

1. 9:30 A.M. Agenda

Documents:

[2023-12-07 City Council WS Meeting.pdf](#)

2. Meeting Material

Documents:

[Administrative_Policy_1_Goal_Setting.pdf](#)

[PW CIP Report 12.5.23 \(002\).Pdf](#)

[Yachats Log Church Building Rehabilitation Design And Permitting 11-9-23.Pdf](#)

[Camping Ordinance 12_5_23.Pdf](#)

[City Of Yachats Volunteer Agreement - Craig Hogan.pdf](#)

[2023-223 RES Planning Commission Appointment.pdf](#)

[Workgroups_Policy_11-27.Pdf](#)

[Controlling Knotweed.pdf](#)



**CITY OF YACHATS
CITY COUNCIL WORK SESSION MEETING
441 Hwy 101 N. Civic Meeting Room
Yachats OR 97498
Thursday December 7, 2023 at 9:30 am
To Be Held Via Zoom & In-Person**

Join Zoom Meeting

<https://us02web.zoom.us/j/84359731086>

Meeting ID: 843 5973 1086

AGENDA

Work Session

- I. Meeting Called to Order
1. Discuss revision to Administrative Policy 01
2. Discuss last year's goals
 - a. Achieve water sustainability
 - b. Deliver efficient effective transparent municipal services
 - c. Provide safe access to and use of city infrastructure, trails and parks
 - d. Environmentally responsible in all that we do
 - e. Effectively manage and plan for the city's financial needs
 - f. Synchronize and update city policies and administrative rules.
3. Initial Discussion: Increase to Vacation Rental Tax

Regular Session

- I. Meeting Called to Order
- II. Announcements, Proclamations, and Correspondence
- III. Citizens' Concerns (limited to items not on the agenda, 5-minute limitation per person)
- IV. Ongoing Business
 1. Water
 - a. Discussions with SWLWPUD: Continuity
 - b. Status: Backwash system

The Yachats City Council meetings are open to the public and interested citizens are invited to attend via Zoom. These are open meetings under Oregon law, but a work session is not a community forum; audience participation is at the discretion of the Council. Meetings are audio-recorded. 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 11/30/2023 BY: Kimmie Jackson



- c. Status: 1M Tank Engineering Scope
 - d. Water Plant Clarifier
 - 2. Camping Ordinance
 - a. Approve Public Hearing for next meeting
- V. New Business
 - 1. Planning: Vote on Craig Hogan and solicit additional members
 - 2. Trails Committee: Vote on Kevin Erdahl
 - 3. Work Group Administrative Policy
 - 4. Knotweed Control, Letter and Volunteers
- VI. Other Business
 - a. From Mayor
 - b. From Council
 - c. From Staff

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POSTED 11/30/2023 BY: Kimmie Jackson

CITY OF YACHATS

ADMINISTRATIVE POLICY NO. 1

ANNUAL GOAL SETTING

OBJECTIVE

To facilitate an orderly process for handling short and long-term projects and concerns within the City's jurisdiction and to lay a basis for the new year's budget.

SCHEDULING

At the beginning of each calendar year, the City Council shall hold a public Goal Setting Work Sessions in conjunction with the appropriate City Department Heads. City Council shall meet in January.

PROCEDURES AND OBJECTIVES

1. **Goal Input.** During the proceeding November, the City shall solicit comments from Commissions, staff, and the community for additions to and amendments to City goals.
2. **Review.** The City Council shall consider community strategic needs, review existing goals as they relate to those needs, and revise goals as appropriate.
3. **Scope of Considerations.** Goals may be both short-term (1-5 years), and long-term (5-20 years). Council shall rank the goals in priority order.
4. **Budget Considerations.** Adopted goals shall serve as preliminary groundwork for proposed budget recommendations.
5. **Timetables.** The council shall set realistic timetables for accomplishing goals after consultation with appropriate commissions and staff.
6. **Implementation.** Appropriate Commissions and Department Heads shall prepare implementation plans for each City Goal Action and written evaluations shall be conducted every six months to measure progress.
7. **Mid-Year Review.** In June or July, staff and commissions shall review progress on goals and make adjustments and recommendations as needed.



City of Yachats

Public Works
500 W. 7th St.
P.O. Box 345
Yachats, OR 97498

Date: December 7th, 2023

To: Bobbi Price, City Manager

From: Rick McClung, Public Works
Dave Buckwald, Public Works

Re: 23/24 FY Public Works CIP's **Subject:** Status of Projects

Hi Bobbi,
Please accept this monthly Public Works 23/24 FY CIP status report.

New Possible CIP

I would like to suggest that the city consider purchasing a piece of property for sale that borders the civic campus and would add to the footprint of the overall campus. Below is a picture of the property location, it consists of 3 lots that total up to 100ft x 150 ft.

There could be many uses for this property and the first thing that comes to mind is relocating the library. See Below.



Below is the list of Public Works projects and their status.

