations. The intent at the time was to negotiate with other banks or credit unions to lease space in the City-owned building. Unfortunately, City staff and volunteers were unable to attract a financial institution. The City also considered using the 501 space as an extension of the popular Community Center, or as a location for a new Community Health Center. Eventually it was agreed upon that the new space would be used as a new library space. Not only would the new space almost double the floor space for the current library, but the location adjacent to US Highway 101 would attract new visitors to the library and offer another place out of the rain to tourists.

The project will involve six elements: 1) removal of current bank teller stations; 2) replace current flooring; 3) electrical work to re-wire building for library use and replace fluorescent lights with LED lighting; 4) secure library shelving onto new facility floors; 5) create additional walls to section off children's areas and/or community space; and 6) professional and volunteer move of current library equipment and materials. The actual move of the library will occur between May and August of 2018. A formal bid process will be used to select a project contractor. Approximately 40 volunteers will work in four Working Teams to complete the project.

The project will increase the use of the local library system and will expand the amount of community space that is available to both residents and visitors. The new library facility will create a meeting room, an expanded technology area, and an expanded children's area. All of these amenities will be available for public use.

Funds from LCCEDF will be used specifically for the electrical work to re-wire portions of the building for library use and to replace the existing fluorescent lighting with new energy efficient LED lighting.

2. Project Budget (Please include this fund, other funds, and in-kind funds. Please itemize what County funds will be spent on.

Income		Expenditures	
Source of funds	**Amount**	**Type of Expense**	**Amount**
Hall Fund – Yachats Library Commission (secured)	75,000	Removal of current teller stations	5,000
Friends of Library (secured)	10,000	Replace current flooring	20,000
LCCEDF (this application)	15,000	Electrical work to re-wire building for library use and replace fluorescent lights	40,000
The Ford Family Foundation – Rural Capital Project	50,000	Secure new library shelving in new facility;	15,000
City staff and volunteer labor	25,000	Create additional walls to section off children's areas and/or community space	40,000
		Professional move of current library	30,000

		equipment and materials	
		Volunteer and City staff labor for project management, bidding processes, project oversight and accounting and some physical labor	25,000

3. Other Funding & Collaboration If applicable, please describe status of other funds which you plan or have applied to and whether received. Please give the name of the fund, source of the funds, and when you expect to receive an answer regarding funding availability. Also, list any other funds for which you have applied but were not funded. How much did you ask for, from whom, and why was the application not funded?

Amount	Source	Status
75,000	Hall Fund Donation to Yachats Library Commission for Library use	Secured
10,000	Friends of Yachats Library -- reserve fund	Secured
50,000	The Ford Family Foundation – Rural Capital Project Funds	To be submitted in January 2018
25,000	City staff and volunteer labor	Secured

4. Collaboration If applicable, please list who you are collaborating with and why.

This project is a close collaboration between the City of Yachats, the Yachats Library Commission and the Friends of Yachats Library. The City of Yachats owns the building that the library will be soon occupy. The City will provide a long-term lease to the Library Commission to demonstrate a commitment towards keeping the library in the new facility for the foreseeable future. The City of Yachats will also pay utilities for the new library and will pay for maintenance and upkeep of the facility. The Library Commission is made up of local volunteers who set policy and strategic direction for the library. The Friends of Yachats Library is the fundraising arm of the library. It holds annual fundraisers and write grants to purchase books and other materials for the library.

The library is unique, in Lincoln County, in that it is not part of the County taxing district for libraries. As such, the City of Yachats pays for most library expenses. The Yachats library is staffed by a cadre of approximately 30 capable volunteers under the supervision of two volunteer library managers. This configuration works well, because there is significant library experience among the volunteers.

5. Viability How will success of this project be judged? State success measures and timeline. Will this project need ongoing funding and how will this be secured?

