

1. 2:00 P.M. Agenda

Documents:

[2023-08-01 Parks And Commons Agenda.pdf](#)

2. Meeting Material

[2022-07-Financial-Report-General-Fund](#)

Documents:

[08_Parks_And_Commons_August 1_2023.Pdf](#)

[Administrative_Policy 5.Pdf](#)

[Commons Pavilion East Gable Glazing.pdf](#)

[Commons Pavilion North And South Gables.pdf](#)

[Commons Pavilion Rafter End Screen.pdf](#)



CITY OF YACHATS
PARKS & COMMONS COMMISSION
441 Hwy 101 N. Commons Civic Meeting Room 1
Yachats, OR 97498
Tuesday August 1, 2023, at 2:00pm
To Be Held In-Person & Zoom

Join Zoom Meeting

<https://us02web.zoom.us/j/81204187272>

Meeting ID: 812 0418 7272

AGENDA

- 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. Reports
 - a. Trails Report
 - b. Meeting Summary of May 2023 (Information only)
- V. Ongoing Business
 1. **Commons:**
 - a. Roof Repair
 - b. Carl Miller memorial
 - c. Painting the exterior
 - d. Electrical and lighting upgrades
 - e. Heating and Air system upgrades
 - f. Leveling pavement behind Commons for pickleball/basketball/tennis/etc.
 - g. sidewalk in front of Commons
 - h. Concrete steps near the marquee
 - i. design and construct north entrance to Commons

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 07/28/23 By: Kimmie Jackson, Deputy City Recorder

- j. Pavilion behind Commons (painting, enclosing, sinks & lighting)
- k. Oversight Committee presentation/discussion

2. Parks

- a. Sunset Park North
- b. Sunset Park South
- c. Memorial Benches
- d. Bayside boardwalk
- e. developing a trail along Yachats River
- f. Yachats Community Park/greenspace
- g. Dredging wetlands
- h. rebuild horseshoe pits
- i. relocate and/or enhance osprey pole

VI. New Business

- a. Discussion – Signs at the pump station (Ocean View Dr./Marine Dr.)

VII. Other Business

- a. From Commission
- b. From Staff

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TRAILS TEAM REPORT – Parks and Commons Commission – August 1, 2023

Volunteers – We have averaged approximately 30 volunteers for the last few sessions.

YIPS! – Continued removal of blackberry from the wetlands area S of the Public Works yard and along the W portion of Ocean View Drive.



The 804 Trail N of Aqua Vista Loop is not technically part of the Yachats Trail system; in one area it crosses private property, and the rest is a State Park. Consequently, the Trails Team does not officially work on that trail. BUT, as private citizens and in conjunction with OPRD, volunteers have removed many 1000's of pounds of ivy from the areas adjacent to the trail. Much of that work was previously accomplished at the annual Ivy Pull.

Since the Ivy Pull didn't happen for the last 3 years, the amount of ivy has increased considerably. Working with OPRD, Wally arranged for and coordinated the hiring of students from Angell Job Corps; Wally and Joanne transported them between the Job Corps site and the work area, Joanne arranged funding (from an OCVA grant) and picked up pizzas from the Drift Inn for lunches, and several other volunteers helped with supervision. The students worked in excess of 140 hours and removed an estimated 3000 pounds of ivy.

Trails – Routine trimming of vegetation on the Ya'Xaik and Amanda Trails.

Pocket Parks – During the two work sessions in July, Trails volunteers spent many hours planting natives in the two pocket parks on Ocean View Drive.

Ocean View Drive Walkway - The boardwalk project recently started moving forward again. An updated bid for the final engineering design has been requested and the State Historic Preservation Office will be contacted to ensure that archaeological guidelines are followed. There are plans to apply for a substantial funding grant through the OPRD Local Government Grant that is due in March 2024. If the funding request is granted, construction can begin in late 2024.

804 Trail South – The number of broken or missing delineators is now >15 creating a less-than-well-cared-for look between 2nd and 7th Streets. Some discussion about how to effect the currently needed repairs as well as inevitable future repairs seems overdue.