STREETS	
Loma to River Rd Engineering	Began Engineering Scope of Work
E. 2nd Construction	Complete
Hwy 101 Curve Delineators**	Waiting on Surveying
Gimlet Gates	Relocation is next step -see attachment

STORM DRAINS	
E. 2nd Storm Drain Construction	Complete
Stormwater Master Plan	Done by end of year

WASTEWATER	
Hanley Drive Sewer Manholes	Waiting for Standards to be completed
Collection Design Standards	Approved contract
Annual Inflow and Infiltration Rehab	
Multi-VFD Upgrades	Ordered
Submersible Pump Plug Install	In last stages of engineering
Main Pump Station Improve	Discussing with engineer of record
UV Disinfection Control Upgrades	Investigating
Man Doors PW Bldg. #2	Investigating
Public Works Slide Gate	
PW Rehab - Rollup Doors	Investigating
Shop Lighting Update	Complete
GIS Mapping Hardware	Investigating
Actuator Valve (Spare)	Ordered
SBR Waste Pump	Complete
Contingency	

WATER	
Water tank Design Development	Not this year
Water Tank Seismic Engineering	Survey Jan 30 th -feb 1st
Water Plant Clarifier - Rehabilitation	Consultant did survey -report will come soon.
Annual Hydrant Replacements	Fall/summer work
E.2nd Waterline Construction	Complete
Analysis / Engineering SWLCWPUD	PUD is going through changes
Plant Backwash Recycle System	Start up is waiting on SCADA integration
WTP Upgrade CIP Annually	Rebuilding CL2 system

SCADA Upgrade	Upgrades to Antennas and probes
Service Truck w/Lift	Complete
Service Truck - Ranger	Complete
Public Works Slide Gate	Getting quotes
Property Acquisition	Ready for signatures
Contingency	

This is a rolling report with updates in red and background information in black.

+Delineators –

- Still waiting for surveying
- Waiting on surveying to begin engineering diagrams for bids. Surveyors said it would be a few weeks before they could get to the job.
- We have received a \$20k upfront ODOT grant, and the rest will be reimbursed once the project is complete. The initial ODOT funding is to hire an engineer to oversee the project and hire a contractor. Once the project is complete the remaining grant will pay for the balance.
- The surveying is the very first thing needed to create engineered drawings -which is required in the language of the grant.
- The exact type of delineator is still an option, might be a good time to get public input on an ODOT approved product.

Boardwalk on Oceanview Dr. from Beach St. to 101

- Field recordings will start when the weather is better.
- Yachats volunteers are pursuing a grant.
- Archaeology survey is complete, and the city is certified to do the project.
- Grant alignment is happening -please read attached report.
- Waiting on engineers
- Hired an engineer to design the structure, apply for an Oregon Parks and Recreation Department (OPRD) \$750k grant and oversee the construction. The engineer's scope of work is attached.
- The main goal is to gather enough engineering and design information to fill out the extensive ORRD grant application by the end of the year.
- The grant could be from \$0 to \$1,000,000 -we just don't know. From my point of view the grant results might create a fork in the road that requires the city to make new financial and project decisions.
- Archaeology is required on these native grounds before construction can start. An archaeologist has been hired to examine the construction area for artifacts. Results are not in yet.
- I haven't heard anything from the engineer in a while -that's why I sent the email yesterday.

- Undergrounding the electric lines still needs a cost estimate and plan.
- It might be a little early, but there is a lot of community input that will be needed to pick out the lighting of the boardwalk area and street -it's a little more complicated than you might think.

Little Log Church Museum

- Engineers have given a scope of work that has been approved by the City Manager -**Please See Attachment.**
- Waiting on engineers
- City Manager and I met with engineer to discuss the current structural report and possible options to move forward.
- Engineer wanted to set up a meeting with the Lincoln County planning dept and the city to discuss building code options, but could never get a response from Lincoln County
- The engineer has expressed that there are options to rebuild the museum that do not require conditional use permits from the county and the construction can be straight forward.

Gimlet Drive Gates

- **The plan is to move the gates to a safer location and keep them locked -see below.**
- A new approach to the gates has been discussed and will be an agenda item at the next Public Works Commission meeting- Move the gates to a safer location and lock them back up.
- This project has been on the back burner for several years. Public Works has done what we can, but this project has a lot of complex issues that need to be reviewed by the city before we proceed.



1,000,000 and 200,000 Reservoir Seismic Evaluation

- Geotech will be onsite Jan. 30th, 2024, to begin survey.
- Specialty engineers have been tasked to survey the 1-million-gallon tank.
- The 1945 200,000-gallon tank does not have any as-built engineering diagrams and cannot be properly examined. The idea is to just replace the old tank.
- This project has been identified in the Water Master Plan and with this information the city will know if a seismic retrofit or a complete replacement is needed. This report is a necessary tool to apply for grants that are currently available on a yearly basis.

Property Purchase Next to Water Plant

- Attorney has created an agreement -next step is signatures.
- At the time of this report, the property owner notified me that she has retained a realtor.
- I will be reaching out to the realtor to break the ice.
- The city will need to advertise locally to acquire a realtor to represent the purchase.
- I have contacted the property owner, and she is now asking \$220k for the property.
- Currently she has no representation from a realtor and needs to find one.
- The city needs to advertise for a realtor to represent the city to make it fair.
- Once selected a contingent offer can be made based on current market comparison and a geotechnical evaluation.

SWLCWPUD

- Currently the only time I'm available to be on-site at SWL is on my Friday day off. This has worked pretty well, but if I'm needed during city work hours, I need to take vacation time to cover the difference. This has been a hindrance and has caused my relationship with SLW to remain at a low level of interaction and unable to provide the other types of help SLW may need.
- I recommend that my services be transferred from a personal level to a city of Yachats provided service.
- This would allow me to go SWL a few hours during the work week to build continuity so I can provide mentorship and relationship building.
- In addition, this new agreement would also cover the SWL water treatment plant certification required by the state of Oregon that I obtain.
- The city had a similar agreement with USFS to operate their water and wastewater plants while they went through staff transitions. This could be used as a template.
- With the leaving of their manager the only extra duties I committed to are providing mentorship to the staff during management transition.

