

1. 10:00 A.M. Agenda

Documents:

[2023-03-17 Finance Committee Agenda.pdf](#)

2. Meeting Material

Documents:

[CIP APP PROJECTS SIMPLIFY DUE DILIGENCE V2.Pdf](#)

[CIP APP PROJECTS SIMPLIFY V3 FORM.pdf](#)

[CIP Updates 23-03-16 V2.Pdf](#)

3. Additional Document Added

Documents:

[FC Report 23-03-17.Pdf](#)

[23-00002 CIP Pocket Park.pdf](#)

[23-00003 LLCM.pdf](#)

[23-00001 CIP LIBRARY Renovation.pdf](#)



CITY OF YACHATS
FINANCE COMMITTEE MEETING
Friday, March 17, 2023, at 10:00am
Located at Commons Bldg., Civic Meeting Room 1
441 Hwy 101 N., Yachats OR 97498
In Person & Via Zoom

This Meeting is in person and via Zoom.

Join Zoom Meeting

<https://us02web.zoom.us/j/89945579949>

Meeting ID: 899 4557 9949

One tap mobile

+16694449171,,89945579949# US

+16699006833,,89945579949# US (San Jose)

- I. Meeting Called to Order
- II. Announcements and Correspondence
- III. Citizens' Concerns (limited to items not on the agenda, 5-minute limitation per person)
- IV. Ongoing Business
 - a. Update on all changes to-date-for the current CIP List – Holly
 - b. Update TRT and F&B tax, Totals Only - Viki
 - c. Update on the URD extension and possible amendment – Tom
 - d. Update on General Fund capital planning and projects – Charles
 - e. Update Enterprise Funds capital planning and projects – Tom
 - f. Set dates for FY 23-24 CIP review and project recommendations – Heide/Holly
 - g. Supplemental Budget preparation – primarily staffing/vendor changes; Library Funding
- VI. New Business
 - a. Confirm dates for FY23-24 CIP review and project recommendations - Holly
- VII. Other Business
 - a. From Commission
 - b. From Staff

The Yachats City meetings are open to the public and being held via Zoom. These are open meetings under Oregon law. Meetings are audio-recorded. The meeting are accessible to persons with disabilities. For accommodations, please call (541) 547-3565, or Oregon Relay 1-800-735-2900 TDD) two days in advance. City of Yachats does not discriminate on the basis of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. 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 03/16/23 By: Kimmie Jackson, Deputy City Recorder



☒ PROJECT TASKS & DUE DILIGENCE	NOTE
☐ PROJECT APPLICATION Submitted	
☐ Application Reviewed by City Manager	
☐ Presented to / Reviewed by City Council	
☐ Staff Review	
☐ Planner Review	
☐ Commission Review (As Required)	
☐ SITE LOCATION / LAND OWNERSHIP	
☐ Private Land	
☐ Municipally Owned Land	
☐ County Lands	
☐ State Lands / Parks	
☐ Federal Land	
☐ Shared Access / Use	
☐ Easement Agreement in Place	
☐ Intergovernmental Agreement	
☐ Memorandum of Understanding	
☐ Land Transfer	
☐ Annexation	
☐ LOT CONFIGURATION	
☐ Parcel < 1 Acre	
☐ Parcel > 1 Acre	
☐ Multiple Sites	
☐ Development Requirements	
☐ DEQ - Coordinate / Application	
☐ DSL - Application	
☐ Municipal Fill/Remove Permit	
☐ SITE CONDITIONS	
☐ Zoning Review / Use (CoY)	
☐ Survey Completed: Setbacks, Site Coverage	
☐ Entitlements Review (Lien/Easements)	
☐ Scaled Site Plan (LC)	
☐ Flood Plain Review (DLCD)	
☐ Significant Slope Conditions (<12%)	
☐ Hazard / Risk Assessment (FEMA)	
☐ Ocean - Shorelands Setback	
☐ Yachats River - Riparian Corridor	
☐ Wetlands (DSL)	
☐ SHPO (Historic Site)	
☐ Shore Armament	
☐ NEW CONSTRUCTION / SCOPE of REHAB	
☐ Built Area <200 SF - No Permit Required	
☐ Residential or SFR	
☐ Cluster or Multi-Family	
☐ Commercial	
☐ Institutional / Educational	
☐ ACCESS	
☐ Private Easement	
☐ Access across Ditch/Culvert (CoY)	
☐ Road Access to Hwy 101 (ODOT)	
☐ ADMINISTRATION and COMPLIANCE	
☐ Project Accounts and Filing	
☐ ID Studies/ Reports/Applications	
☐ Establish Project Budget	
☐ Community Engagement	
☐ Detailed Project Timeline	

DISCOVERY and PROJECT UPDATE

APPLICATION REVIEW for PROJECTS



COMPLETE FOR DISCOVERY PROJECT REVIEW

PROJECT TITLE:			PROJECT #:		
DATE SUBMITTED:	03/12/2023		BILLING CODE:		
DEPARTMENT:					
TOTAL PROJECT COST:	\$ 0.00		SUBMIT CYCLE:	CIP: ☐	GRANT: ☐ OTHER: ☐
COMMISSION/COMMITTEE:	PUBLIC WORKS: ☐ PLANNING: ☐ PARKS: ☐ LIBRARY: ☐ LLCM: ☐ CITY HALL: ☐				
	PRIORITY: LOW ☐ LOW> ☐ MED ☐ MED> ☐ HIGH ☐				
PRIMARY CONTACT:			PREPARED BY:		

RANKING CRITERIA:

COUNCIL GOALS	☐	OUTSIDE FUNDING / PARTNERSHIP	☐	UPGRADE SERVICEABILITY	☐
MASTER PLAN	☐	TIMING AND LOCATION	☐	REPLACEMENT	☐
QUALITY OF LIFE/SAFETY	☐	MANAGED GROWTH	☐	MAINTENANCE	☐
INFRASTRUCTURE	☐	OPERATIONAL IMPACT	☐	NEW / EXPANSION	☐
REGULATORY REQUIREMENT	☐	PERFORMANCE REQUIREMENT	☐	INNOVATION	☐

PROJECT DESCRIPTION:

PROJECTED SCHEDULE:	APPROXIMATED START:		
	APPROXIMATED END:		
DURATION OF PROJECT:	ONE YEAR: ☐	ON-GOING: ☐	MULTI-YEARS: ☐ #OF YEARS:
FISCAL NOTES: (COST ESTIMATE DERIVED FROM)	FORMAL ESTIMATE:	☐	
	PRELIMINARY BID:	☐	
	APPROXIMATED COST:	☐	
	BASED ON SIMILAR PROJECTS:	☐	
	NOT SUPPORTED:	☐	

% of PROJECT BUDGET ASSIGNED to FUNDING SOURCE

ITEM/YEAR	FUNDING AMOUNT	FUNDING SOURCE and NOTES	FUNDING %

PROJECT COSTS

ITEM	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL

OPERATING COSTS

ITEM	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL



PROJECT IMAGE / EXAMPLE

PROJECT NAME and DESCRIPTION



STAFF COMMENTS:

CITY MANAGER:

CIP COORDINATOR:

COMMENTS:

COMMENTS:



PROJECTS REPORT

DATE:	March 17, 2023
TO:	Finance Committee
SUBJECT:	Current CIP, Appropriations, and Projects Update
BY:	Holly G. Hamilton

Please find attached the **CIP Project Status Summary Spreadsheet** and **CIP Projects Applications** for review.

