

1. 2:00 P.M. Agenda

Documents:

[2025-01-28 Parks And Commons Special Meeting Agenda \(1\) \(1\).Pdf](#)

2. Meeting Material

Documents:

[Proposed Revision Of Administrative Policy 5 \(1\).Pdf](#)

[V3 Working Copy Of Admin Policy 5 Comments Matrix.pdf](#)

[3rd Draft PCC Working Copy Of Administrative Policy 5 .Pdf](#)



CITY OF YACHATS
PARKS & COMMONS COMMISSION SPECIAL MEETING
441 Hwy 101 N. Commons Civic Meeting Room 1
Yachats, OR 97498
Tuesday, January 28, 2025, 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** (reminder to silence phones)
- 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. New Business**
 - 1. Review and finalize Admin Policy 5 proposed revisions**
 - a. We'll review, adjust as needed, and polish the finished product before sending our proposed revised Policy #5 to City Council

Attachments to packet:

1. [V3 working Copy of Admin Policy 5 Comments Matrix](#)
2. [3rd Draft PCC Working copy of Administrative Policy 5 V2](#)
3. [Proposed Revision of Administrative Policy 5](#)

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.

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:

1. It shall be the City's policy to take into account the resources, function and 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, 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.
8. At the end of each 10-year term, the City Manager may, at his or her 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.
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.
 - b. 10-year maintenance assessment of \$100.
 - c. The City, at its discretion, may adjust the \$100 maintenance assessment at the outset.
10. Installation and Maintenance assessment fees are payable upon the City Council's approval of the request.

11. 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.
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.

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.

Every effort should be made to apply unique and artful designs in creating the Gift.

The recommendation for approval of Gifts to be placed in the Commons, Parks, or Trails is 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.

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 (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

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 Commons, Polly Plumb Productions, YYFAP, and others.
2. 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.
3. 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 supplied by the 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.
4. 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.

5. 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).
6. Implementation of PCC-approved plaques is at the discretion of the City Council and City Manager.

Signage and Plaques

1. 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. Signs or plaques will be left in place for 10 years or until they are no longer visually attractive.
2. In no instance may an item be placed on a tree in a manner that compromises the health or life of the tree.

Not yet agreed upon proposed revisions (Section 1)

	Notes	Author	Index #/page #	
"...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	4/4	

Additional Comments Not Mentioned in Current Policy (Section 3)

These two ideas are in conflict	Main Concern: First come, first serve is a problem. Proposal: Publicize to the 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
	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) <i>[see Dean's concern above this one for context]</i>	Ron
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
	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; Make new OVD/7th property a memorial park for concentration of memorial rocks/bricks/plaques.	Michael
	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
These ideas are essentially seeking to: Avoid maintenance-heavy gifts. Are bronze plaques problematic decades down the line? If so, perhaps Geo's Supplement can be modified to specify engraved rocks or stones or bricks "only."	Caution: let's avoid accepting gifts that could be costly or problematic in the future. Consider suggesting rock-engraved memorials instead of metal plaques on rocks <i>Please see next comment below, as it's related to this comment.</i>	Michael, Geo, Dan
	Questions to be answered: Should rocks all be artificial rocks? Should plaques <u>and</u> carved characters be permitted? [Rocks vs. artificial rocks, and engraved rocks vs. plaques. Can we live with all of these?] Supplement from Geo: Allow engraved rocks, providing that: they are natural rocks or artificial rocks that appear natural and homogeneous with the Yachats region geology; The requester provides the engraved rock and pays for shipping and placement Note: if <i>only</i> engraved rocks are allowed, Provisions 3, 4, and 5 of Memorial Benches, Plaques, and Other Amenities will need to be revised– (printed on flip side). <i>Search for all mention of "plaques" as necessary.</i>	Dean, Michael, Geo, Dan

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.	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 Commons, Polly Plumb Productions, YYFAP, and others. 2. 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. 3. 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. 4. 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. 5. 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). 6. Implementation of PCC-approved plaques is at the discretion of the City Council and City Manager.	Previously deleted language 13 7
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8/19/24 1:05 pm

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

[Bulleted items are now numbered] 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	18 5, 11,29
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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.	20
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 the City Manager may, at its his or her 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.	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:	6, 21
a. Actual cost of gift and installation charges.	21
b. Estimated 10-year maintenance assessment [add] of \$100.	22
c. General administrative/endowment contribution of 10% of the total of a+b.	22
d. [Add] The City, at its discretion, may adjust the \$100 maintenance assessment at the outset.	23
10. Maintenance assessment fees (b. above) and general administrative/endowment contribution (c. above) are [add] Installation and Maintenance assessment fees are payable upon the City Council's approval of the request.	24
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.	
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.	24
13. The City may, at its discretion, adjust the administrative/endowment contribution rate. [add] 10-year maintenance assessment of \$100 at the outset.	25
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.	
[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.	27

Oversight

The Yachats Parks & Commons Commission ("P&C Commission") is responsible for	
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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. The P&C Commission is essentially charged with ensuring that the donation is suitable and compatible with the character of Yachats, displayed in an appropriate venue, and that fees collected for the Gift will fully cover the cost of the gift for its duration, including administrative overhead and routine maintenance. The P&C Commission's assessment will consider the suitability of the item, the appropriateness of the location, maintenance factors and costs, along with any other factors involving the Gift. [Add]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. 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. [add] The recommendation for approval of Gifts to be placed in the Commons, Parks, or Trails is 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.	Previous edit by Meg 12, 28 3 30
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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	
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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

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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.

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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]:

**Previously
deleted
language**

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 Commons, Polly Plumb Productions, YYFAP, and others. 2. 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. 3. 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 the 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. 4. 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. 5. 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). 6. Implementation of PCC-approved plaques is at the discretion of the City Council and City Manager.	13 7
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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

[Add numbers] 1. 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. 2. Signs or plaques will be left in place for 10 years or until they are no longer visually attractive. 3. In no instance may an item be placed on a tree in a manner that compromises the health or life of the tree.	5, 11, 29
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