- PUD is still having faith they will find a replacement -but nobody has applied yet.
- I'm concerned about having a conflict of interest during water agreement negotiations.
- A lot has been happening in the background.
- The manager is leaving the PUD, and his last day is 10/20/23 (this Friday) They are trying to recruit someone to fill the position. PUD staff and I will be the interim manager. Since their staff doesn't have upper-level knowledge and experience I'll be helping the PUD with engineering, project management, plans, grants, budgets, writing technical reports for the Board and the Yachats long term agreement. The immediate focus will be 6 million dollars of water line construction that is half loan and half loan forgiveness.
- It is my goal to create a strong and healthy bridge between the City of Yachats and SWLCWPUD. At this point I don't know how time consuming the interim help might be. I might be able to handle it on my own personal time or I might be asking the city to enter into an agreement like they did with the forest service water and wastewater plants operations.

Water Rates

- Public Works and Streets Commission has started discussing water rate structure.
- Revenue needs to be increased to cover the cost of capital projects identified in the water and wastewater master plans.



Rogue Valley Office
830 O'Hare Parkway, Ste. 102
Medford, OR 97504
541-326-4828

South Coast Office
486 'E' Street
Coos Bay, OR 97420
541-266-8601

Willamette Valley Office
200 Ferry Street SW
Albany, OR 97321
541-223-5130

North Coast Office
609 SW Hurbert Street
Newport, OR 97365
541-264-7040

PROPOSED ENGINEERING SCOPE OF SERVICES

Date: November 9, 2023

To: Rick Sant, Interim City Manager, City of Yachats

From: Timothy Gross, Senior Project Manager, Civil West Engineering Services, Inc.

RE: **City of Yachats Little Log Church Museum Building Rehabilitation,
Design and Permitting – Scope of Services**
Civil West Project Number: TBD

The purpose of this engineering proposal is to outline and describe the activities and tasks that Civil West Engineering Services proposes to undertake to support the City of Yachats by completing plans and permit applications for structural rehabilitation of the Little Log Church Museum.

Project Overview

On September 13, 2022, representatives from Civil West Engineering Services, Inc. conducted a thorough condition assessment of the Little Log Church and Museum building located at 328 West 3rd Street in Yachats, OR. The building structures span two taxlots, 14-12-27-DA-08000-00 and 14-12-27-DA-07900-00. The original church section of the building was built between 1927 and 1930 from locally sourced logs. The church footprint is constructed in the shape of cross. Although likely eligible, the church is not currently listed as a historical structure. In approximately 2004 a small museum building was constructed to the south of the original church. This structure was connected to the church via an enclosed entry/walkway. The museum building was designed to emulate the design features of the original church and is timber frame construction with log siding. At some point (date unknown) a bathroom addition was constructed on the west side of the entry. It appears the roof over the entire entry and bathroom was replaced with the current standing seam metal roof at that time. The three separate structures can be identified by the varying roof types as shown in Figure 1. The church to the north has a cedar roof, the entry/bathroom between the two structures has a white metal roof, and the museum to the south has a cedar roof. The church and museum are owned by the City of Yachats. Based upon previous evaluations, the City currently restricts use of the building because of safety concerns. The City has contracted with Civil West to conduct a condition assessment and provide recommendations and costs for rehabilitating the building. The desire of the City is to open the structure for public use and ensure that any necessary rehabilitation or replacement will resemble the existing structure as closely as possible. A Condition Assessment and Rehabilitation Memo was submitted to the City on October 19, 2022, describing the condition of the building and providing recommendations and costs for rehabilitation. This scope of work is based upon those recommendations.

The City has requested that Civil West prepare a scope of services to prepare drawings and building permit applications, and to assist the City with procuring a contractor. The following components will be included in the rehabilitation design:

- Replacement of the walls of the church building with timber framed construction

- Replacement of the log siding with new simulated log siding
- Replacement of electrical and plumbing within the replaced wall sections
- New sheetrock on the inside of the church building
- Complete reconstruction of the church entryway with Timber framed construction and simulated log siding.
- Replacement of existing windows with new energy efficient windows
- Construction of a new spread footing foundation
- The floor joints and wood flooring and roof structure will be saved and reused.

Part A: Scope of Work

The following tasks have been identified to track the project progress. Each task will be assigned a certain number of engineering hours for completion. While there may be many subtasks included within these major task areas, only the major tasks will be discussed below.

Proposed General Scope of Services

Task 1 – Project Management and Administration – Under this task, we will provide the necessary project management and administrative services to conduct an orderly and well-managed project. This will include organizational issues, coordination, financial, and other administrative services. This task will include time to meet for (1) onsite meeting the Friends of the Little Log Church to discuss the proposed building plans, time for (1) onsite meeting to discuss the building plans with City Council and time to answer questions and discuss work via online meetings or on the phone.

Task 2 – Design, Construction Documents and Cost Estimates – This task will include time for developing the construction documents and preparing estimates of cost. These documents will be prepared to conform with the 2022 Oregon Structural Specialty Code (OSSC) and the 2020 Oregon Electric Specialty Code. Time is included in this task to review the proposed building plans with City staff and revise the drawings based upon comments two (2) times.

Task 3 – Permitting - This task will include time for submitting permit applications to the Building Official in Lincoln County and for responding to and revising permit submittals based upon comments. The building permits will ultimately be issued in the name of the contractor conducting the work. Permit submittal fees are the responsibility of the City.

Task 4 – Solicitation and Bid Support - This task will include time for supporting the City in acquiring contractor(s) to conduct the work. This may include direct solicitation, advertising the project in trade publications, and review of proposals and recommendations for award. Advertising fees are the responsibility of the City.

