

1. 2:00 P.M. Agenda

Documents:

[2024-05-07 Parks And Commons Agenda.pdf](#)

2. Meeting Material

Documents:

[Admin Policy 5 Including New Language About Benches-Rocks.pdf](#)

[Sample Rock Plaque For 5-7-24 Meeting.pdf](#)

[Prospect Park -Birdseye View.pdf](#)

[Yachats Resolution 2021-169 Approving Prospect Park And Ocean View Drive
Park -Peace Pole Park 3-17-21.Pdf](#)

3. 2:00 P.M. Additional Items

Documents:

[George Giroux Pictures.pdf](#)



CITY OF YACHATS
PARKS & COMMONS COMMISSION
441 Hwy 101 N. Commons Civic Meeting Room 1
Yachats, OR 97498
Tuesday, May 7, 2024, at 2:00 pm
To Be Held In-Person & Zoom

Join Zoom Meeting

<https://us02web.zoom.us/j/82841590548>

Meeting ID: 828 4159 0548

AGENDA

I. Meeting Called to Order

II. Announcements

III. Citizens' Concerns

- Limited to items not on the agenda (5 min. limitation per person)
- Concerns/issues may be considered for inclusion in future agendas by PCC

IV. Reports

- a. Trails (5 min.) *Link*
- b. City Manager (5 min.)
- c. City Coordinator (Krystal) (5- 10 min.) *Link*

V. New Business

- 1. Information: City update on fire restrictions on Commons and Pavillion (10-12 min)**
 - a. City Manager will update the PCC on recent [restrictions placed on use of Commons and Pavillion by Fire Marshal](#). PCC will discuss and recommend actions.
- 2. Discussion/Advice to City Manager regarding proposed Yachats Ocean Road Natural Area Bathroom location question (20 min)**
 - a. Our consideration will focus on the placement of the portapotty within the YOR Natural Area and also how best to mitigate aesthetic concerns by neighbors. At Bobbi's request, she'd like our input.
- 3. Discussion and Vote: Plaques policy — Admin Policy 5 revision (20 min)**
 - a. [Administrative Policy 5 including new language about benches & rocks](#)
 - b. Decisions about wording will be made at a later time. During this meeting, we're documenting concerns for any sections for which there are concerns. A small workgroup will convene to rewrite sections as per the concerns (including competing concerns), to be brought to a future PCC meeting for a full discussion and decision.
 - c. A decision will be made today about a request for a [rock plaque](#). Meg and Ron have seen the proposed rock and feel that it would be an excellent choice for a memorial.
- 4. Vote on paying for the materials for the osprey pole (5 min)**
 - a. Out of a \$5000 budget for 2023-24, \$155.98 has been spent through Jan 2024. The 2024-25 budget for this category will be \$1500. *As of the time that this agenda was published, the total costs of reimbursement is TBD but less than \$100. It will be known by the time of the meeting, including the possibility that no reimbursement will be necessary.*

5. Discuss and vote on the number of Prospect Park signs. (10-15 min)

- a. Prospect Park contains 3 distinct sections, with a single walking trail connecting each of them. There are currently Trail posts, but no signs denoting the existence of this lovely city park.
 - Mayor Berdie has confirmed that Propsect Park extends from 2nd up to Radar: [City resolution designating Prospect Park \(2nd to Radar\)](#)
- b. PCC voted in March to request that the city order Prospect Park signs. The number of signs was not specified at that time. Nor was placement.
- c. Below is a description of each park entrance. We need to decide where to place signs:

Location	Looking north (up)	Looking south (down)
2nd Ave to 3rd Ave		
3rd Ave to King St.		
King St. to Radar		



Parking Lot (items for future agendas)

- Polly Plumb invitation to join us in June and share ideas for Commons' future
- Rail fence idea for pocket parks: any protective structures must be produced and installed by an insured company for liability protection for the city
- Discuss masterplan study proposals: Can the city conduct community building surveys, relieving planners of this task? Invite Bobbi to address this agenda item

Attachments:

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 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 02/29/24 By: Kimmie Jackson, Deputy City Recorder

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.

REMOVE 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.

[Proposed New Language]

- Bench plaques (memorial benches) shall be dedicated solely to nonprofit organizations that have contributed greatly to the Yachats Community, including current and past nonprofits, e.g., Yachats Ladies Club, Lions Club, View the Future, Cape Perpetua Collaborative, Friends of the Yachats Commons, Polly Plumb Productions, YYFAP, and others.
- Organizations that wish to be honored with a memorial bench, shall propose a memorial bench plaque with words that briefly describe their philosophy, love for community, etc.
- Plaques for individuals who have died shall be limited to rocks and other items that may be designated by the city (such as memorial bricks or boardwalk plaques). Memorial plaques (or carved embossments) for individuals may be placed on rocks that have flat sides, such as those in the pocket parks or other parks. Plaque statements shall reflect or demonstrate the honored persons' love for the Yachats community or environment, and/or include inspiring words and/or a short phrase that they loved or lived by. Plaque statements shall not promote religion or include partisan political statements or beliefs.
- Plaque statements will be reviewed by the P&C Commission and either proposed for approval by the City Council or returned to the plaque applicant with a reason for a failure to propose for approval.
- Plaques for individuals shall be bronze, and measure not smaller than 6 inches by 2.5 inches and not larger than 8 inches by 4 inches.
- Implementation of PCC-approved plaques is at the discretion of the City Council and City Manager.

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.



TIME PASSES, BUT LOVE REMAINS.

IN MEMORY OF

JACK AND PEGGY BROPHY

TWO GEOLOGISTS WHO LOVED
THE YACHTS AREA



King St

Radar Rd

King St

King St

King St

King St

Coast Realty

Gregon Coast Trl

E 3rd St

E 3rd St

E 3rd St

Prospect Garden and Trail

Green Salmon Coffee Company



Prospect Ave

E 2nd St

E 2nd St

E 2nd St

nd St

Pacific Coast Hwy

The Drift Inn Hotel and

Ocean Cove Inn - Yachats Vacation Ren

Google

CITY OF YACHATS

RESOLUTION 2021-169

A Resolution approving 2017 Parks & Open Space Master Plan Update

WHEREAS, at its March 2, 2021 meeting, the Parks & Commons Commission discussed updating the 2017 Parks and Open Space Master Plan to include Prospect Park, and Ocean View Drive Park (also known as Peace Pole Pocket Park); and

WHEREAS Ocean View Drive Park, located on the west side of Ocean View Drive at 7th street, is bordered by private residences, offers convenient access to the beach, and is a favorite spot for whale watching; and

WHEREAS Prospect Park occupies the Prospect Street right-of-way from the parking area north of 2nd Street to Radar Road, includes a demonstration garden featuring native plants, offers sweeping ocean views, and has other features noted in the Attachment this resolution, and

WHEREAS, these two parks as described below have been and continue to be City properties managed by the Parks & Commons Commission and rightfully belong on the list of City Parks;

NOW THEREFORE, the City of Yachats resolves to update the 2017 Parks & Open Space Master Plan to include Prospect Park and Ocean View Drive Park and their descriptions.

EFFECTIVE DATE: This Resolution shall take effect immediately upon its adoption.

Passed and adopted by the Yachats City Council this 17th day of March 2021.

ATTEST:

Leslie Vaaler, Mayor Shannon Beaucaire, City Manager





tony Haftner
Laughter Loves Us Like This

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