Fire Department Trail – A group of volunteers has been formed to help the Fire Department maintain and further develop this trail.

Administrative Policy No. 5 Yachats Donation & Recognition Policy

Introduction

The City of Yachats values the many monetary and non-monetary donations of individuals, foundations, corporations, nonprofit organizations, service clubs and other entities, and seeks to provide appropriate recognition for donations through this Policy. This Policy also recognizes that, unless exempted by the Parks & Commons Commission or the City Council, gifts, its purchase, installation, maintenance, repair or other costs incurred throughout the life of the gift, shall not incur any tax payer expense.

The City of Yachats, staff and citizens appreciate gifts and memorials for the City's parks, Commons, Library, Museum, programs and public spaces; and the altruistic contribution those gifts make in furthering the purposes for which these facilities and programs have been established. Donations come in many forms, including but not limited to plaques, art, park and trail amenities, trees, and other items generally referred to as "Gifts."

Guiding Principles

The following principles form the basis for the Donation & Recognition Policy:

- It shall be the City's policy to take into account the resources, function and experience for which various public facilities and programs are maintained when considering the appropriateness of donor recognition and the placement of Gifts.
- In all forms of recognition, the donor's wishes for anonymity shall be respected.
- It is generally preferable to express appreciation for contributions directly to the donors or sponsors rather than by forms of recognition to be displayed on City property, buildings or parks.
- Recognition of corporate donations or sponsorships must not in any way suggest an endorsement by the City of Yachats, nor give the impression of advertising, commercialization, solicitation, or of a proprietary interest in the facility.
- Recognition shall not interfere with routine City operations or use.
- Any donation that will reside on the grounds of the Library or the Museum must first be approved by the appropriate commission for those properties.
- The acceptance of Gifts (including but not limited to amenities, trees, signage, plaques or other items requiring maintenance or at risk of deteriorating for any reason) will generally be on the basis of a **10-year term** commencing on the date of installation. During the term, the City agrees to maintain typical wear and tear of the Gift. At the end of the 10-year term, and upon 10-year increments thereafter in perpetuity, the donor may seek P&C Commission

approval to extend the term for an additional 10-years. Terms may not be longer than 10-years, and the renewal of the 10-year term must be made by written request or in person before the P&C Commission.

- At the end of each 10-year term, if no request for renewal of the term is made, the P&C Commission and/or the City Council may, at its full discretion, leave or move the amenity if in good repair, repair the amenity as appropriate at donors' expense, or remove the amenity with no further obligation to the donor.
- Recognizing that many non-monetary gifts require on-going maintenance, repair and/or replacement, donors are requested to pay the following for non-monetary gifts:
 - a. Actual cost of gift and installation charges.
 - b. Estimated 10-year maintenance assessment.
 - c. General administrative/endowment contribution of 10% of the total of a+b.
- Maintenance assessment fees (b. above) and general administrative/endowment contribution (c. above) are payable upon the City Council's approval of the request.
- Should the gift's maintenance fee (b. above) exceed the estimate during any 10-year term, the donor will be held responsible for the costs of repair and or restoration.
- Fees for the approval of all extensions of the 10-year term will require a new estimate of maintenance costs for the extended term, plus 10% of the maintenance costs for general administration.
- The City may, at its discretion, adjust the administrative/endowment contribution rate.

Gifts of art, literature, photography, recordings, memorabilia or other items for display or historical archiving at the Little Log Church Museum or Yachats City Library, may be accepted directly under the terms and conditions determined by the Museum and/or Library Commissions, as appropriate. However, any donation determined to have ongoing costs (i.e. restoration, preservation, etc.) will require separate approval by the City Council.

Oversight

The Yachats Parks & Commons Commission ("P&C Commission") is responsible for reviewing requests for gift donations to be displayed in the Commons or other City property. The P&C Commission may reject, suggest changes or accept donation requests. Requests accepted by the P&C Commission will then be forwarded to the City Council for consideration and possible final approval.