Task 5 – Reimbursables – This task will include an allowance to cover costs associated with mileage, reproductions, shipping, and other reimbursable items related to the project.

This engineering scope of services is limited to the tasks and areas discussed above. It is possible that additional services may be required as part of this project as the process moves forward. We can provide other services, as needed and upon request. Additional work, outside the scope presented herein may be performed at the hourly rates presented in Exhibit A. The scope identified above does not include any fees payable to agencies for plan review or permitting.



Additional items specifically not included:

- Survey
- Testing
- design
- permit or advertising fees

Part B: Project Fee Proposal

Task	Description	Fee
1	Project Management and Administration	\$2,680.00
2	Design, Construction Documents and Cost Estimates	\$12,300.00
3	Permitting	\$3,300.00
4	Solicitation and Bid support	\$4,260.00
5	Reimbursables	\$500.00
Total:		\$23,040.00

Civil West proposes to complete this work for a fixed fee of **\$23,040**. The above budget breakdown is considered a not-to-exceed maximum for the scope of work described and will be billed on a percent complete basis. Civil West reserves the right to alter distribution of compensation between individual phases of the work noted herein to be consistent with services actually rendered but shall not exceed the total estimated compensation amount unless approved in writing by Client. If additional support is required beyond these allowances, we will coordinate with the Client on an amendment to the agreement. See the attached fee worksheet for details on billing rates and reimbursable costs.

Part C: Project Schedule

We are able to begin our assistance on this project in December 2023 and anticipate having the project ready for advertising in February 2024 for a summer construction.

We are grateful for this opportunity to provide these services to the City of Yachats and are pleased to be a part of your team. Please let us know if you have any questions or if you wish to see any alterations to our proposed approach. If this proposed scope of services is acceptable, please sign below and return a copy to our office for our records.

Sincerely,

Civil West Engineering Services, Inc.



Timothy Gross, PE
Senior Project Manager
North Coast Region - Newport

Signature of Authorized Representative

Date





Civil West Engineering Services, Inc. - 2023 Rate Schedule	
STAFF/ITEM	BILLING RATE
ENGINEERING	
Expert Witness	\$400
Principal Engineer	\$175
Regional Manager	\$170
Senior Project Manager	\$165
Senior Project Engineer	\$153
Senior Engineering Technician	\$128
Project Manager	\$160
Project Engineer	\$142
Staff Engineer	\$120
Engineering Technician	\$88
Drafter	\$77
Inspector 1	\$165
Inspector 2	\$144
Inspector 3	\$124
Engineering Intern	\$54
Clerical	\$54
Surveying	
Senior Surveyor (PLS)	\$160
Senior Survey Technician	\$128
Survey Technician	\$109
1-person Survey Crew	\$170
2-person Survey Crew	\$200
3-person Survey Crew	\$237
REIMBURSABLES	
Mileage	\$0.655 - or current IRS Rate
Survey Equipment	\$200/day
Lodging, meals as required for travel	Cost
Reproduction, Printing, Etc.	Cost plus 10%
Subconsultants	Cost plus 10%
Expert Witness Support Expenses	Cost
* Scoped Support Services Approved Travel Budgets Will be Developed and Approved by Client Using Standard Billing Rates.	



Chapter 5.02 Camping

Section 5.02.010 Camping Defined

- A. "Camp" or "camping" means to pitch, erect, create, use or occupy camp facilities for the purposes of habitation, as evidenced by the use of camp paraphernalia.
- B. "Camp facilities" include, but are not limited to, tents, huts, temporary shelters, motor vehicles or recreational vehicles.
- C. "Camp paraphernalia" includes, but is not limited to, tarpaulins, cots, beds, sleeping bags, blankets, mattresses, hammocks, or outdoor cooking devices or utensils and similar equipment.
- D. "Established campsite" or "campsite" means any place where one or more persons have established temporary sleeping accommodations by use of camp facilities and/or camp paraphernalia for more than 24 consecutive hours.
- E. "Family" has the meaning set forth in Section 9.04.030 of the Yachats Municipal Code.
- F. "Motor vehicle" has the meaning given that term in ORS 801.360.
- G. "Park areas" mean an open or enclosed tract of land set apart and devoted for the purposes of pleasure, recreation, light and air for the general public.
- H. "Parking lot" means a developed location that is designated for parking motor vehicles, whether developed with asphalt, concrete, gravel, or other material.
- I. "Publicly owned property" means any real property or structures owned, leased, or managed by the City or other government agency including public rights-of-way.
- J. "Recreational fire" means a fire for the cooking of food or for warmth, fellowship or ceremonial purposes.
- K. "Recreational vehicle" has the meaning set forth in Section 9.04.030 of the Yachats Municipal Code.
- L. "Right of way" has the meaning set forth in Section 9.04.030 of the Yachats Municipal Code.
- M. "Solid waste" has the meaning set forth in Section 5.10.020 of the Yachats Municipal Code.
- N. "Store" or "storage" means to put aside or accumulate for use when needed, to put for safekeeping, to place or leave in a location.
- O. "Street" has the meaning set forth in Section 9.04.030 of the Yachats Municipal Code.

Section 5.02.020 Permitted Camping

All persons participating in a camping program as described in this section do so at their own risk, and nothing in this section or chapter creates or establishes any duty or liability for the City or its officers, employees or agents, with respect to any loss related to bodily injury (including death) or property damage, theft or destruction.