Desired start and completion dates: January 2018 through September 2018

APPROVED BY GOVERNING BODY:
(Applicant)

Signature (Required)

Name: Sandy Dunn
Title: President of the Board
Tax ID# _____ (if applicable)

Library Move Project - Funding Plan

November 3, 2017 - *draft*

Revenue Source	Cash	In-kind	Total	Notes
Hall Family Donation	75,000	0	75,000	2x2x2 team to coordinate request to Library Commission
The Ford Family Foundation - Rural Capital Grant	150,000	0	150,000	Finance team; rolling deadline - request to be made February 15, 2018
The Ford Family Foundation - Technical Assistance Grant	4,000	0	4,000	Finance team; submitted October 23, 2017
Lincoln County Community and Economic Development Funds	15,000	0	15,000	Finance team; deadline; November 16, 2017
Oregon Community Foundation - Community Grants Program	30,000	0	30,000	Finance team; deadline; January 15, 2018
Collins Foundation	25,000	0	25,000	Finance team; rolling deadline
Siletz Tribal Charitable Contribution Fund	10,000	0	10,000	Finance team; quarterly deadlines
Three Rivers Foundation	10,000	0	10,000	Finance Team; deadline; December 31, 2017
In-kind labor; (1,200 hours x $15/hr) + (280 hours x $25/hr)	0	25,000	25,000	Finance team to calculate

In-kind materials; 4,500	0	4,500	4,500	Construction team to estimate and secure
Fundraising - Events	6,000	0	6,000	Outreach team to coordinate and secure
Fundraising - Individual Donations	40,000	0	40,000	Outreach team to coordinate and secure
Fundraising - Business and Association Donations	20,000	0	20,000	Outreach team to coordinate and secure
Fundraising - City of Yachats	50,000	0	50,000	2x2x2 team to coordinate and secure
Total Revenue	**435,000**	**29,500**	**464,500**	

Friends of Yachats Library

Draft Operational Structure for **Library Move Project**
November 2, 2017
Document Authors: Meredith Howell and Sandy Dunn with additional input from Barbara Frye

Four Working Teams:

1. Decisions and Internal Communications (2 x 2 x 2)
2. Finance and Grants
3. Community Outreach and Fundraising
4. Construction Design and Implementation, Move Logistics

Each team will select a Chairperson and a Recorder. Teams will be responsible for scheduling their own meetings, accomplishing the tasks in their Scope of Work, and communicating what work was completed back to the 2x2x2 Working Team. Much of this work will need to be completed in the next three months to track with a construction start date of early summer 2018. Team members will be selected by the 2x2x2 Working Team.

Decisions and Internal Communications Working Team – Scope of Work

- Create decision making structure for project
- Decide who is the fiscal agent for incoming funds and expenditures
- Create internal Communications Plan for the project – project updates, meeting schedule
- Construction budget (approval or establish approval process)
- Make request to use Hall fund - $150,000: $75,000 for Move Project and $75,000 for new Library Endowment
- Request additional funding for Move Project from City, if needed
- Seek agreements for facilities lease
- Seek agreements for future utilities support
- Keep internal project partners aware of progress (City Manager, City of Yachats, Library Commission, Friends of Library)
- Approve final design and get ready for construction bid
- Decide who will do Move Project bookkeeping and accounting

Team Members: **Barbara Frye, Jim Tooke, Marv Wigle, Marion Godfrey, Janet Hickam, Janet Rackleff**

Finance Working Team – Scope of Work

- Make recommendations for who might do bookkeeping and/or accounting
- Develop Project Move Funding Plan
- Write and submit grants according to Funding Plan
- Phase spending with cash flow

- Determine who would carry a loan, if needed

Team Members: **Sandy Dunn, Nan Scott, Meredith Howell, Barbara Frye**

Community Outreach and Fundraising – Scope of Work

- Estimate expected fundraising expenses
- External communications – press releases, City Newsletter updates, social media, other
- Coordinate fundraising events as outlined in the Funding Plan
- Seek individual, business, and association donations as outlined in the Funding Plan
- Plan donor recognition for the Move Project
- Design donor recognition including cost estimates

Team Members: **Sandy Dunn, Leon Sterner, ??, ??**

Construction Design and Implementation, Move Logistics – Scope of Work

- Estimate Move Project expenses (initially for grant-seeking purposes only) to include design, construction, and move from existing facility
- Research structural needs of a library i.e., floor weight, shelving spacing, lighting, acoustics
- Recommendation on furniture, shelving and equipment needs
- Frame bidding processes for architectural design and construction work and seek approval from 2x2x2
- Draft RFP for architectural design
- Recommend final design
- Draft RFP's for construction (remodel)
- Design moving plan