The P&C Commission is essentially charged with ensuring that the donation is suitable and compatible with the character of Yachats, displayed in an appropriate venue, and that fees collected for the Gift will fully cover the cost of the gift for its duration, including administrative overhead and routine maintenance. The P&C Commission's assessment will consider the suitability of the item, the appropriateness of the location, maintenance factors and costs, along with any other factors involving the Gift. Every effort should be made to apply unique and artful designs in creating the Gift, with encouragement in the use of artists local to the general area.

The approval of Gifts are at the full discretion of the P&C Commission and the City Council.

Forms of Recognition

Off-site Recognition

Thank you letters – Every donor shall receive a letter of appreciation from the Mayor or Chairperson of the appropriate Commission. Depending on the nature and significance of the gift, it might be appropriate to send a thank you letter from the City Council or Mayor. In many cases, this might be all that is required. The letter should acknowledge the gift, the donor, the date of acceptance, and for a monetary donation, the amount. The thank you letter shall also serve as evidence of the gift for the donor's tax records. As such, it should completely describe the gift. It should NOT, however, attempt to value a non-monetary gift.

On-site Recognition

Temporary signs – Temporary signs (such as those used to acknowledge donors during construction activities or restoration of a structure or site, or to recognize a sponsor's financial support for a contract period) should be informational, of appropriate design and scale, and make clear that the City of Yachats is recognizing the donation. They should inform readers and might contain a brief message about the nature of the project and the support provided by the donor. The signs should be sturdy, constructed of high quality materials, consistent with the design of other City signs, professionally done and in keeping with appropriate design standards. Signs shall comply with Municipal Code Standards and shall not exceed four (4) square feet. The donor's name and corporate logo (if any) may be used if they are subordinate to the sign's message.

Temporary recognition signs may be left in place only for the contract period, or in the case of "construction" signs, for no more than six months beyond completion of the actual work on the project.

Recognition Boards and Walls

Upon recommendation from the appropriate Commission, the City Council may approve the placement of donor boards or donor walls with City buildings, provided the boards or walls are not the first thing a visitor observes when entering the

building, are subordinate to the primary function of the facility, and are consistent with the professional design standards. Approval by the Commission or City Council will include setting the time for display of recognition. For example, temporary displays, such as “goal thermometers,” might be appropriate for the life of a specific capital campaign while longer-term boards and walls might be appropriate for significant gifts.

Permanent Plaques

With the exception of pre-existing donor programs, permanent plaques are to be considered carefully and should only be used to recognize significant monetary or public service contributions to the City of Yachats.

Endowments

Perhaps the surest way for a donor or sponsor to achieve long-term recognition is through an endowment. Endowments can be established to provide a permanent source of annual funding to support a variety of public facility and programmatic needs. The establishment of an endowment should be considered for inclusion in any major fundraising campaign to provide for future operations, maintenance and repair costs, especially those associated with major capital improvements. Entities wishing to endow should be encouraged to enter into discussions with the appropriate Commission or City Council to determine the provisions and limitations of the endowment.

