

1. 2:00 P.M. Agenda

Documents:

[2024-10-01 Parks And Commons Agenda.pdf](#)

2. 2:00 P.M. Meeting Materials

Documents:

[PCC Policy 5 Comments Matrix.pdf](#)

[PCC Working Copy Of Administrative Policy 5 Including Approved Language About Benches And Rocks Per Joanne Kittel.pdf](#)

[Parks Maintenance Inventory .Pdf](#)

[Yachats Park Ambassador Responsibilities.pdf](#)



CITY OF YACHATS
PARKS & COMMONS COMMISSION
441 Hwy 101 N. Commons Civic Meeting Room 1
Yachats, OR 97498
Tuesday, October 1, 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.)
- b. City Manager (5 min.)

V. New Business

1. Review Admin Policy 5 revisions (45 min)

- [Matrix of all Commissioner Comments on Policy 5](#)
- [1st Draft of Revised Policy 5](#), including all requests for additions and deletions (noted with strike thru) indexed to Table of Comments above (see packet)
- Procedure today:
 - i. Review Policy #5 Comments Matrix to Find Areas of Majority Agreement ("livewithitability")
 - ii. Areas that are not approved by majority vote, will be continued for additional discussion in future PCC meetings

2. Decision: Choose Additional Parks to Visit to Develop a Parks Maintenance Inventory for Each Park (10 min)

- Overview Dr. (Peace) Park
- Sunset Park N.
- Sunset Park S.
- Whale Park
- Prospect Park
 - i. Do We Need a Park Ambassador for Prospect Park given that YIPS! cares for this Park? Can it Be Categorized as an "Additional Park" (see below)?

- Additional Parks (maintained by Trails/YIPS!) will be visited by PCC for oversight purposes only: Ya'Xaik Trail at Gerdemenn Botanic Preserve & Amanda Gathering area
- We are in the process of building a [Parks Maintenance Inventory](#) for each city park under the care of a YPA.

3. Review Draft of Yachats Park Ambassador (YPA) Responsibilities (20-30 min)

1. Review Draft of [Yachats Park Ambassador Responsibilities](#)
2. Discuss How Trails/YIPS! Leader Responsibilities Might Apply to Yachats Park Ambassadors
3. Clarify/specify Responsibilities of Yachats Park Ambassadors (YPA)
4. Create a Mechanism for Requesting Priority Maintenance or Repairs
 - example: PA communicates with City Manager, who then determines whether to request Parks/YIPS! support or other appropriate action

4. Brainstorm about Additional City Parks South of the Yachats River Bridge (15-20 min)

Imagine if Evans Betz (south riverbank property across from Quiet Water) became available and we had documentation describing the parameters of a park we would create. It would make decision-making by a future Council a lot easier.

- Are there possible (additional) areas that could be made into a city park?

5. Parking Lot Items for Future Consideration

Next meeting:

- Policy Review and Possible Revision of Noxious (Invasive) Weeds Code

Attachments (to be included in printed packet):

- [Matrix of all Commissioner Comments on Policy 5](#)
- [1st Draft of Revised Policy 5](#)
- [Parks Maintenance Inventory](#)
- [Yachats Park Ambassador Responsibilities](#)