1. CIP Project Status

- Springbrook reporting enables **Actual Spend to Date** to be added to the tracking spreadsheet.
- Appropriations are in review with the Finance Committee to ensure expenses are tracked to coded / budgeted projects. As reporting queries are refined, this information will more accurately project spend down amounts.
- Variance** reflects **Spent to Date less Appropriated** funds to show remaining spending - % of project dollars spent is forthcoming.

2. Project Flagging Updated

PHASE / STATUS							
ENTERPRISE				GENERAL			
FOR REVIEW	APPROVED	IN PROCESS	COMPLETE	CC REPORT	DISCOVERY	HOLD	IN CONST
CRITICAL PATH				CRITICAL PATH			

The graphic provided reflects the status of projects that are in process for both Public Works and City Administration (Enterprise and General Ledger spending). A **HOLD** flag identifies projects that are waiting for legal review, adjudication, external approvals or agreements, reports, financing etc. Critical Path items are projects being expedited. The coding is for City Council reference.

3. CIP Project Application

The Project Application Form has been simplified for all projects (both Proposed and Existing). The application is a single page (front and back) and ranking is reduced to checkmarked criteria. The revision is a response to comments that the process was too complicated.

Applications for all current CIP Projects are underway for final submission to the Finance Committee through early April in preparation for the City's Budget draft in June. A summary report will be provided to City Council reflecting the Finance Committee's review.

4. Submitted Appropriations and Reclassifications of Expenditures:

ITEMS	RECLASS and AMT	EXPLANATION
Integrator of Record	\$10,000	Assistance with RFP for Data Control design replacement and upgrade. For both WTP and WWTP.
Generator	\$2269	Project was underspent. Fund reclass removed
Actuator Valves	\$8000	Reclassified – moved to 2023/4. Previous AV part of redundant design
VW Tractor	(\$2000)	Tractor Purchased for lower than appropriated amount
Platform Lift	(\$5,000)	Platform Lift purchased for lower than appropriated amount
AEDs	\$6000	Emergency DeFibrillation Station. Used savings to appropriate purchase of AEDs for City Facilities (x5)
Street Engineering	\$15,000	Additional engineering costs for 2 nd Street
Storm Drain-Gender	(\$50,000)	Reclass from Gender Drive to Storm Drain Masterplan



PROJECTS REPORT

Hwy 101 Delineators	\$40,000	Additional Funding for delineators, pending review. Reclass supports delineators.
CH Security Upgrade	\$20,000	Pending estimates. Using current partition design; define contained lobby entry. Reclass. From City Hall Gutter and Fascia repair (which will follow Commons review and update)
SHPO Site Test	\$4900	Archeological evaluation of community sites. Included Pocket Parks.
Commons Eng. Evaluation	\$20,000	Evaluate the Commons Building; Structure, M/E/P, Security, Fire & Safety, Access, Lighting, Sound, Interior/Exterior Rehabilitation and/or Remodel.
Viewing Platform	\$6000	Addition
Library Interiors	\$4000	Change
LLCM Eng. Study	\$13,000	Change - Structural Review (Forensics)
Net Change	\$9,523	Net increase in Appropriations: Total \$2,589,020

5. Projects in Development and New:

ACCT CODE	DESCRIPTION	TOTAL PROJECT BUDGET	TOTAL MUNICIPAL CONTRIBUTION
23-00001	Library Rehabilitation		
23-00002	Pocket and Peace Parks		
23-00003	Little Log Church Museum		
23-00004	Skate Park		
23-00005	Community Survey - Grant Development		
23-00006	Masterplan		
23-00007	City Hall-Interior Rehabilitation Security Upgrade		
23-00008	Wetlands-Boardwalk and Paths		
23-00009	Commons-Review and Rehab.		
23-00010	Wetlands-Viewing Platform		
23-00011	City Hall-Exterior Rehabilitation		
23-00012	Parks Masterplan		
	Commons - Interior Rehab		
	Commons - Interior M/E/P Update		
	Commons - Exterior Rehab		
	Commons - Fire/Safety/Security		
	Commons - Sound and Lighting		
	Little Log Cultural Center and Preserve - Church Rehab and Museum Addition. Phase II		
	Park Development		
	Civic Commons - Restrooms		
	Resiliency Planning		
	Transportation Growth Management Plan		
	Trail 804 Continuation		
	Boardwalk at Bayside		



DISCOVERY and PROJECT UPDATE

APPLICATION REVIEW for PROJECTS

COMPLETE FOR DISCOVERY PROJECT REVIEW

PROJECT TITLE:	Ocean View Parks: Sunset North and South, Peace Park	PROJECT #:	23-00002
DATE SUBMITTED:	01/01/2023	BILLING CODE:	150-1035-407942
DEPARTMENT:	City Administration - Parks and Trails		
TOTAL PROJECT COST:	\$ 19,000.00	SUBMIT CYCLE:	CIP: ☒ GRANT: ☐ OTHER: ☐
COMMISSION/COMMITTEE:	PUBLIC WORKS: ☐ PLANNING: ☐ PARKS: ☐ LIBRARY: ☐ LLCM: ☐ CITY HALL: ☒		
	PRIORITY: LOW ☐ LOW-MED ☐ MED ☒ MED-HIGH ☐ HIGH ☐		
PRIMARY CONTACT:	Adam Altson, Chair of Parks Commission	PREPARED BY:	H.G. Hamilton, CIP Coord.

RANKING CRITERIA:

COUNCIL GOALS	☐	OUTSIDE FUNDING / PARTNERSHIP	☐	UPGRADE SERVICEABILITY	☐
MASTER PLAN	☐	TIMING AND LOCATION	☒	REPLACEMENT	☒
QUALITY OF LIFE/SAFETY	☒	MANAGED GROWTH	☒	MAINTENANCE	☒
INFRASTRUCTURE	☐	OPERATIONAL IMPACT	☐	NEW / EXPANSION	☐
REGULATORY REQUIREMENT	☐	PERFORMANCE REQUIREMENT	☐	INNOVATION	☐

PROJECT DESCRIPTION:

This Parks project reconfigures bench seating, safety measures, access and signage along Ocean View Dr. Current top of bank sites are subject to substantial erosion and no longer safe. CIS Rep. advises that benches, boulders & signage should be placed to warn visitors/prevent accidental falls. Drop from edge is approx. 15-20'. Awaiting IGA w/Parks.