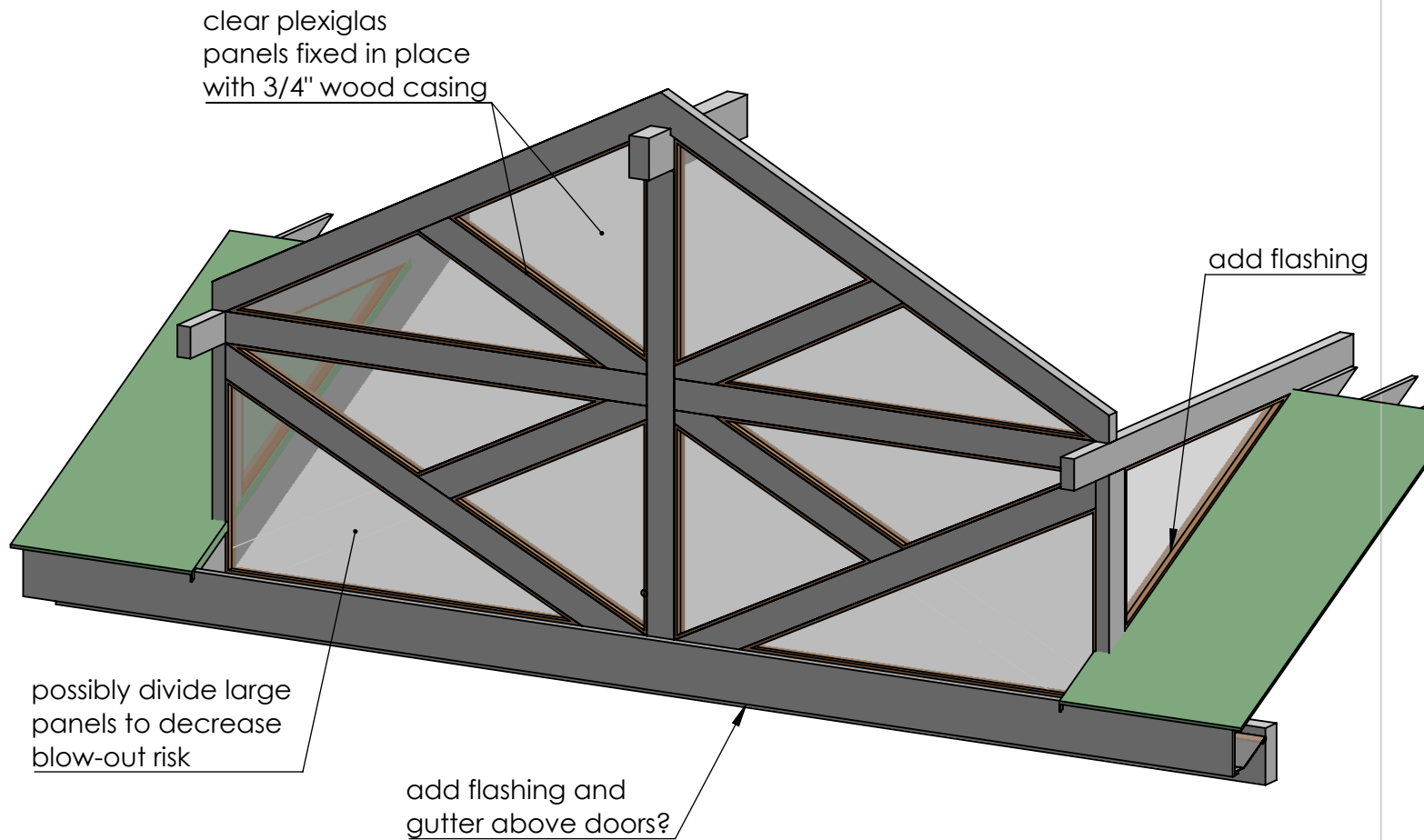
Memorial Benches, Art & Other Amenities

The P&C Commission has established locations for the possible placement of benches, picnic tables, interpretive panels, birdbaths, kinetic art and other outdoor amenities on City property and rights-of-way. Preference will be given to those offering donations in those specific sites. However other locations may be considered.

Memorial trees

The Commission has established locations for the planting of trees on City property. The selected locations also include the species of tree that may be planted in that specific location.