Team Members: **Marv Wigle, Loren Dickenson, Marion Godfrey, ??**

Decisions and/or Responsibilities - Initial Thoughts

City Council

- City budget approval (including Library Move Project)
- Approve amount pledged to Library Move Project
- Provide Letters of Support for grants including facility lease agreement and ongoing utilities expense agreements

City Manager

- Negotiate contracts
- Sign contracts
- Manage/monitor work under contracts

Library Commission

- Approve use of Hall Funds
- Update Strategic Plan
- Plan future technology needs and estimate expenses
- Determine future maintenance and janitorial needs and estimate expenses
- Set up endowment for use of remaining Hall funds

2x2x2 Team

- Request funding amount from City needed for project
- Approval of final construction design
- Decide who will do project bookkeeping/accounting for the Library Move Project
- Overall project management – coordinate with all working teams
- Create three-year sustaining budget for future library programs and facility rental
- Keep City Council informed

Friends of Yachats Library – Board members

- Approve funding plan for Library Move Project
- Agree on booking/accounting for Library Move Project
- Write and submit grant reports
- Meet monthly during the project period to monitor project progress
- Fulfill other 501(c)3 responsibilities during the project period

Timeline and Sequence thoughts

Note: In order to be sure we had something for every team to do and to be sure we didn't forget an import step or needed decision I made a brief list of steps or things needed to complete this project. I started with move from old to new library then worked backwards to identify what I thought was needed for the step just listed to happen. I color coded each thing I listed to indicate item that can be done at the same time. Each color represents a need for information or decision from the list above. This is broad based and not all inclusive, but just a way to show how we need the teams we set up to work together and the need for recommendations and decisions. ***Sandy***

>>Approve **Project Plan** and establish working teams - Target date: Plan approved by **early November 2017**

>>Develop **Internal Communications Plan** Target date: Plan approved by late **November 2017**
How to keep teams and project partners informed on the project progress

>>Develop **Outreach Plan** - Target date: Plan approved by late **November 2017**
How to fulfill the fundraising part of funding plan
How to keep community informed on project progress

>>Develop **Funding Plan** - Target date: Plan approved by late **November 2017**
Funding – what will it cost and where will the money come from

Get the money needed (grants, donations, sponsors) Target Date; **40% of funding secured by March 1, 2018; 80% of funding received by June 30, 2018

Bookkeeping/accounting and grant reporting - Target date; system set up by **March 1, 2018

**Teams wants, needs/desires - Target date; Preliminary design drafted by February 1, 2018
Examples: general location (or amount of square feet needed for) circulation desk, children's area, open space, storage, public computers, break area, shelving, meeting space, supply/equipment storage.

++**Architecturally designed floorplan and structural changes** – Target Date; Plan approved by **April 15, 2018**

^^Construction/remodel – Target dates; Construction and remodel to occur **May through July 2018**
Examples: Build walls, tear out walls, build counter area, modify storage, electrical needs, plumbing needs, remove/change drive-up window, add/change doors, change windows, flooring, window coverings, painting, ceiling, install new or current shelving

--purchase furniture, equipment - Target date; Equipment purchased **May through July 2018**

<<Move from old to new library - Target date; Move to occur in **August 2018**

Technical Assistance Grant Application

Organization Information

Important: Before closing your browser save your work by clicking the "Save and Finish Later" button located at the bottom of the page. If you close the browser without saving, your work will be lost.

Federal Tax ID Number

The Federal Tax ID Number appearing below is the one you entered on the first page of this application. It has been verified against the IRS database as being valid and in good standing.

201008395

Organization's Legal Name

This field has been automatically updated with the legal name on file with the IRS database as matching the above Federal Tax ID Number. This name may be different than the name under which you operate.

Friends Of Yachats Library

Organization Name

Please provide the common name that you are Doing Business As (DBA).

Friends Of Yachats Library

Other Names or Acronyms

You may provide one or more other known names or abbreviations or shortened versions of your business name. If you enter more than one, separate them with a comma. (Example: Organization's name is XYZ Food Bank. They might enter acronym as XYZ, Food Bank, XYZFB.)