A. To allow for legal camping within the City, the prohibitions established in other sections of this code shall not apply if these allowances are met:

1. The property involved is zoned Industrial, Public Facility or Commercial AND the property owner has registered the temporary camping location with the City. The City may require the site to be part of a supervised program operated by the owner or its agent; OR
2. Camping is occurring in accordance with a duly executed emergency declaration made pursuant to the Yachats Municipal Code; OR
3. Real property is developed and owned by a religious institution, place of worship, regardless of the zoning designation of the property. The City shall require the site to be part of a supervised program operated by the owner or its agent. OR
4. Residential zoned property provided the campers are family AND the property owner has registered the temporary camping location with the City. This section is by no means to be interpreted to prevent short term (less than 14 days) camping by family and friends for purposes of recreational usage of one's property unless deemed a nuisance under Chapter 5.08 of the Yachats Municipal Code.

B. In addition, and notwithstanding the prohibitions established in other sections of this code, the owner of a commercial or industrial property, a public entity, or a religious institution/place of worship may allow vehicle or tent camping to persons, provided:

1. Such accommodations are made free of charge; AND
2. Occupancy is limited to three (3) or fewer vehicles or tents at the same time, in any combination; AND
3. If children under the age of 18 are involved, occupancy is limited to one (1) vehicle or tent and four (4) or fewer campers; AND
4. All items and materials are stored in vehicles or tents or in a separate storage area that is screened from view from adjacent properties and public rights-of- way; AND
5. Campers are provided access to sanitary facilities, including a toilet, hand washing and trash disposal facilities, with such facilities being at least 20 feet from the property line of a residential use if not fully

contained within a building; and an inspection is performed by the City to confirm that sanitary facilities are in place, required setbacks are met, and any storage areas are screened, before vehicle or tent camping is commenced; AND

6. A property owner who allows camping pursuant to this section may revoke that permission at any time and for any reason; AND
7. Require a tent or camping shelter in a residential backyard to be not less than five feet away from any property line; AND
8. Not require or accept the payment of any monetary charge nor performance of any valuable service in exchange for providing the authorization to camp on the property; provided, however, that nothing in this section will prohibit the property owner from requiring campers to perform services necessary to maintain safe, sanitary, and habitable conditions at the campsite.

C. Notwithstanding the provisions of this chapter, the City Manager may:

1. Revoke the right of a property owner to allow camping on property described in subsection A of this section upon finding that the property owner or a camper has violated any applicable law, ordinance, rule, guideline or agreement, or that any activity occurring on that property by a camper is incompatible with the use of the property.
2. Revoke permission for a person to camp on public property upon finding that the person has violated any applicable law, ordinance, rule, guideline or agreement, or that any activity occurring on public property by the person is incompatible with the use of the property.

A permission revoked by the City Manager is considered an administrative action, and can be appealed to the City Council per the process outlined in Section 4.04.110 of the Yachats Municipal Code. The process is identical to a business license hearing, except that revocation of the permission occurs at the time of the City Manager's action and is only reinstated upon a successful appeal.

Section 5.02.030 Prohibited Camping Locations

A. Except as expressly authorized by the Yachats Municipal Code, it is unlawful to establish, use or occupy a campsite in the following locations:

1. Any City of Yachats park areas developed as a recreational facility or that are designed as public gathering spaces including, but not limited to:
 - a. City owned property between 4th and 7th and Oceanview Drive and La-de-dah Lane commonly known as the "Green Space", "Urban Forest" and "Wetlands" including all boardwalks and

pathways

- b. Prospect Park
 - c. Whale Tail Park
 - d. Sunset and Overlook Parks
 - e. Little Log Museum
 - f. Estuary Boardwalk
2. Within visual line of sight from a constructed and signed recreational trail on public property;
 3. On any public property for which access would require trespass via an easement over private property or restricted City easement;
 4. The following City-owned facilities, and associated grounds:
 - a. Yachats Commons
 - b. Yachats Library
 - c. Yachats City Hall
 - d. Public Works Shop
 - e. Wastewater Treatment Plant
 - f. Water Treatment Plant
 5. Any City property leased to another entity;
 6. City-owned or maintained parking lots unless identified as a vehicle camping lot;
 7. Public rights-of-way adjacent to, or within 200 feet of a lot or parcel containing an elementary school, secondary school, health care facility, day care facility, or childcare facility;
 8. Public rights-of-way adjacent to a lot or parcel containing a dwelling;
 9. On any roadway, sidewalk or walking path or City property closed to the public;
 10. Public rights-of-way within 100 feet of the edge of pavement of Hwy. 101 or at any public facility (Fire Station, Port District, etc.) which has not filed the owner registration request as per the initial section of this code.
 11. Within 25 feet of a riparian corridor as identified in YMC 9.52.070

B. Further restrictions:

1. Except as expressly authorized by the Yachats Municipal Code, it shall be unlawful for any person to store unattended personal property within public rights-of-way.
2. Except as expressly authorized by the Yachats Municipal Code or a special event permit, it shall be unlawful to carry out open burning or to have a recreational fire on public property.
3. Any person camping in a motor vehicle or recreational vehicle must adhere to the parking regulations outlined in YMC Chapter 6.08
4. Notwithstanding the provisions of this chapter, the City Manager may temporarily authorize camping or storage of personal property on public property by written order that specifies the period of time and location upon finding it to be in the public interest and consistent with City Council goals and policies.
5. It shall be unlawful to camp on any property on which solid waste has accumulated without collection.