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

Policy #5 Comments Matrix The indexed comments below are a compilation of all comments from Commissioners made in our PCC meeting in May of 2024, with a few from our Walking Meeting to Prospect Park. This matrix was created using the “Summary of Commissioner Comments on Policy #5” document, which was distributed to PCC members for any corrections or revisions before being finalized.	Notes	Author	Index #
Nowhere does it say that PCC will inquire with organizations as to whether they would like to get a plaque. (Doesn't make sense to do this)		Ron	1
Objection to Bullet #8: The CC may choose to repair the Gift “at donor’s expense” especially if the owner didn’t request repair of the Gift. [In other words: Should the gift-giver be made to pay for the repair of gift after its accepted by the city?]	see Guiding Principles By removing the donator from all responsibility once the gift is accepted by the city, this and many other potential issues are resolved.	Ron	2
Objection to “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” (Do artists have to be hired to create the design?)	see Oversight	Ron	3
“...plaques are to be considered carefully and should only be used to recognize significant monetary or public service contributions to the city of Yachats” (Ron: “Significant” is too subjective)	see Permanent Plaques	Ron	4
All mention of Trees should be eliminated completely. No plaques on any trees in Yachats. Maintenance, species, location are all problematic.		Geo	5
Calculating Maintenance Costs for 10 years. How? Record keeping? Fountain example (how is future maintenance calculated? Approval of Gifts should be thoughtfully considered). City should take on maintenance costs.	See Guiding Principles	Geo	6
Memorial Art, Benches, etc The size of plaques for benches is more important than for rocks. Could size range of plaque be given in total sq inches instead of prescribed limits of length and width?	This is reflected now.	Geo	7
Main Concern: First come, first serve is a problem. Proposal: Publicize to public that plaque requests are being considered. No decisions will be made until a later date (maybe a year) at which time PCC wil announce which plaque proposals will be sent to City Council for approval.	Related to how orgs can request memorial benches	Dean	8
Proposal: Determine the best locations (for plaques, benches) in the city and require the most significant donation amounts for those spaces. Lesser donations would get less desirable spots.		Dean	9a
Do we want plaques all over the place? Or should we limit how many can be in each potential space?		Dean	9
What can we do to manage the number of plaques we allow? Proposal: Determine the maximum number of plaques for each park/trail/Commons space		Michael	10
No plaques on trees	See Memorial Trees	Michael	11

Caution: let's avoid accepting gifts that could be costly or problematic in the future. Consider suggesting rock-embossed memorials instead of metal plaques on rocks	See Oversight See Additional Comments	Michael	12
Gifter should buy/supply the memorial rock, not the city		Dean, Michael, Geo, Dan	13
Questions to be answered: Should rocks all be artificial rocks? Should plaques and carved characters be permitted?		Dean, Michael, Geo, Dan	14
The Gift policy is about gifts to the city. It does not extend to <i>purchases</i> by the city. Should it be stated in the portion of the policy dealing with memorial benches that the city may choose to designate benches to individuals or organizations at its expense? Keep in mind that individuals are not permitted to be memorialized on <i>gifted</i> benches, only rocks and other designated items.		Dan, Geo? Michael? Dean?	15
All bulleted items under each section should be numbered instead of bulleted for ease of use.	This is reflected now	Dan	16
Remove all references restricting gifts to items that will never incur taxpayer expense	See Intro	Dan	17
Substitute "user experience" for "experience"	See Guiding Principles	Dan	18
The policy should eliminate all language denoting the Gifter's obligation (for upkeep, replacement, or maintenance) past the initial 10-year period. If the city accepts the gift, it will simply keep it or remove it after 10 years depending on the value and the cost to the city.	See Guiding Principles	Dan	19
8th bullet should read: "At the end of each 10-year term, 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, or remove the amenity with no further obligation to the donor.	See Guiding Principles	Dan	20
9th bullet should read: "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 of \$100. c. General administrative/endowment contribution of 10% of the total of a + b.	See Guiding Principles	Dan	21
[10.] Maintenance assessment fee (b. above) and general administrative/endowment contribution (c. above) is payable upon the City Council's approval of the request.	See Guiding Principles	Dan	22
[11.] 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.	See Guiding Principles	Dan	23
[12.] 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.	See Guiding Principles	Dan	24
[13.] The City may, at its discretion, adjust the administrative/endowment contribution rate. [add] 10-year maintenance assessment of \$100.	See Guiding Principles	Dan	25

[illegible]

[Note: this policy is not a PCC policy per se, it is a city-wide policy that takes into consideration all Gifts bestowed upon the city. Portions of the policy concern PCC, while other portions of the policy do not directly concern PCC].