FYL

The following contact information is for the executive officer of your organization. (ie: Executive Director, CEO, Administrator, President, Board Chair, etc.)

Prefix

(Example: Ms. Mr. Mrs. Dr.)

Ms.

First Name

Sandy

Last Name
Dunn

Suffix
(Example: II Jr. Ph.D.)

Title
President

E-mail Address
sanddunn@gci.net

Organization's Mailing Address
PO Box 473

City
Yachats

State
Please Note: Our geographic funding area is exclusively in rural Oregon and Siskiyou County, California.
OR

Zip Code
97498

Organization's Primary Telephone Number
Please format number as follows: 000-000-0000
541-547-3205

Organization's Fax Number
Please format number as follows: 000-000-0000

Organization's Website Address
Please provide organization's web address, if available. Please format by including "www" at the beginning. (Example: www.tfff.org)
www.friendsofyachatslibrary.org

Organization Type
Please choose the one that best describes your organization's primary function.

Civic & Community

Organization's Mission Statement
The mission of the Friends of Yachats Library is to promote interest in Library services; support the improvement of Library resources and services; and raise funds for special needs beyond the scope of the Library budget.

Number of Paid Full-time Staff Members
0

Number of Paid Part-time Staff Members
0

Average Number of Volunteers per Year
23

Date of Your Organization's Inception
Please format date as follows: mm/dd/yyyy
8/4/2004

Primary Contact for Request

To expedite the processing of your application the following contact information must be accurate and complete. We will use this information to correspond electronically during the entire grant process.

Please check the box below if your organization primary contact is the same as the primary contact for this request.
No

Prefix
(Example: Ms. Mr. Mrs. Dr.)
Ms.

First Name
Sandy

Last Name
Dunn

Suffix
(Example: II Jr. Ph.D.)

Title
President

Primary Contact's E-mail Address
Please Note: We will use this email address to keep you informed of the status of your application.
sanddunn@gci.net

Primary Contact's Mailing Address
Please provide your primary mailing address even if it is the same as the organization's address.
PO Box 638

City
Yachats

State
OR

Zip Code
97498

Office Phone Number
Please format number as follows: 000-000-0000
541-547-3205

Office Extension

Cell Phone Number
Please format number as follows: 000-000-0000.
541-961-2909

Project Description Information

Project Title
Please provide the title of the project for which you seek funding. Limit your title to 6 words or less. Please do not use punctuation. (Example: Strategic Plan, Leadership Training or Capacity Building)

Capacity Building for Yachats Library Move

Project Type

Please select the type that best describes the project for which you seek funding.
Example:
***Effective Organizations** = Supports consulting assistance for community non-profits and organizations to improve effectiveness.*
***Community Collaborations** = Supports facilitation of collaborations across organizations or communities.*
***Community Team Training** = Leadership Development - Supports leadership training for community teams.*
Effective Organizations

Primary Geographical Area Served

Your project may benefit multiple geographical areas, please select the one county that benefits the most. You may provide more detail about all of the geographical areas served by your project later in the narrative section of this application.
Lincoln County (Oregon)

Project Description

Please submit narrative information for the following questions, limiting each field to 100 words or less.

Project/Program Description

Describe the project/program; then tell us on what a Ford Family grant would be expended?
FYL requests $4,000 to contract a nonprofit consultant and building structural consultant to support the FYL Board in preparing for a capital campaign to move the Yachats Library from its current location into the newly purchased bank building adjacent to the Yachats Commons along US Highway 101.

Project elements include: 1) create a project funding plan; 2) develop a bidding process for architects and contractors; 3) establish roles and responsibilities among FYL, the Library Commission and the City Council; 4) create a Community Outreach plan; and 5) create a timeline for capital activities.

Defined Outcomes or Expected Changes

a. Explain how the completion of your project or operation of your program will positively impact/improve your rural community and the lives of its citizens (i.e. training will assist Board and staff in developing a funding plan to increase outreach to 25% more rural "at risk" youth)

Outcome 1: Roles and responsibilities for the library move are outlined for Working Team members and for the Friends of Yachats Library, the Yachats Library Commission and the City of Yachats Council.

Outcome 2: Funding plan in place for the capital campaign and ready for implementation. Board members understand the Funding plan and their role in its implementation.