Section 5.02.040 Campsite Cleanup

Campsites must be maintained in a clean and orderly fashion, with no accumulation of trash or debris around the site. Failing to adhere to the code in this chapter, will cause the campsite to be deemed unlawful. If a campsite is deemed to be unlawful as described above:

- A. Signs may be posted advising that camping is prohibited. If a cleanup is necessary, a dated and timed notice will be posted and distributed in the area at least 72 hours before a cleanup occurs.
- B. Notwithstanding Subsection A of this section, cleanup of campsites may occur immediately and without notice if the City Manager, Lincoln County Sheriff, Oregon State Police or designee determine that either of the following conditions exist:
 1. An emergency such as possible site contamination by hazardous materials or where there is an immediate danger to human life or safety;
 2. Illegal activity other than camping.
- C. It is unreasonable for the City to determine whether items are of a personal nature or solid waste. As such, at the end of the notice period, all items left at the campsite will be considered waste.
- D. Written notices will be in both English and Spanish.
- E. Copies of all notices shall be provided to the Oregon Department of Human Services and/or the Lincoln County Human Services Department.
- F. Weapons, drug paraphernalia, and items which reasonably appear to be either

stolen or evidence of a crime may be retained and/or disposed of by the Lincoln County Sheriff's Office in accordance with their department's written policies and procedures.

Section 5.02.050 Penalties And Enforcement

Violations of this chapter:

- A. Are a civil infraction, subject to a class B civil penalty and enforced under the rules of Chapter 1.12 of the Yachats Municipal Code. In addition, state laws may apply.
- B. Repeated violations of this chapter will result in trespass from those City properties unless the individual is conducting legitimate business with a City department.
- C. The City Manager may adopt administrative rules to enforce (Ord. xx)

City Recorder

From: noreply@civicplus.com
Sent: Thursday, October 12, 2023 5:55 PM
To: City Hall; City Recorder
Subject: Online Form Submission #228 for City of Yachats Volunteer Agreement

City of Yachats Volunteer Agreement

City of Yachats

501 Highway 101 N

PO Box 345

Yachats, OR 97498

Phone: 541-547-3565

Fax: 541-547-3063

Thank you for your interest in volunteering for City of Yachats. We look forward to partnerships with volunteers to enable us to effectively serve the citizens of our community. In order to ensure the safety of our volunteers and protect the interests of City of Yachats, we require potential volunteers to complete this questionnaire form and participate in a background check. Thank you for volunteering.

First Name	Craig
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Last Name	Hogan
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Address	
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City	Yachats
------	---------

State	OR
-------	----

Zip Code	97498
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Daytime Phone	
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Evening Phone	Field not completed.
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Email	
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(Section Break)

Volunteer Activity

Please describe the type of volunteer work you are interested in performing or activity/event you wish to volunteer for.	I am interested in serving on the Planning Commission.
Please list the date(s) or range of dates for which you would like to volunteer	Effective immediately
Statement of Interest or Related Experience for Commissions & Committees	I think community engagement in city planning is important, particularly for the long term. I have no experience in city planning but have participated in project and building planning for universities, laboratories, and federal agencies.
Upload document, if needed	<i>Field not completed.</i>

(Section Break)

References

Please list two references that are **not related to you** and that have knowledge of your relevant experience for the type of volunteer activity you are interested in.

Reference 1

First Name	John
Last Name	Theilacker
Address	<i>Field not completed.</i>
City	Yachats
State	OR
Zip Code	97498
Phone Number	<i>Field not completed.</i>
Relationship	neighbor
Years Known	less than 1

Reference 2

First Name	David
Last Name	Diamond
Address	<i>Field not completed.</i>

City	Yachats
State	OR
Zip Code	97498
Phone Number	<i>Field not completed.</i>
Relationship	neighbor
Years Known	2

Emergency Information

Name and contact information for the person(s) to reach in the event of an emergency.

Name	<i>Field not completed.</i>
Phone Number	<i>Field not completed.</i>
Relationship	<i>Field not completed.</i>
Name	<i>Field not completed.</i>
Phone Number	<i>Field not completed.</i>
Relationship	<i>Field not completed.</i>

I understand and agree to the following:

- I will keep all issues pertaining to city business confidential
- I may be subject to background and motor vehicle record checks.
- I will adhere by Oregon Occupational Safety and Health Division (OR-OSHA) safety standards and training I am provided.
- I have read and understand the Volunteer Policy.

I hereby certify that the facts set forth in this volunteer registration are true to the best of my knowledge. I agree that if the information given in my registration, resume, or any other materials, or during any interview, is found to be false in any way, it shall be considered sufficient cause for denial of volunteer status.

I understand that City of Yachats is not obligated to appoint me to a volunteer position and that nothing contained in the volunteer registration form is intended to create a contract between City of Yachats and me. In addition to the above items, I agree to comply with the policies, rules, regulations, and procedures of City of Yachats, which I understand may change at any time and I understand that my volunteer status can be terminated with or without cause or notice, at any time, at the option of either me or City of Yachats.

Signature	Craig Hogan
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Date 10/12/2023

Required for all Minors: Parent or Guardian's Authorization for Medical Care & Consent to Agreement

I PARENT/GUARDIAN as parent or legal guardian, hereby grant permission for MINOR to do volunteer work for City of Yachats. In the event of an emergency, accident, or illness, I authorize City of Yachats and its employees to administer emergency medical care to my child and/or, if deemed necessary, to secure emergency medical services and incur expenses for which I will be responsible for payment. My signature in the following hereby represents that I have read, understand, and to this agreement.