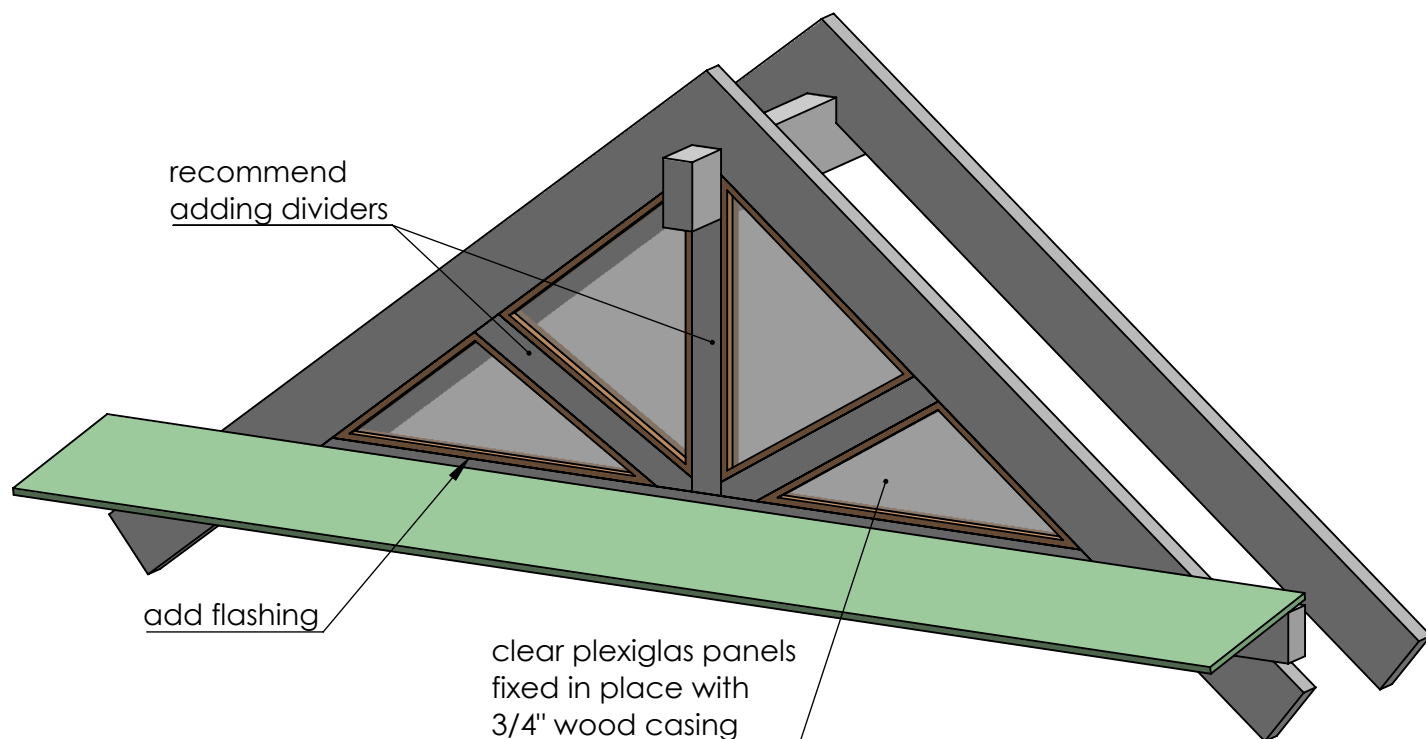
Signage and Plaques: Signage or plaques indicating the commemorative nature of the memorial or other remembrances may be placed on an amenity upon prior approval as cited above. Tree signs will require the same approval, however in no instance may a sign be placed on a tree in a manner that compromises the health or life of the tree. Signs or plaques will be left in place for 10 years or until they are no longer visually attractive.



Yachats Pavilion Improvements: Glaze East Gable Openings

To prevent wind, birds and bugs from entering the Pavilion, add plexiglas glazing to three open gables.

East Gable = 12 openings (possibly 14)
 - glazing approximately 103 sq. ft.
 - 3/4" case = approximately 195 lin. ft.