Outcome 3: Timeline of activities for capital campaign, construction, and library move in place. All groups understand the timeline.

b. Explain how the project/program will be sustained (i.e. will have a defined fundraising plan in place which will outline new sources for operating funds)

The capital campaign and library move is a one-time stand-alone project.

The City of Yachats has funded the utilities and maintenance costs for the library since the 1970s and it committed to this arrangement in the future.

The City of Yachats recently purchased the bank building that was vacated by Bank of the West. This new space will be leased to the Yachats Library on a long-term lease.

The Yachats Library is not part of the Lincoln County Library District, It is open to the public.

Alignment with The Ford Family Foundation

a. Give specific examples of how your project/program contributes predominantly to a vital, rural community and/or contributes to successful citizens.

The Yachats Library is a gathering space for community members and provides its library services free of charge to city residents and community members from the surrounding areas.

Visitors are also welcomed to use the library services that include book

check out, use of computers, lectures and children's programs.

The move to the new building will almost double the space that is available for library use and will create new public meeting space and expanded areas for public computer use.

b. Explain how initiative and self-reliance in your organization or community helped to develop this project/program.

The Friends of Yachats Library hold an annual book sale that generates significant revenue for the purchase of new books and library equipment. FYL also seeks additional grant support for summer children's programming and other library needs.

There are no paid staff at the Yachats Library. Two volunteers and FYL Board members, share the volunteer staff role of Library Manager.

Community members in Yachats have been active participants in the Ford Institute's leadership programs, community collaborations and effective organizations. This new effort is a great example of community building.

c. Explain how this project/program is a collaborative effort with other organizations or communities and draws in many potential supporters to build community (i.e. outreach efforts, contributions, joint work by several entities, etc.)

This project is a collaboration between the Friends of Yachats Library, the Library Commission, and the City of Yachats' City Council.

A Working Team consisting of members of each of the three groups will be engaged in this capacity building project. This inclusive structure will help make sure that all groups are represented in important decisions about the project.

Addition community volunteers will be invited to participate on the Finance, Construction and Community Outreach work teams. We expect about 15 community members, total, to participate in this capacity building project.

d. Describe the contributions (i.e. time, dollars & in-kind) made toward the goals of this

project/program by your CEO & Board of Directors.
The President of FYL will contribute 60 hours of in-kind labor to this project. Additional Board members will contribute an additional 80 hours of volunteer in-kind labor. The total 140 hours of in-kind labor represents a dollar value of 140 hours x $15/hr = $2,100.

Project Budget & Timeline

Total Project Budget

Please format amount without $ and decimal. (Example: 000,000)
5000

Request Amount

Please provide the total amount you are requesting from The Ford Family Foundation. Please format amount without $ and decimal. (Example: 000,000)
4000

Percentage of this Request to the Total Project Budget

Please provide the percentage of the total project budget you are requesting from The Ford Family Foundation. Please format percentage as a whole number and use the percent sign. (Example: If your Total Project Budget is $8,000 and your Request Amount is $2,000; please enter 25%)
80%

Funding Questions

The following questions ask for detail on funds you have already received or have been pledged, the value of in-kind contributions, and funds you plan to ask for but have not yet received.

Committed Funding

Include a detailed list of donors who have provided written or credible evidence of a grant, gift, or contribution (contributions of less than $1,000 from individuals may be combined). If it is a challenge or matching gift, please identify.
$1,000 in cash is committed from the Friends of Yachats Library.

In-kind Contributions

Include a detailed list of services, materials, equipment and labor committed or received at a conservative value that would otherwise be paid from the project budget. Identify both the donor and the service received; include the basis for your estimated values. For information on how to calculate in-kind contributions, please ***click here to access the Resources section*** *of our website.*

$2,100 will be donated to the project by the FYL Board.

An estimated 180 hours of volunteer in-kind labor (valued at $2,700) will be contributed by City Council members, members of the Library Commission and other members of the community.

The total in-kind labor value for the project is $4,800

Pending Funding
Include a detailed list of applications you have submitted (not including letters of inquiry where a full application is ultimately required).
There is no pending funding.

Planned Funding
Include detail on applications not yet prepared or submitted (including letters of inquiry only).
There is no additional planned funding.