Parent/Guardian *Field not completed.*

Minor *Field not completed.*

Signature *Field not completed.*

Date *Field not completed.*

Version 2022-10-01

Email not displaying correctly? [View it in your browser.](#)



**CITY OF YACHATS
RESOLUTION NO. 2023-223
A RESOLUTION APPOINTING MEMBERS TO THE
YACHATS PLANNING COMMISSIONS**

WHEREAS, The following Commission members have agreed to accept the appointment of said applicant, if offered, and

WHEREAS, The City Council discussed the appointment at the December 7, 2023, meeting;
and

NOW THEREFORE, the City of Yachats resolves that the following appointment is made:

Yachats Planning Commission:

- o Craig Hogan, Seat B, Expiring 12/24

Passed and adopted December 7, 2023. This Resolution is effective upon adoption.

Attest:

Craig Berdie, Mayor

Bobbi Price, City Manager

ADMINISTRATIVE POLICY # __ WORKGROUPS

OBJECTIVES:

1. To recognize the historic importance of workgroups in this community as a mechanism for undertaking and accomplishing tasks for which the City does not have sufficient staff.
2. To create a mechanism to facilitate leveraging of unique skills and expertise of members of the community.
3. To encourage the creation of workgroups to undertake tasks of benefit to the community.
4. To encourage community engagement through volunteerism.

DEFINITION: A workgroup is a group working under the guidance of the City Manager and empowered to undertake a specific task.

POLICY:

1. The City Manager is authorized to form a workgroup in order to facilitate the successful development, completion and/or maintenance of a project.
2. Workgroup project proposals submitted to the City Manager by a Commission will be in writing.
3. Tasks assigned to a workgroup may include, but are not limited to: gathering information; making recommendations to the City Manager; planning, designing, facilitating, or implementing projects, and maintaining existing infrastructure.
4. A workgroup will be established for a finite period of time that may be extended by the City Manager.
5. Members of a workgroup may include City Councilors, Commissioners, other members of the community, City staff, and/or contractors.
6. Members of a workgroup that are not City Councilors, Commissioners, City staff, or contractors will complete and submit a City of Yachats Volunteer Agreement form before participating in a workgroup.
7. A workgroup will receive financial and/or other resources when appropriate, as determined by the City Manager. If a budget for a workgroup is established, the City Manager will approve purchases.
8. A workgroup will have a designated liaison who will be responsible for communicating with the City Manager on at least a monthly basis. The liaison will be determined by the workgroup members in conjunction with the City Manager.
9. The City Manager will keep the City Council informed about formation and progress of workgroups by means of the monthly City Manager report to the Council.

Controlling Knotweed

Fun facts:

- Reproduction of knotweed by seed is not typically an issue. Although seeds can and do germinate, they rarely survive.
 - How, then, does knotweed spread? By way of rhizomes, a continuously growing horizontal underground stem that puts out lateral shoots and roots at random intervals, underground.
- Mowing/Cutting alone will not eradicate Japanese knotweed and, therefore, should only be used in combination with herbicide applications or smothering. Cutting the above-ground portion of the plant usually stimulates dormant lateral buds along the rhizome system, which then send up new shoots further away from the crown, essentially increasing the total number of stems and extending the limits of the stand. This can have a serious impact to buildings and roadway infrastructure.
 - Cut portions of Japanese knotweed can be left in place and dried in the sun. Once the cut stems turn tan to brown in color they are no longer a threat. If freshly cut portions of the plant are moved to another location, ensure they do not come in contact with moist soil, wetlands or surface waters where they can regenerate.
- Hand pulling or digging should be limited to new populations that came in with soil containing propagules of Japanese knotweed. or small young populations where only a handful of stalks occur. New occurrences in construction sites or work areas can easily be removed by grasping onto the emerging stalks and pulling. If they resist then using a shovel or spade dig adjacent to the stalk to access the rhizome. Ensure that all dug plant material is destroyed before disposing of.
- If herbicide was used as a control method, it may take 3-5 years to determine if the management was 100% successful. Japanese knotweed has always been considered difficult to eradicate, *even with herbicides*.
- The proper timing for removing Japanese knotweed depends on which strategy you employ. Severe infestations may require repeated attacks throughout the year.
 - Smothering: Spring
 - Cutting: Throughout the summer
 - Digging: Anytime, especially just before using the smothering technique
 - Herbicide: Summer or early fall
- Knotweed rhizomes that have not been completely killed off may send up new shoots as many as three years later. In all cases, monitoring and follow-up treatment will be required for four to ten years, depending on the size and age of the population being treated.

Smothering technique

Smothering is a very effective alternative to using herbicides. Not only does it eliminate the need for chemicals, but there are also no soil disturbance/erosion issues. Here are the general guidelines. Although this method is time-consuming it has been very successful for use in sensitive areas (instructions below are based upon growth in New Hampshire, which is close in latitude to Yachats, although it's colder; it's possible that our timeline would need to be moved up a couple of weeks):

1. Allow the knotweed to grow in the spring without attempting to control it;
2. Cut the knotweed at the base and close to the ground around the first week in June (allowing for early rapid growth causes the plant to exhaust the stored carbohydrates thus weakening the rhizome system);

3. Pile all of the stems on an impervious surface such as a tarp, plastic, pavement, etc. so they can dry (after turning brown the stems are no longer viable or a threat);
4. Spread an adequate layer of mulch, grass clipping or bark chips (3" - 4") over the cut stems to prevent them from puncturing the tarp (or old carpet), which will be applied in the next step;
5. Cover the entire area with the biggest heavy-duty dark-colored tarp you can find, or use large sheets of thick (7-mil or thicker) black plastic. If more than one tarp or sheet of plastic is used make sure to have a wide overlap of 2' between sheets to prevent sunlight from penetrating. Also, ensure the cover material extends a few feet beyond the limit of knotweed in all directions. *Note: even thick plastic may not be strong enough to withstand woody stems of knotweed, but a tarp (or discarded carpet) should work;*
6. Weight the top of the tarp/plastic and seal the edges with rocks, sticks, soil, sand, mulch, etc. Do not puncture the tarp/plastic as this can allow knotweed stems to survive. If any tears or holes develop, patch them.
7. If aesthetics is an issue, the tarp/plastic can be covered with attractive bark mulch or other material. If it's on a steep slope some method of anchoring will be required to ensure the mulch doesn't slide off into the surface water. *Mulch also protects the plastic from UV photo-degradation.*
8. After 5 years the covering material can be removed and the area replanted.