DRAFT

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."	17
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Guiding Principles

The following principles form the basis for the Donation & Recognition Policy: 1. It shall be the City's policy to take into account the resources, function and [add] user experience for which various public facilities and programs are maintained when considering the appropriateness of donor recognition and the placement of Gifts. 2. In all forms of recognition, the donor's wishes for anonymity shall be respected. 3. 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. 4. 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. 5. Recognition shall not interfere with routine City operations or use. 6. 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. 7. 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	18 5, 11,29
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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.	
8. 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.	20 2, 19, 20
9. 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.	6, 21
b. Estimated 10-year maintenance assessment [add] of \$100	21
c. General administrative/endowment contribution of 10% of the total of a+b.	22
10. Maintenance assessment fees (b. above) and general administrative/endowment contribution (c. above) are [add] is payable upon the City Council's approval of the request.	23
11. Should the gift's maintenance fee (b. above) exceed the estimate during	
a. any 10-year term, the donor will be held responsible for the costs of repair and or restoration.	24
12. 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.	25
13. The City may, at its discretion, adjust the administrative/endowment contribution rate. [add] 10-year maintenance assessment of \$100.	26
14. 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.	27
[add] 15. "In no case will the city of Yachats be responsible for replacing or repairing gifts to the city that are damaged or destroyed by natural forces, including, but not limited to, destruction caused by wind, flooding, earthquake, tsunami, animals, wildlife, or other forces of nature. Nor shall damage or destruction caused by persons not employed by the city, including but not limited to criminal actions, require the replacement or repair of gifts to the city.	

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 approval.	
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The P&C Commission's assessment and recommendation to City Council will consider the suitability of the item for its proposed location, the compatibility of the item with the character of Yachats, the feasibility of its maintenance, whether fees collected for the Gift will fully cover routine maintenance costs of the Gift for the 10 year term, and provide this in its recommendation for approval or refusal to City Council, and any other factors involving the Gift. 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.	12, 28
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.	Previous edit by Meg
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.	3
The approval of Gifts are at the full discretion of the P&C Commission and the City Council. [add] The recommendation for approval of Gifts to be placed in the Commons, Parks, or Trails are at the full discretion of the P&C Commission. City Council has full discretion as to whether to accept PCC's recommendation for approval of the Gift.	30

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	
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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.	4
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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. [New Provisions (suggested by Joanne Kittel) approved in the fall of 2023]: 1. 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	Previously deleted language
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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. [add] rocks supplied by donor as approved by the city. 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 (or 15 square inches in total) and not larger than 8 inches by 4 inches (or 32 square inches in total). - Implementation of PCC-approved plaques is at the discretion of the City Council and City Manager.	M, D, G, D 13
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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.	5, 11, 29
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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.	5, 11, 29
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Additional Comments Not Mentioned in Current Policy

These two ideas are in conflict	Nowhere does it say that PCC will inquire with organizations as to whether they would like to get a plaque. (Doesn't make sense to do this)	Ron	1
	Main Concern: First come, first serve is a problem. Proposal: Publicize to public that plaque requests are being considered. No decisions will be made until a later date (maybe a year) at which time PCC will announce which plaque proposals will be sent to City Council for approval.	Dean	8
These two ideas are similar	Do we want plaques all over the place? Or should we limit how many can be in each potential space?	Dean	9
	What can we do to manage the number of plaques we allow? Proposal: Determine the maximum number of plaques for each park/trail/Commons space	Michael	10
	Proposal: Determine the best locations (for plaques, benches) in the city and require the most	Dean	9a

	significant donation amounts for those spaces. Lesser donations would get less desirable spots.		
	Consider suggesting rock-embossed memorials instead of metal plaques on rocks [Note: if only embossed rocks are allowed, Prov. 5 of Memorial Benches, Plaques, and Other Amenities will need to be revised]. <i>[Please see next comment below, as it's related to this comment]</i>	Michael, Geo, Dan	12
	Questions to be answered: Should rocks all be artificial rocks? Should plaques and carved characters be permitted? [Rocks vs. artificial rocks, and embossed rocks vs. plaques. Can we live with all of these?]	Dean, Michael Geo Dan	14
	The Gift policy is about gifts to the city. It does not extend to <i>purchases</i> by the city. Should it be stated in the portion of the policy dealing with memorial benches that the city may choose to designate benches to individuals or organizations at its expense? Keep in mind that individuals are not permitted to be memorialized on <i>gifted</i> benches, only on rocks and other designated items.	Dan	15