PROJECTED SCHEDULE:	APPROXIMATED START:	05/01/2023
	APPROXIMATED END:	07/31/2023

DURATION OF PROJECT:	ONE YEAR: ☒	ON-GOING: ☐	MULTI-YEARS: ☐	#OF YEARS:
----------------------	---	------------------------------------	---------------------------------------	--

FISCAL NOTES: (COST ESTIMATE DERIVED FROM)	FORMAL ESTIMATE: ☒	Funding Notes: Funds are appropriated. Recommend proceeding pending receipt of Easement agreement and transfer of road from LC. Design to be adjusted based on CIS (Municipal Insurance) recommendations.
	PRELIMINARY BID: ☒	
	APPROXIMATED COST: ☐	
	BASED ON SIMILAR PROJECTS: ☐	
	NOT SUPPORTED: ☐	

% of PROJECT BUDGET ASSIGNED to FUNDING SOURCE

ITEM/YEAR	FUNDING AMOUNT	FUNDING SOURCE and NOTES	FUNDING %
2022-3	\$19,000	2022-23 Previous Appropriated General Funds	100%
2023-4	\$19,000	Recommend revising scope to include Peace Park for compliance.	100%

PROJECT COSTS

ITEM	PH 1	PH 2	PH 3	YEAR 4	YEAR 5	TOTAL
Plants	\$2628					
Bench/Concrete/Matls	\$2500	\$4500				
Signage	\$1500					
Archeological	\$5000	\$2500				
						\$18628

OPERATING COSTS

ITEM	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL
Maintained by Trails Committee						



PROJECT IMAGE / EXAMPLE

PROJECT NAME and DESCRIPTION

per CIP Budget 2022-23

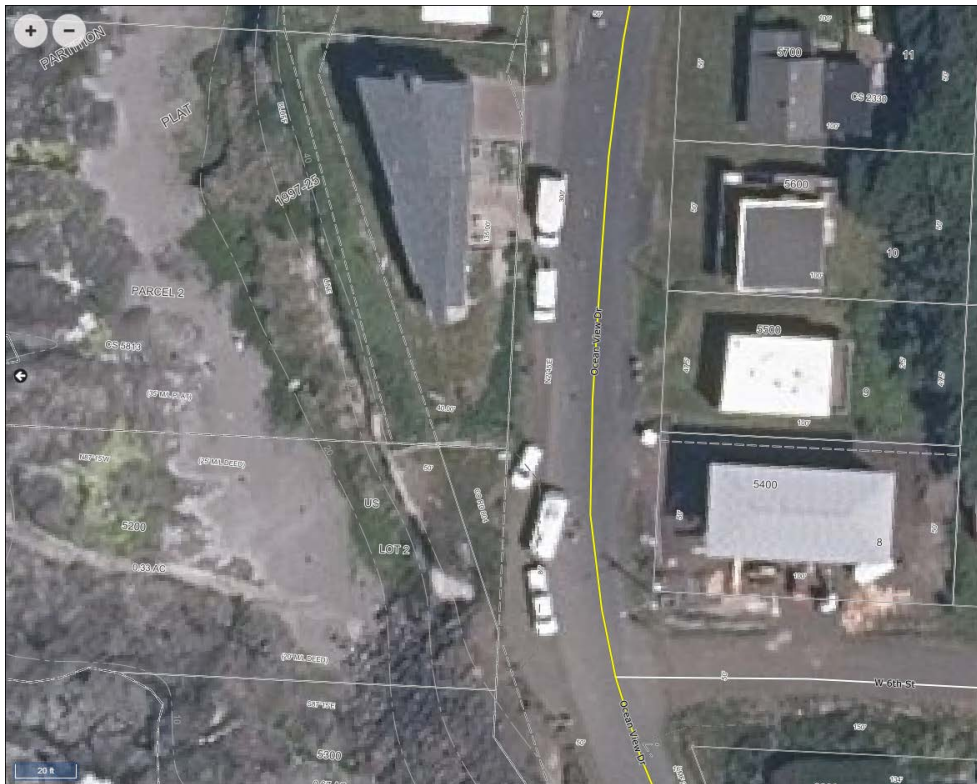
1. Sunset Park South: Between 3rd and 4th Streets and stretching north to past 4th Street
2. Sunset Park North: From 6th Street and stretching north about 1/3 of the way to 7th Street.
3. Peace Park: North of 7th Street

- Improves safety along N/S portion of Ocean View Drive.
- Project will contribute to tourist and citizen's experience.
- Safeguards community and visitors; improves quality of seating and improves access.
- Add signage and warnings, relocates boulders, closes paths that are too close to edge (where no apparent access is available)
- Redesign addresses litigation risk.
- Project will contribute to quality of life; health and wellness.

Notes for consideration:

- This project is not designed as an element or phase of a master plan, nor as continuation of 804 Trail.
- The project would benefit from review as part of a larger city-wide multi-modal / recreational path & parks master plan.
- See report provided by CIS Representative.





Pocket Park 1 Sunset North

Property Impacted: Municipal, County

Scope:

- Plantings
- Regrading
- Signage Placement & Relocation
- Bench relocation
- Concrete Base for Bench
- Boulder placement