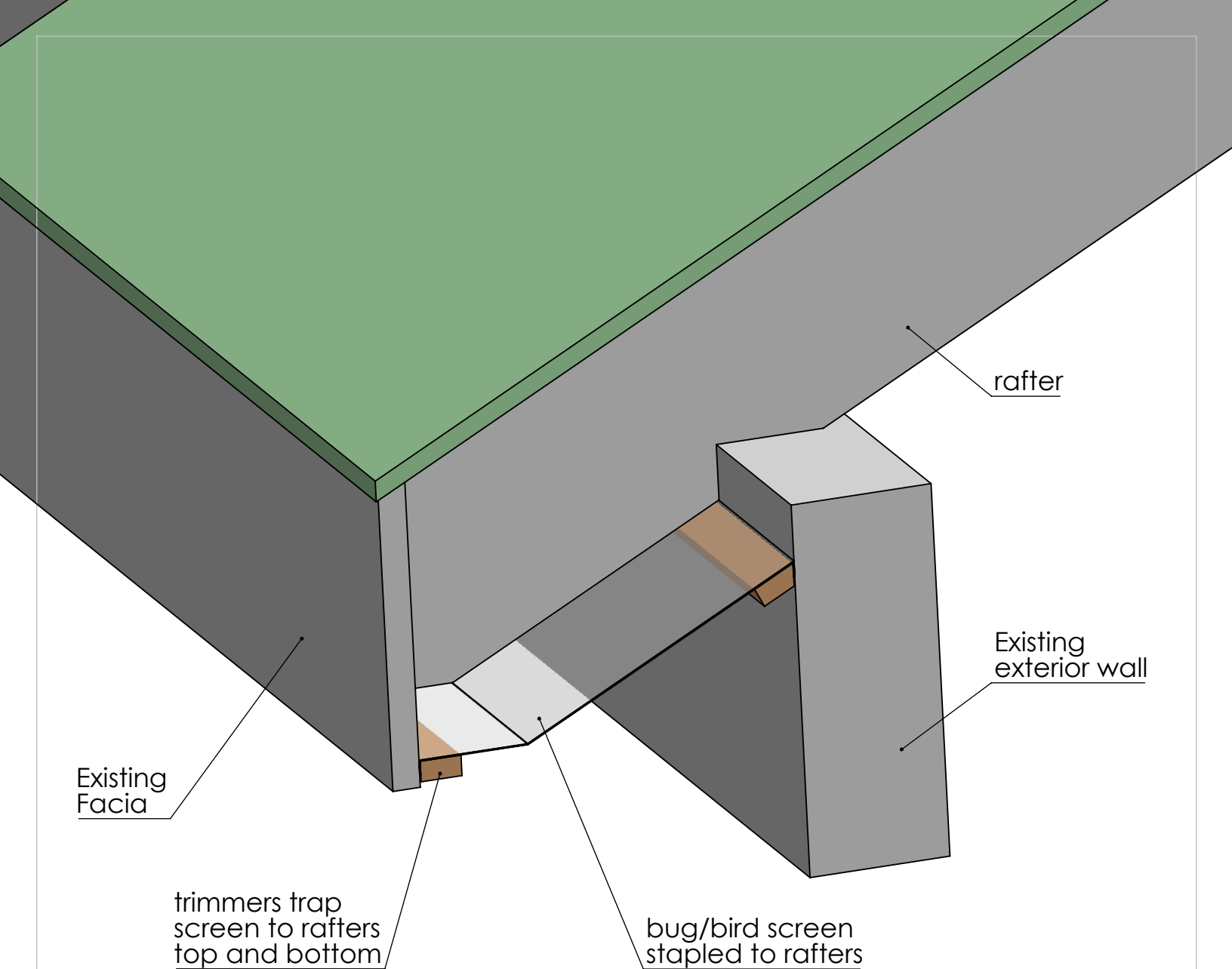


Yachats Pavilion Improvements: Glaze North and South Gable Openings

To prevent wind, birds, and bugs from entering Pavilion, add plexiglas glazing to North and South gable openings.

North and South Gables currently have single large opening. Proposal involves adding frame dividers to create four smaller openings per side.

North and South Gables = 8 openings



Yachats Pavilion Improvements: Bird/Bug Screening

To prevent birds and bugs from entering the Pavilion, add fabric screen to open ends of rafters along the entire perimeter of the roof.

In addition to the rafter-end screening, the wall corners also have gaps that should be closed with screen or solid materials.