Overview Drive (Peace) Park	
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[illegible]

Sunset Park North

[illegible]

Sunset Park South

[illegible]

Whale Park

[illegible]

Prospect Park. (Officially Under YIPS!) Do we need a Maintenance Inventory for this park?

[illegible]

(DRAFT) Yachats Park Ambassador Responsibilities

Yachats Park Ambassadors (YPA) will interact with and oversee an assigned city park and share information with PCC and the City Manager to ensure proper ongoing maintenance and repairs. YPA's will regularly spend time in and evaluate their assigned park, and use the [Parks Maintenance Inventory](#) to make sure all aspects of park maintenance are being attended to.

The following maintenance tasks are summarized from Trails/YIPS! Leadership Team documents*. ***Do we want YPA's to take on any of these responsibilities or will they be solely responsible for visiting their park, inspecting it using agreed-upon maintenance criteria, and sharing results with PCC and the City Manager?***

* Only maintenance-related responsibilities are included from Trails/YIPS! Leadership docs.

Trails (T) or YIPS! (Y)	Trails/YIPS!	Applicable to Yachats Park Ambassadors?	Revise below to fit needs of City of Yachats Park Ambassadors
T	Build, maintain, and rehabilitate trails	No ▾	
T	Remove vegetation that encroaches on trails, keep tread surface clear of mud/debris, remove trees that fall across trail and/or present safety hazards	No ▾	
T	Gain knowledge about native and invasive plants	No ▾	
T	Use power equipment (chainsaw, weed eater)	No ▾	
T	Assign tasks to volunteers according to their capabilities and interests	No ▾	
T	Survey [park] to determine when routine maintenance tasks like trimming, gravel placement, clearing, etc. are necessary to keep trails safe and enjoyable; Locate and mark maintenance/repair needs, compile them into a document , prioritize them, [and share this info with PCC and City Manager]	No ▾	
T	Identify areas in which repair is needed (replace steps, cut/fill trail sections, improve drainage)	No ▾	
T	Prioritize maintenance and repair tasks, develop plans and material list for needed repairs	No ▾	

Y	Monitor invasive plants (blackberry, ivy, morning glory, scotch broom, clematis, knotweed, tansy ragwort, etc)	No ▾	
Y	Prioritize...tasks in determining which will be undertaken in a given work session	No ▾	
Y	Lead efforts during ... work sessions to control invasive plants...	No ▾	
Y	Alert Public Works about weed debris that needs to be collected after work sessions	No ▾	
Y	Educate the public about the need and methods to control invasive plants [in city parks]	No ▾	
Other	Consult with PCC and City Manager (CM) concerning the need, viability, and practicality of potential new trail and/or amenities opportunities within the city park	No ▾	
T	Consult with and assist other groups [Trails, YIPSI, Angell Job Corps, Public Works, Private Contractor per CM, etc] with trail planning and/or amenity development when asked	No ▾	
Other	Attend monthly PCC meetings as well as other meetings as needed	No ▾	
Other	Attend educational events to develop skills and pass that info to others (archaeological /cultural, geological, plant identification, park maintenance, design)	No ▾	
Other	Maintain and grow relationships with partner groups like OPRD, SNF, Angell Job Corps, local Indian tribes, Chamber, Trail Keepers of OR, View the Future...)	No ▾	
		No ▾	
		No ▾	
		No ▾	
		No ▾	
		No ▾	