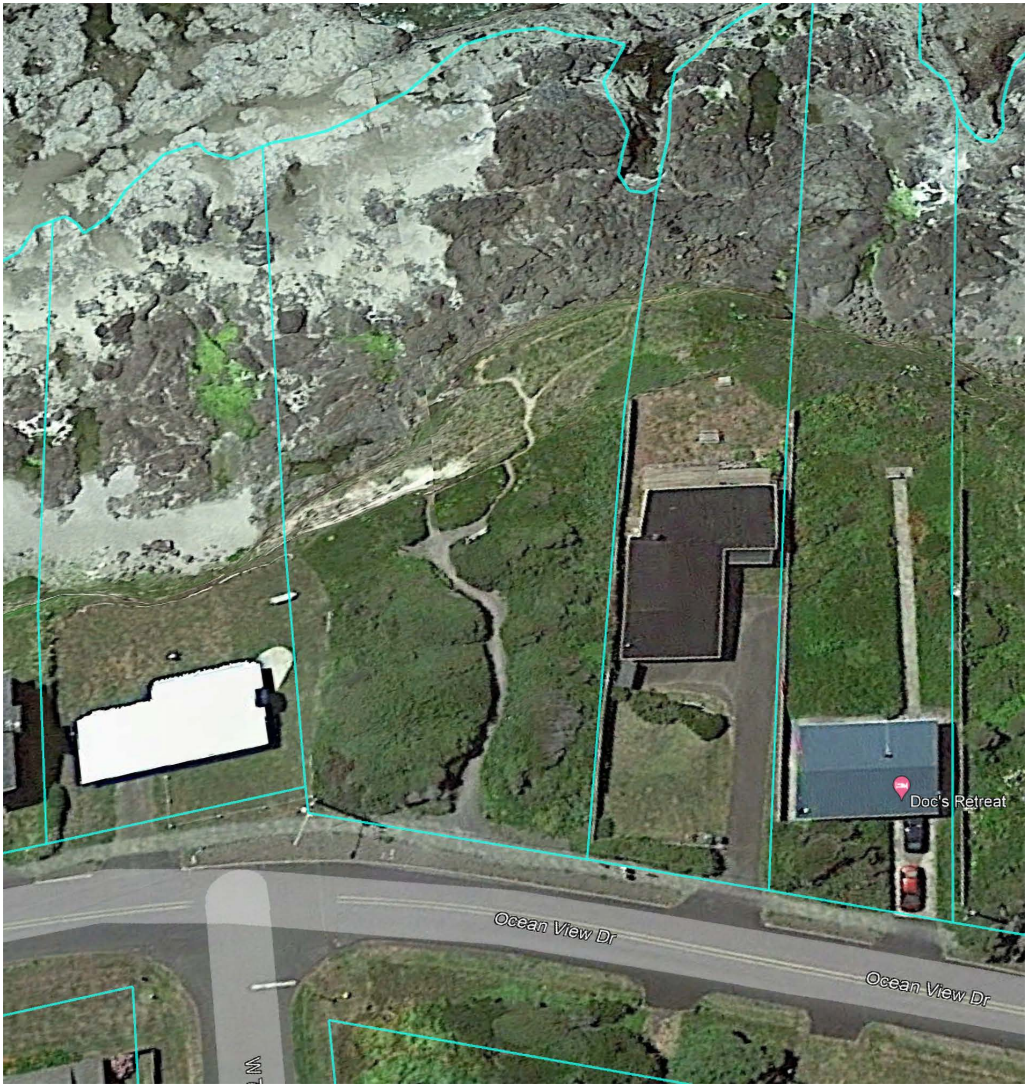


Pocket Park II Sunset South

Property Impacted: Municipal, State, County

Scope:

- Plantings including repair of trail recently cut into salal
- Regrading
- Signage Placement & Relocation
- Bench relocation
- Concrete Base for Bench
- Boulder placement



Peace Park

Property Impacted: Municipal,
County

Scope:

- Plantings
- Minor Trail Access
Repair
- Signage Placement



STAFF COMMENTS:

CITY MANAGER:

CIP COORDINATOR:

This project has City Council and municipal support. The location of the projects overlap State, County and Municipal land, agreements.

Recommendations:

1. Project appropriation be maintained.
2. Redesign and incorporate CIS recommendations.
3. Project is pending easement agreements and coordination with LC and Oregon State Parks.

Completing the drawings will allow the project to resume and be completed within the current fiscal year. At that time, the appropriation can be removed from 2023-4.

COMMENTS:

COMMENTS:



☒ PROJECT TASKS & DUE DILIGENCE	NOTES	PROJECT: POCKET PARKS 23-00002
☒ PROJECT APPLICATION Submitted		
☒ Application Reviewed by City Manager	Heide Lambert	
☒ Presented to / Reviewed by City Council	Presentation to CC for Plants. October 21, 2021	
☒ Staff Review	Heide Lambert	
☒ Planner Review	Katherine Guenther	
☐ Commission Review (As Required)	Parks Commission	
☒ SITE LOCATION / LAND OWNERSHIP		
☐ Private Land		
☒ Municipally Owned Land		
☒ County Lands	Awaiting transfer of Ocean Drive. Permission obtained to place plants.	
☒ State Lands / Parks		
☐ Federal Land		
☒ Shared Access / Use		
☐ ☒ Easement Agreement in Place	Pending. Letters out.	
☐ ☒ Intergovernmental Agreement	N/A	
☐ ☒ Memorandum of Understanding	N/A	
☐ ☒ Land Transfer	N/A	
☐ ☐ Annexation	N/A	
☒ LOT CONFIGURATION		
☒ Parcel < 1 Acre		
☐ Parcel > 1 Acre		
☐ Multiple Sites		
☐ ☐ Development Requirements		
☐ ☐ ☐ DEQ - Coordinate / Application	N/A	
☐ ☐ ☐ DSL - Application	N/A.	
☐ ☐ ☐ Municipal Fill/Remove Permit		
☒ SITE CONDITIONS		
☐ Zoning Review / Use (CoY)		
☒ Survey Completed: Setbacks, Site Coverage		
☐ ☐ Entitlements Review (Lien/Easements)		
☒ Scaled Site Plan (LC)	Required.	
☐ Flood Plain Review (DLCD)		
☒ Significant Slope Conditions (<12%)		
☒ Hazard / Risk Assessment (FEMA)	N/A	
☐ ☒ Ocean - Shorelands Setback		
☐ ☐ Yachats River - Riparian Corridor		
☐ Wetlands (DSL)	N/A	
☒ SHPO (Historic Site)	Study complete. On file.	
☒ Shore Armament	N/A	
☒ NEW CONSTRUCTION / SCOPE of REHAB		
☒ Built Area <200 SF - No Permit Required		
☐ Residential or SFR		
☐ Cluster or Multi-Family		
☐ Commercial		
☐ Institutional / Educational		
☒ ACCESS	Signage and placement of benches required per CIS. See report.	
☐ Private Easement	not applicable for these lots. Peace Park is wholly owned by the City (notable).	
☐ Access across Ditch/Culvert (CoY)		
☐ Road Access to Hwy 101 (ODOT)		
☒ ADMINISTRATION and COMPLIANCE		
☒ Project Accounts and Filing		
☒ ID Studies/ Reports/Applications	Awaiting Lincoln County - transfer road.	
☒ Establish Project Budget	Completed.	
☒ Community Engagement	Informal support. Project valued at <\$20,000	
☒ Detailed Project Timeline	Completion Anticipated Summer of 2023. Require drawings, OSP IGA, CIS review.	