Mesh technique (used in UK):

- The method has been offered commercially for a few years in Great Britain, a country where Japanese knotweed has had significant economic and environmental impacts.
- It involves selecting a patch of knotweed and clearing out the surface growth from previous growing seasons. The cleared-out section is then covered with a wire fence mesh with ½ inch x ½ inch openings. The fencing material will have to be fastened down in some method to stay put throughout the growing season. And that's all you do.
- The knotweed stems will emerge from buds on the underground rhizome in early spring and will grow through the steel mesh. As the stems continue to grow, they will expand in diameter. At a certain point, the stems will push against the steel mesh and girdle themselves. The surface growth (stems and leaves) of the plant wilts and will eventually die, but the rhizome will continue to push new stems up through the ground (and wire mesh). This will continually kill the stems and will lead to the depletion of rhizome carbohydrate stores, which are required by the stems for growth. This cycle will repeat until the end of the growing season when the plant enters a period of dormancy. *Normally, the knotweed will have a plentiful store of carbohydrates stored in its rhizome to begin growing again in the spring.* There will be a noticeable difference in the vigor and growth of the plant after the first year of trying the MeshTechnique, but total control of the plant will still take over 5 years. *Other control methods have similar timelines to see semi-permanent results. Still, this method has the potential to make a difference in knotweed infestations where other methods such as chemical or mechanical treatments are not desired or appropriate.*

Chemical technique

- **Glyphosate:** Although glyphosate (e.g., Roundup®, Aquamaster®) kills knotweed foliage quickly, *the herbicide is not effectively transported to the roots. In most cases, the plant rebounds the following year.* In other cases, regrowth is reduced, but stems and foliage are deformed and do not provide enough surface area for re-treatment. With less surface area, less herbicide will reach the roots and eventually the plant will grow back.

- **Imazapyr:** Imazapyr (e.g., Arsenal®) has shown the greatest documented effectiveness on this species to date. It acts slowly, reaching the massive root system before damaging the leaves. Although it appears not to be working initially, it results in significantly higher die-off rates a year later. Spray should be directed toward the actively growing portions of the plant.
 - *Imazapyr persists in the soils for long periods of time—an advantage in providing greater control. However, since it is non-selective it can also kill valuable non-target species.* Imazapyr can move within roots and be transferred between intertwined root systems of different plants and other species. *It has the potential to cause significant damage or death to trees and other species in the area.* This movement of herbicide is exacerbated when imazapyr is incorrectly over-applied. Because of its potential for collateral damage, imazapyr may not be appropriate for use in high-quality areas, with many desirable native species.
 - Sites where imazapyr has been used should not be planted for at least one year, because of its lingering effects. Imazapyr is available in several wetland-approved formulations but they must be applied by a certified pesticide applicator. Wetland approved formulations must be used wherever standing or open water is present.
- **Imazamox:** Imazamox (e.g., Clearcast®) is also effective against Japanese knotweed, although there has been less research on it than imazapyr to date. Some imazamox formulations are approved for aquatic and wetland sites and can be used in upland settings also. Because it is non-selective, it may kill or harm desirable non-target species, although its impacts vary with concentration and mode of application. **Aminopyralid:** Aminopyralid (e.g., Milestone®), a broadleaf herbicide, is being tested on Japanese knotweed and appears to provide effective control. *Although it does not kill established native grasses, it may damage nearby trees.* As it remains active in the soil for a long period of time, a soil bioassay is needed before planting wildflowers or legumes, which are particularly vulnerable to it.

Injection Technique

Injection Injection is extremely labor intensive and impractical for most situations. It may be useful for applying herbicide on sensitive sites with very small knotweed populations.

Typically, a measured amount of herbicide is injected into the plant stem between the second and third node or into the hollow of a cut stem. Stems that are not treated are not killed. For each type of herbicide, there is a maximum amount that can be applied safely per acre, per year, and with large populations, it is possible to reach this amount before all stems have been treated.

Zapping Technique

- Uses a proprietary electric rod ([Root Wave](#)) to electrify the plant, killing it nearly instantly and often permanently. This unit is manufactured in Europe. If able to be purchased in the US, it would be well suited for our needs in Yachats, given the infestations of knotweed (and other weeds too). The type of generator needed to run it would need to be investigated to ensure that it would be compatible with US versions.
- Greatly reduces the need for manpower, compared with other methods of removal.
- [The highly portable unit](#) would have many applications in Yachats and could be a good investment.
- The commercially available rod unit made in the US that I found ([WeedZapper](#)) was designed for use on flat fields (like on a farm), but our Facilities people have sources for equipment that might include something closer to the RootWave. If found and if affordable, *this could be the most effective technique for eradicating knotweed due to the speed, permanence, and chemical-free nature of its application.*