Phases & Timelines
Is this a phase or a piece of a larger project? If so, briefly describe the full project & indicate which phase this request is for.
This is a capacity building project to help the FYL and project partners plan for and understand their responsibilities for the larger capital campaign, construction project, and library move.

Project Start Date
11/15/2017

Project End Date
2/28/2019

Date Funds Needed
Please provide the latest date you anticipate funds would be needed for this project.
We request funds by December 1, 2017.

Proposed Consultant, Assistance Provider and/or Trainer/Facilitator

Please provide the following information for the proposed consultant/provider.

First Name
Meredith

Last Name
Howell

Organization (if applicable)

Mailing (Street) Address
PO Box 497

City
Yachats

State
OR

Zip Code
97498

Phone Number
Please format number as follows: 000-000-0000
5417606255

Fax Number
Please format number as follows: 000-000-0000

Cell Number
Please format number as follows: 000-000-0000
5417606255

E-mail Address
Meredithleehowell@gmail.com

Why did you select this consultant/provider?
Meredith has worked on other similar library projects including the library addition for the Curry Public Library.

Terms of Submission

By submitting this online application you are confirming that you have authority to submit this application and that you have the support of the organization's Executive Director and/or Board Chair.

Attachments

Attachments

On the next page, you will find a list with details for required documents. The required documents must be uploaded as attachments in order for your application to be accepted. You can upload any of the following types of files, Microsoft Word or Excel, Adobe PDF or Rich Text Format (RTF).

If you have yet to complete these required documents, please click the Save & Finish Later button below. Then you might want to visit our website Online Tool Kit to review these documents. You will need to save your completed document to your computer, as this will allow you to upload it with your application.

Attachments

Title	File Name
IRS Determination Letter	FYL IRS Determination Letter.pdf
Consultant/Provider Resumé	Resume-Meredith Howell-10-2017.doc
Board of Directors	2017 FYL Board of Directors - Final.xls
Technical Assistance Budget Form	2017 FYL Technical Assistance project budget - Final.xls
Technical Assistance Grant Scope of Work Form	FYL Capacity Building - Scope of Work - Final-2.xls

Files attached to this form may be deleted 120 days after submission.

Board of Directors

Organization Name: **Friends of Yachats Library**

	First Name	Last Name	Board Position	Profession	Contact Information	Ethnicity/Race	Gender
1	Sandy	Dunn	President	Retired	sanddunn@gci.net	White	F
2	Nancy	Lamvick	Secretary	Retired	nyachats@charter.net	White	F
3	Margaret	Marshall	Treasurer	Retired	marshallmag@yahoo.com	White	F
4	Janet	Rackleff	Member	Retired	rackleff@peak.org	White	F
5	Janet	Hickam	Member	Retired	coaster22@gmail.com	White	F
6	Nan	Scott	Member	Retired	nan.scott@oregonstate.edu	White	F
7	Paddy	Pace	Member	Retired	pace.paddy@gmail.com	White	F
8	Darline	Huckins	Member	Retired	huck@peak.org	Native American/White	F
9	Sue	May	Member	Retired	mayspakes@gmail.com	White	F
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

Key--please use these codes in the appropriate columns:

Board Position - Chairperson, Vice Chairperson, Secretary, Board member, etc...
Profession - Accountant, Retired, etc...
Contact Information - should include city of home residence
Gender - M = Male F = Female

Meredith L. Howell, PhD

P.O. Box 497
Yachats, OR 97498

Phone: 541-547-3588
Cell: 541-760-6255

Personal Characteristics:

- Self-motivated, analytical, systems thinker
- Outstanding oral and written communicator
- Constructive team player with keen awareness of group dynamics
- Strong interpersonal skills; supportive of others
- Strong work ethic to complete tasks of exceptional quality

Professional Strengths:

- High level of competency in grant writing, grant administration, resource development, strategic planning and organizational program development
- Experienced facilitator/trainer for rural community groups and nonprofit organizations, including youth and intergenerational groups
- Nonprofit consultant skills in resource development, strategic planning, board training, succession planning and transitions, resolving organizational conflict, and capital campaign planning
- Significant experience working with volunteers in rural Oregon communities

Work Experience:

2016 - present **Contract Grant Writer, Southern Oregon Workforce Investment Board** and **Northwest Oregon Works** – Contract grant writer to help newly formed Workforce Investment Boards secure grant funding for workforce projects along the North and South Coastal regions.