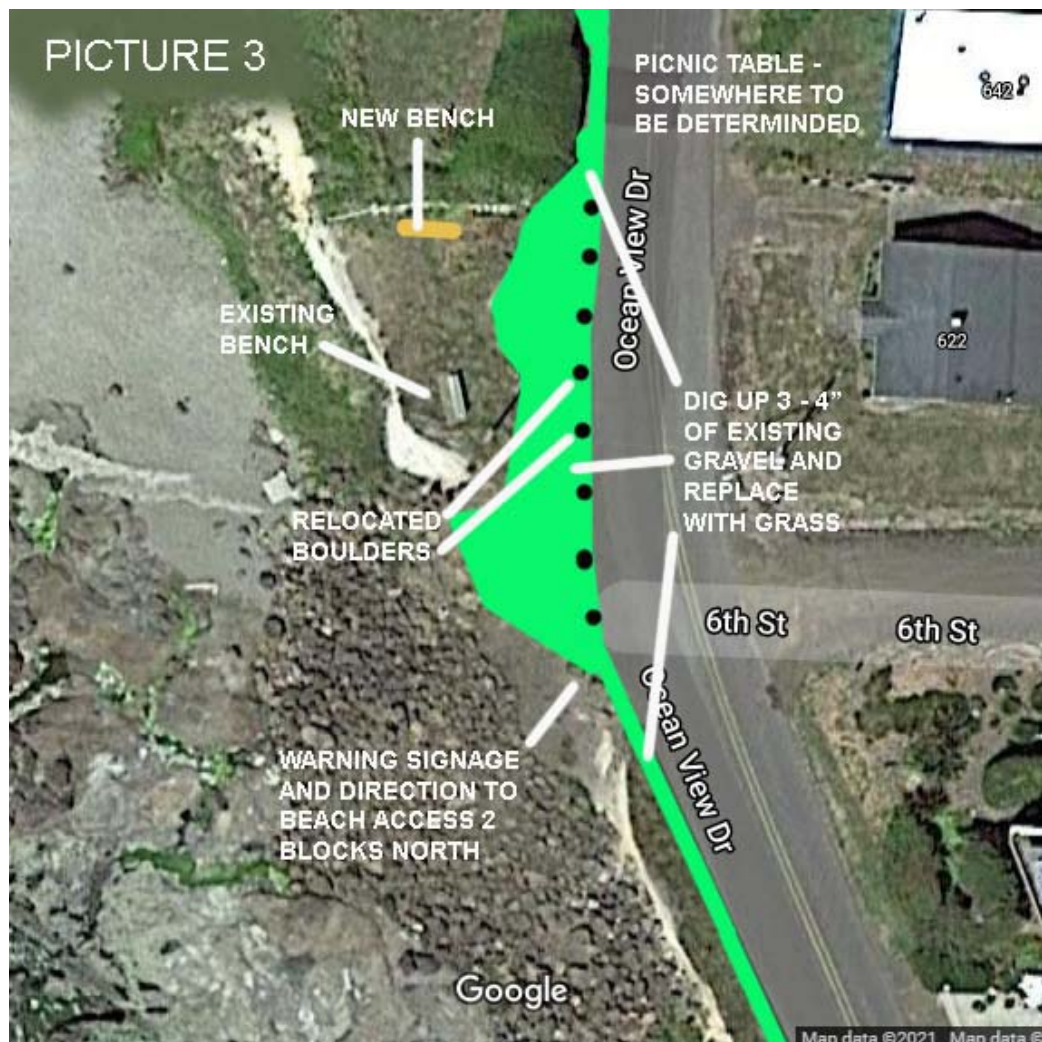


Original Submitted Proposals

CIS Advised that pathway along top of bank was unsafe and should be discouraged.

Recommendation for bench location, East of newly placed boulders.

Drawings forthcoming.





DISCOVERY and PROJECT UPDATE

APPLICATION REVIEW for PROJECTS

COMPLETE FOR DISCOVERY PROJECT REVIEW

PROJECT TITLE:	Little Log Church Museum	PROJECT #:	23-00003
DATE SUBMITTED:	01/01/2023	BILLING CODE:	150-1030-407942
DEPARTMENT:	City Administration - Little Log Church Museum		
TOTAL PROJECT COST:	\$ 187,000.00	SUBMIT CYCLE:	CIP: ☒ GRANT: ☐ OTHER: ☐
COMMISSION/COMMITTEE:	PUBLIC WORKS: ☐ PLANNING: ☐ PARKS: ☐ LIBRARY: ☐ LLCM: ☐ CITY HALL: ☒		
	PRIORITY: LOW ☐ LOW> ☐ MED ☐ MED> ☒ HIGH ☐		
PRIMARY CONTACT:	Carl Miller. Chair of LLCM	PREPARED BY:	H.G. Hamilton, CIP Coord.

RANKING CRITERIA:

COUNCIL GOALS	☐	OUTSIDE FUNDING / PARTNERSHIP	☒	UPGRADE SERVICEABILITY	☒
MASTER PLAN	☐	TIMING AND LOCATION	☒	REPLACEMENT	☒
QUALITY OF LIFE/SAFETY	☒	MANAGED GROWTH	☒	MAINTENANCE	☒
INFRASTRUCTURE	☐	OPERATIONAL IMPACT	☒	NEW / EXPANSION	☒
REGULATORY REQUIREMENT	☐	PERFORMANCE REQUIREMENT	☒	INNOVATION	☐

PROJECT DESCRIPTION:

Phase I of project rehabilitation: supports packing and storage, preliminary forensics, drawings and engineering, building department review, grant fund development, phased interior demolition, and structural repair. Phase II to include upgrades and possible expansion.

PROJECTED SCHEDULE:	APPROXIMATED START:	01/01/2023
	APPROXIMATED END:	12/31/2023

DURATION OF PROJECT:	ONE YEAR: ☐	ON-GOING: ☐	MULTI-YEARS: ☐	#OF YEARS: 2 ☒
----------------------	------------------------------------	------------------------------------	---------------------------------------	--

FISCAL NOTES: (COST ESTIMATE DERIVED FROM)	FORMAL ESTIMATE: ☐	Funding Notes: Funds are appropriated for Phase I.
	PRELIMINARY BID: ☒	
	APPROXIMATED COST: ☒	
	BASED ON SIMILAR PROJECTS: ☐	
	NOT SUPPORTED: ☐	

% of PROJECT BUDGET ASSIGNED to FUNDING SOURCE

ITEM/YEAR	FUNDING AMOUNT	FUNDING SOURCE and NOTES	FUNDING %
2022-3	\$187,000	Appropriated General Funds	100%
2022-3	\$ 2000	Grant Development (Re-Appropriated from Library)	

PROJECT COSTS

ITEM		ITEM		ITEM		TOTAL
Packing	\$800	Bldg Dept Rv	\$300	Struct.Repair	Bid	\$
Storage	\$1400	Grant Funding	\$2000	Windows	Bid	\$
Architecturals	Staff	Forensics	Bid	Prep Ph 2		
Engineering	CivilWest	Interior Demo	Bid			

OPERATING COSTS

ITEM	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL



PROJECT IMAGE / EXAMPLE

PROJECT NAME and DESCRIPTION



STAFF COMMENTS:

CITY MANAGER:

CIP COORDINATOR:

Permitting
RFP/Pricing Forthcoming
Scheduling

COMMENTS:

COMMENTS:



☒ PROJECT TASKS & DUE DILIGENCE	NOTES	PROJECT: LLCM 23-00003
☒ PROJECT APPLICATION Submitted		
☒ Application Reviewed by City Manager	Heide Lambert	
☒ Presented to / Reviewed by City Council	Included in 2022-3 Appropriations	
☒ Staff Review	Heide Lambert	
☐ Planner Review	No parking currently assigned. / Need to meet with LC Bldg Inspector.	
☐ Commission Review (As Required)	Design Development in Discussion	
☒ SITE LOCATION / LAND OWNERSHIP		
☐ Private Land		
☒ Municipally Owned Land		
☐ County Lands		
☐ State Lands / Parks		
☐ Federal Land		
☐ Shared Access / Use	N/A	
☐ Easement Agreement in Place		
☐ Intergovernmental Agreement		
☐ Memorandum of Understanding		
☐ Land Transfer		
☐ Annexation		
☒ LOT CONFIGURATION		
☒ Parcel < 1 Acre		
☐ Parcel > 1 Acre		
☐ Multiple Sites		
☐ Development Requirements		
☐ DEQ - Coordinate / Application		
☐ DSL - Application		
☐ Municipal Fill/Remove Permit		
☒ SITE CONDITIONS		
☐ Zoning Review / Use (CoY)		
☐ Survey Completed: Setbacks, Site Coverage	N/A. May want to determine setbacks for Western Property Edge	
☐ Entitlements Review (Lien/Easements)		
☐ Scaled Site Plan (LC)	Required	
☐ Flood Plain Review (DLCD)	N/A	
☐ Significant Slope Conditions (<12%)	N/A	
☐ Hazard / Risk Assessment (FEMA)	N/A	
☐ Ocean - Shorelands Setback		
☐ Yachats River - Riparian Corridor		
☒ Wetlands (DSL)	Ephemeral Stream on Site - Requires Evaluation (not part of building envelope)	
☒ SHPO (Historic Site)	Previously Completed. Existing building envelope is area of disturbance.	
☐ Shore Armament		
☒ NEW CONSTRUCTION / SCOPE of REHAB		
☐ Built Area <200 SF - No Permit Required		
☐ Residential or SFR		
☐ Cluster or Multi-Family		
☐ Commercial		
☒ Institutional / Educational	<2000 SF	
☒ ACCESS	N/A	
☐ Private Easement		
☐ Access across Ditch/Culvert (CoY)		
☐ Road Access to Hwy 101 (ODOT)		
☒ ADMINISTRATION and COMPLIANCE		
☒ Project Accounts and Filing	Created	
☒ ID Studies/ Reports/Applications		
☒ Establish Project Budget	Awaiting LC Meeting	
☒ Community Engagement	Working with LLCC Committee	
☒ Detailed Project Timeline	Forthcoming pending review with LC.	



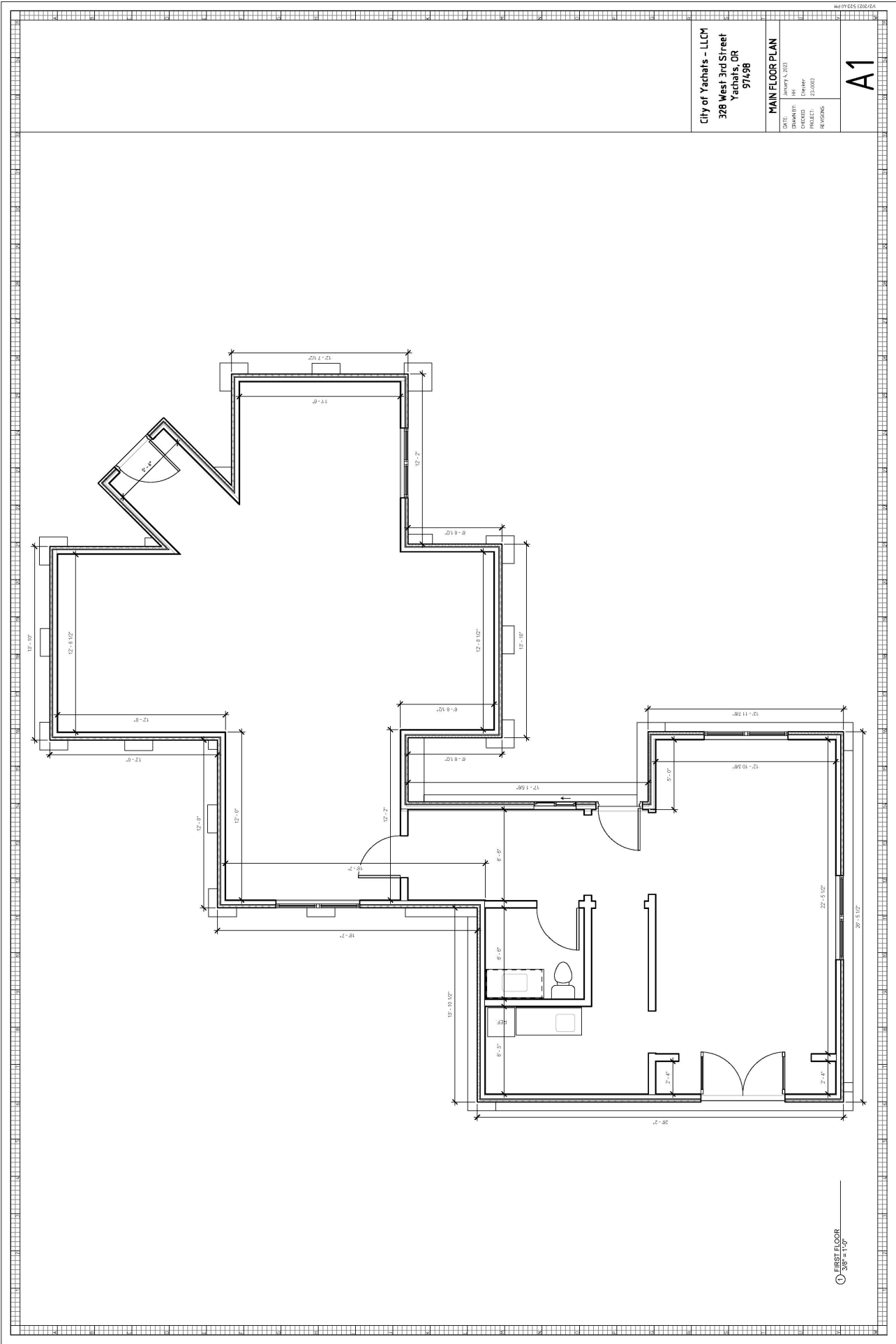
Original Historical Log Church ca. 1930s.

Note: No Belltower with original construction. Constructed on grade.