2015 - present **Workforce Facilitator, Southern Oregon Workforce Investment Board** and **Northwest Oregon Works** – Contracted facilitator of *Rethinking Job Search - a* new workforce development curriculum that was developed by Incite and that is being piloted statewide in Oregon. Facilitation responsibilities are in Coos and Lincoln counties.

2012 - 2017 **Regional Program Developer, Rural Development Initiatives** – Facilitator and instructor of *Learn By Doing – Grant Writing Workshop Series*, facilitator of Leadership Development classes through the Ford Institute for Community Building, consultant for organizational and community development, curricula designer

2013 - 2015 **Part-Time Adjunct Faculty, University of Oregon** – Consultant for the Law School's Nonprofit Clinic under the supervision of Dr. Beatrice Dohrn

2009 - 2011 **Fund and Program Developer, Center for Nonprofit Stewardship, Inc.** Program Developer of nonprofit board member educational training activities. Developed and delivered training programs including; Board President training, President-Elect training, New Board Member training, Program Evaluation, Positioning to be Grant Smart and Sustainable Budgeting. Implemented grant and funding strategies for the organization.

2008 - 2009 **Non-contracted Part-time Faculty, Linn-Benton Community College** Instructor for General Chemistry (CH221) and College Chemistry (CH121, CH122) series for the Chemistry Department.

2007 - 2011 **Contracted Grant Administrator, Philomath School District -17J**
Development Director for new and existing district initiatives including Youth Transition Program, Safe Routes to School activities, Performing Arts, Robotics, and Outdoor School and the Forestry Program.

2007 - 2011 **Contracted Leadership Facilitator, Rural Development Initiatives, Inc.**
Lead facilitator for Leadership classes through the Ford Institute for Community Building.

2005 - 2007 **Development Director, Strengthening Rural Families**
Wrote the initial 501(c)3 application and worked to design and implement stable funding for new educational programming to benefit families in three rural school districts in Benton County. This work included parenting education and child abuse prevention foci.

1996 - 2003 **Curriculum Developer and Instructor, Molecular Biology: Bringing It into the High School Classroom (OSU course numbers SED808, SED508)** Hands-on laboratory workshops for high school teachers developed and taught by Drs. M.L. Howell and K.L. van Zee through the Science Education Department and the Science Education Partnerships Program at Oregon State University.

1994 - 1999 **Curriculum Developer and Instructor, Molecular Biology Techniques (OSU course numbers: BB494, BB594 and MCB525)** Undergraduate and graduate level laboratory courses developed and taught by Drs. M.L. Howell and I. Rajagopal through the Biochemistry and Biophysics Department and the Molecular and Cellular Biology Program at Oregon State University.

Education:

- Ph.D. Degree in Biochemistry and Biophysics
  Oregon State University, 1991 G.P.A. 3.83/4.00
- M.S. Degree in Molecular and Cellular Biology
  University of Michigan, Ann Arbor, 1988 G.P.A. 3.67/4.00
- B.S. Degree in Biochemistry and Biophysics
  Oregon State University, 1987 G.P.A. 3.48/4.00

Recent Facilitation and Training Competencies and Experience:

- **Travel Oregon** – Grant Coach for Rural Tourism Community Projects (2017)
- **Curry Homeless Coalition** – Facilitator for Community Input Forum (2017)
- **Coos History Museum** – Strategic Planning and Leadership Succession (2016)
- **Chetco Activity Center** (Brookings) – Strategic Planning, Fund and Board Development (2016)
- Developed and Facilitated *Building **Local Support in Curry County*** training course in Fund Development and Marketing for the Oregon Community Foundation (2015)
- **Friends of the Curry Public Library** – Building Expansion – Capital Campaign Consultant (2015)
- **Lincoln County** – Succession Planning Retreat – Department Directors - Facilitator (2104)
- **Lincoln County Health and Human Services** - Management Team Retreat - Facilitator (2014)
- **Cycle Oregon Strategic Plan** – Consultant and Facilitator (2013)
- **Benton County Fair Board** - Strategic Planning (2012)
- **Estacada Community Foundation** - Strategic Plan (2012)
- Board Retreats for **Food for Lane County** (2011) and the **Corvallis Clinic Foundation** (2010)
- Grant Program Training for the **Economic Development Alliance of Lincoln County** (2011).

Recent Volunteer Grant Writing and Board Service:

- Polly Plumb Productions (2016): Board Treasurer
- Friends of the Yachats Commons Foundation (2015 - present): Volunteer grant writer
- One of Us Productions (2015 - present): Volunteer grant writer
- Children's Advocacy Center of Lincoln County (2012 - 2015): Board member
- Yachats Youth and Families Activity Program (2009 - 2014) Board President and volunteer grant writer

Assistance Grant Scope of Work Form

Organization Name: Friends of Yachats Library

Consultant's Name: Meredith Howell

Project Title: Capacity Building for Yachats Library Move

Proposal Date: October 23, 2017

Weeks	Tasks	Hours	Meetings Involved	Costs	Outcomes
1	Create Committee structure for the Working group	3	One Working Team meeting and email correspondence	120	Committee structure set and committee members identified
1-4	Facilitate the development of a Funding Plan for the capital project	7	Two Finance Committee meetings and email correspondences; full working team approval	$280	Friends of Yachats Library has a sound Funding Plan
2-5	Facilitate the research of strategies for bidding and contracting processes. Agree on a bidding and contracting process and gain full Working Team approval	10	Two Construction Committee meetings and email correspondences	$400	Friends of Yachats Library have created an agreed upon bidding and contracting process
3-6	Facilitate the development of a three year programming plan for the expanded library, including spatial needs	20	Four Working team meetings and email correspondences	$800	FYL has a sound future Program Plan for the Library
3-6	Facilitate the development of a Community Outreach Plan	20	Two Working team meetings and email correspondences	$800	FYL has a sound Community Outreach Plan

5-6	Facilitate the development of processes for securing an architect and contractor for the project.	15	Two Working team meetings and email correspondences	$600	FYL has processes in place for bidding processes for an architect and contractor.
7-8	Facilitate the creation of a project timeline for planning, funding and construction	25	Three Working team meetings and email correspondences	$1,000	FYL has a detailed timeline of activities for the Library move project
Totals		100	15 meetings	$4,000	FYL is well positioned to successfully implement a capital project and move the library into a new facility with expanded space.

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: AUG 0 4 2004

FRIENDS OF YACHATS LIBRARY
PO BOX 540
YACHATS, OR 97498-0540

Employer Identification Number:
20-1008395
DLN:
17053142005024
Contact Person:
SHARI A KOLNICKI ID# 31145
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
April 9, 2004
Contribution Deductibility:
Yes
Advance Ruling Ending Date:
December 31, 2008

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. During your advance ruling period, you will be treated as a public charity. Your advance ruling period begins with the effective date of your exemption and ends with advance ruling ending date shown in the heading of the letter.

Shortly before the end of your advance ruling period, we will send you Form 8734, Support Schedule for Advance Ruling Period. You will have 90 days after the end of your advance ruling period to return the completed form. We will then notify you, in writing, about your public charity status.

Please see enclosed Information for Exempt Organizations Under Section 501(c)(3) for some helpful information about your responsibilities as an exempt organization.

If you distribute funds to other organizations, your records must show whether they are exempt under section 501(c)(3). In cases where the recipient organization is not exempt under section 501(c)(3), you must have evidence the funds will be used for section 501(c)(3) purposes.

FRIENDS OF YACHATS LIBRARY

Sincerely,

Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Enclosures: Information for Organizations Exempt Under Section 501(c)(3)
Form 872-C

Letter 1045 (DO/CG)

Assistance Grant Project Budget

Organization: Friends of Yachats Library

Project Title: Capacity Building for Yachats Library Move

Expenses:

Item	Cost
Nonprofit Consultant - Meredith Howell	$4,000.00
Structural Engineer	$ 1,000.00
Total Expenses:	$ 5,000.00

Revenue:

Source / Type	Amount
TFFF Technical Assistance Grant	$ 4,000.00
Friends of Yachats Library	$ 1,000.00
Total Revenue:	$ 5,000.00