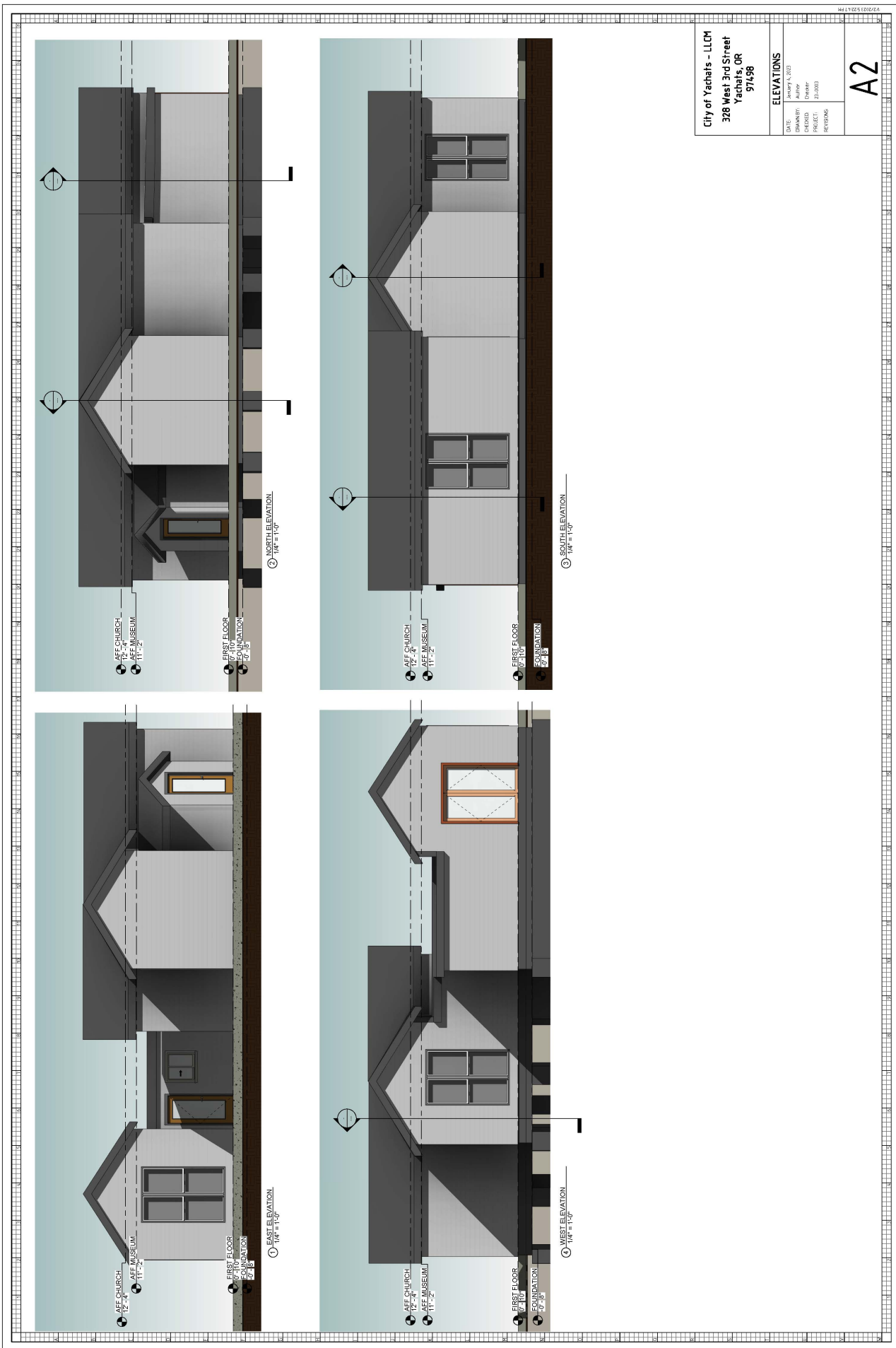


Decay of Log Siding at Main Floor Level

Recommend construction of perimeter concrete wall to support structure and protect siding. Will preserve building, improve waterproofing, limit infiltration.



Floor Plan - Proposed / Revised based on Engineered Set





Log Siding Samples / Pricing

PRICING GUIDE

Our premium EverLog products provide peace of mind by solving the issues of maintenance, rot, bugs, wildfire, shifting/settling, etc. Below is a list of standard pricing.

SIDING *Siding is priced per square foot of wall space



16" Hand-Hewn
\$13/sf.* CHINKING REQUIRED



10" Plank
\$15/sf.* CHINKING OPTIONAL



8" Round
\$17/sf.* CHINKING OPTIONAL



12" Round
\$18/sf.* CHINKING REQUIRED



Board & Batten
\$18/sf.*



Three Standard Colors
WEATHERED GRAY, GOLDEN & NATURAL BROWN

Standard and custom angled corners are 10' in length and range from \$180 to \$400 per corner.

STRUCTURAL



EverLogs



EverLog Timbers

Our structural EverLogs and EverLog Timbers are custom made and priced per plan. Please call to discuss your project.

To get more information about EverLog products, visit everlogs.com.
For a personalized quote, contact us at 877.257.5647 or info@everlogs.com

Prices include the material, pre-finished in one of our 3 standard colors. Custom colors are also available. Siding panels all come in 12' lengths. Prices do not include the delivery, installation, fasteners, chinking/chinking material, door/window/misc. trim, flashing, etc., these items are typically provided and installed by others. View the siding brochure. View our siding installation video. [Purchase a sample](#) of our concrete log siding. Any payment for samples will be reimbursed if you place a siding order.



DISCOVERY and PROJECT UPDATE

APPLICATION REVIEW for PROJECTS

COMPLETE FOR DISCOVERY PROJECT REVIEW

PROJECT TITLE:	Yachats Public Library Expansion	PROJECT #:	23-00001
DATE SUBMITTED:	01/01/2021	BILLING CODE:	150-1030-407942
DEPARTMENT:	City Hall Administration		
TOTAL PROJECT COST:	\$ 1,001,775.00	SUBMIT CYCLE:	CIP: ☒ GRANT: ☐ OTHER: ☐
COMMISSION/COMMITTEE:	PUBLIC WORKS: ☐ PLANNING: ☐ PARKS: ☐ LIBRARY: ☒ LLCM: ☐ CITY HALL: ☐		
	PRIORITY: LOW ☐ LOW> ☐ MED ☐ MED> ☒ HIGH ☐		
PRIMARY CONTACT:	David Rivinus, Chair - Library Commission		
PREPARED BY:	H.G. Hamilton, CIP Coord.		

RANKING CRITERIA:

COUNCIL GOALS	☐	OUTSIDE FUNDING / PARTNERSHIP	☒	UPGRADE SERVICEABILITY	☒
MASTER PLAN	☐	TIMING AND LOCATION	☒	REPLACEMENT	☒
QUALITY OF LIFE/SAFETY	☐	MANAGED GROWTH	☒	MAINTENANCE	☒
INFRASTRUCTURE	☐	OPERATIONAL IMPACT	☐	NEW / EXPANSION	☒
REGULATORY REQUIREMENT	☐	PERFORMANCE REQUIREMENT	☐	INNOVATION	☒

PROJECT DESCRIPTION:

Create a space for more books, educational materials and the growing Yachats' population who regularly use the library as a primary social infrastructure of the community. The rehabilitation is expected to be a progressive, forward-looking structure that will improve community resiliency and serve as an example for other Yachatian building projects in the future.

PROJECTED SCHEDULE:	APPROXIMATED START:	01/01/2021	
	APPROXIMATED END:	08/31/2024	
DURATION OF PROJECT:	ONE YEAR: ☐	ON-GOING: ☐	MULTI-YEARS: ☐ #OF YEARS: 1.5 ☒
FISCAL NOTES: (COST ESTIMATE DERIVED FROM)	FORMAL ESTIMATE: ☒ PRELIMINARY BID: ☐ APPROXIMATED COST: BASED ON SIMILAR PROJECTS: ☐ NOT SUPPORTED: ☐	Project developed through RFP for Architectural Design and Construction. Coordination by Library Commission. See attached documents.	

% of PROJECT BUDGET ASSIGNED to FUNDING SOURCE

ITEM/YEAR	FUNDING AMOUNT	FUNDING SOURCE and NOTES	FUNDING %
	\$ 150,000	Lester Hall Bequest	14.98
	\$ 150,000	Marg Peterson Bequest	14.98
	\$ 50,000	Cash from Friends of Yachats Library	4.99
	\$ 250,000	Ford Family Foundation Grant	24.95
	\$ 136,775	Capital Reserve	13.65
	\$ 265,000	Municipal General Funds	26.45
	\$1,001,775		100.00

PROJECT COSTS

ITEM	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL
Grant Development		\$ 6,000				\$ 6,000
Interior Design	\$6,000	\$ 4,000				\$ 10,000
Architectural Design		\$32,000				\$32,000
Construction-Rehab		\$760,000				\$760,000
Construction-New		\$200,000				\$200,000

OPERATING COSTS

ITEM	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL
Book Storage/Const.		\$4,000				\$4,000



PROJECT IMAGE / EXAMPLE

PROJECT NAME and DESCRIPTION

Library Addition. This project has been in development over the last decade, and has reflected multiple design changes. David Rivinus has been key to bringing the design development, funding and project management forward to ensure completion. The City of Yachats is supportive of the project and is contributing 26.45% of project total cost.



The library remodel and building expansion project has two components. The first component is funding from actual fund 150-1030 reserve funds, shown below with numbers from June 30, 2022; plus, the additional donations received by the Friends of the Library, the Ford Family Foundation is contributing \$250,000 and is contingent on matching city funds.

The second component is the expended costs for a needs study, interior design, grant writer, architectural plans and the proposed construction cost for remodel and expansion.

The funding of the projects consists of the following:

Library fund 150-1030 on June 30, 2022	\$286,775	(includes Hall Bequest of \$150,000)
Friends of Library Donations	50,000	(held by the Friends exempt organization)
Petersen Bequest	150,000	(held by the Friends exempt organization)
Grant Request from Ford Family Foundation	250,000	(presently being prepared by grant writer)
Total committed & anticipated	\$736,775	

The project costs spent and anticipated:

Building Expansion	\$760,000	
Remodel Existing Building	200,000	
Architectural Plans	40,000	(cost expended \$7,362.19)
Subtotal	\$1,000,000	

Library Needs Study	14,856.90	(completed 2021-2022)
Grant Writer	6,000	(cost expended \$3,000)
Interior Design	10,000	(cost expended \$9,976.25)
Book Storage during construction	4,000	
New bookshelves and furnishings	30,000	
Solar panels (net after government rebate)	17,000	
Total Estimated Project Cost	\$1,081,856.90	



STAFF COMMENTS:

CITY MANAGER:

CIP COORDINATOR:

This project is understood to have continued council and community support, and has served as an example of process for project development, grant funding, and community engagement. The municipality may support increased fire protections.

COMMENTS:

COMMENTS:



☒ PROJECT TASKS & DUE DILIGENCE	NOTES	PROJECT: LIBRARY 23-00001
☒ PROJECT APPLICATION Submitted		
☒ Application Reviewed by City Manager	Heide Lambert	
☒ Presented to / Reviewed by City Council	Final Funding Presentation: February 2, 2023 (Approved)	
☒ Staff Review	Heide Lambert	
☒ Planner Review	Katherine Guenther	
☐ Commission Review (As Required)	Library Commission coordinated project development w/ David Rivinus.	
☒ SITE LOCATION / LAND OWNERSHIP		
☐ Private Land		
☒ Municipally Owned Land	No additional agreements required.	
☐ County Lands		
☐ State Lands / Parks		
☐ Federal Land		
☒ Shared Access / Use	Lot is Municipally owned - shared with Public Works WWTP Facilities.	
☐ ☐ Easement Agreement in Place	N/A	
☐ ☐ Intergovernmental Agreement	N/A	
☐ ☐ Memorandum of Understanding	N/A	
☐ ☐ Land Transfer	N/A	
☐ ☐ Annexation	N/A	
☒ LOT CONFIGURATION		
☒ Parcel < 1 Acre	pertains to Building Envelope	
☐ Parcel > 1 Acre		
☐ Multiple Sites		
☒ Development Requirements		
☐ ☒ DEQ - Coordinate / Application	N/A	
☐ ☒ DSL - Application	N/A. Project backs onto wetlands. Does not impact building envelope.	
☐ ☒ Municipal Fill/Remove Permit	N/A	
☒ SITE CONDITIONS		
☒ Zoning Review / Use (CoY)		
☒ Survey Completed: Setbacks, Site Coverage	Project developed with City Staff Planner coordinating.	
☐ Entitlements Review (Lien/Easements)		
☒ Scaled Site Plan (LC)		
☒ Flood Plain Review (DLCD)	N/A	
☒ Significant Slope Conditions (<12%)	N/A	
☒ Hazard / Risk Assessment (FEMA)	N/A	
☐ Ocean - Shorelands Setback		
☐ Yachats River - Riparian Corridor		
☒ Wetlands (DSL)	N/A	
☒ SHPO (Historic Site)	Study complete.	
☒ Shore Armament	N/A	
☒ NEW CONSTRUCTION / SCOPE of REHAB		
☐ Built Area <200 SF - No Permit Required		
☐ Residential or SFR		
☐ Cluster or Multi-Family		
☐ Commercial		
☒ Institutional / Educational	Addition / Remodel. Construction Project managed externally.	
☒ ACCESS	N/A	
☐ Private Easement	N/A	
☐ Access across Ditch/Culvert (CoY)	N/A	
☐ Road Access to Hwy 101 (ODOT)	N/A	
☒ ADMINISTRATION and COMPLIANCE		
☒ Project Accounts and Filing		
☒ ID Studies/ Reports/Applications	N/A	
☒ Establish Project Budget	Completed.	
☒ Community Engagement	Completed.	
☒ Detailed Project Timeline	Completion Anticipated Summer of 2024	

