

1. 3:00 P.M. Agenda

Documents:

[2025-03-20 Parks And Commons Agenda.pdf](#)

2. Meeting Material

Documents:

[PCC Guidelines Comments Matrix From 3-4-25 \(1\).Pdf](#)

[PCC Ordinance Should Integrate Workgroups Into Its Mandate \(1\) \(1\) \(1\).Pdf](#)

[PCC- Combo Mayor And CM \(1\) \(4\) \(1\).Pdf](#)

[Bb-City Ordinance Vs Commission Rules For PCC - Sheet1 \(1\).Pdf](#)



CITY OF YACHATS  
PARKS & COMMONS COMMISSION  
441 Hwy 101 N. Commons Civic Meeting Room 1  
Yachats, OR 97498  
Thursday, March 20, 2025, at 3:00 pm  
**To Be Held In-Person & Zoom**

Join Zoom Meeting

<https://us02web.zoom.us/j/84767048820>

## **AGENDA**

- I. **Meeting Called to Order** (reminder to silence phones)
- II. **Announcements**
- III. **Public Comment**
  - 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**

Public comment will be permitted on agenda items prior to and after Commission deliberations and as determined by the Chair (2 min max per person per agenda item)

#### **1. Discuss reimagined PCC Guidelines (60 min)**

- a. [PCC Guidelines Comments Matrix from 3-4-25](#)
- b. [George's Work Group document](#)
- c. [DRAFT Proposed PCC Guidelines \(Mayor-City Manager\)](#)
- d. [City Ordinance vs Commission Rules for PCC](#)

This meeting is open to the public and all interested persons are invited to attend. This meeting will be audio taped. All items to be considered by the Commission must be submitted to City Hall no later than one week prior to the meeting. Minutes of all public meetings are available for review at City Hall, or on the City website at [www.yachatsoregon.org](http://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 03/20/2025 By: Kimmie Jackson, Deputy City Recorder

PCC Guidelines Comments Matrix	Name	Notes
Rename to Public Spaces Commission? Parks & Rec? Change the name because PCC no longer applies	Ron ▾	
Advise Trails team on what is needed in parks: Reinstate Parks Ambassadors	Ron ▾	
Design MP room upgrades	Ron ▾	
Input on Kitchen, Pavilion, NE Entrance, Master Plan	Ron ▾	
NO on the following: Setting fees, soliciting events, scheduling events	Ron ▾	
Liaison for the community, receive public input	Ron ▾	
Liaison is one of our jobs as commissioners	Adam ▾	
Present PCC workload is high– doesn't see as realistic an expansion beyond current responsibilities: Estuary Boardwalk, Peterson parcel, Greater Commons Master Plan, Landmark property, NE Entrance, etc.	Adam ▾	
Create a tree ordinance in order to preserve beauty in neighborhoods	Adam ▾	
Desires clarity on what it is we are supposed to do (as a commission), e.g., detailed recommendations and followthrough or ?	Dan W. ▾	
Go to 5 member body instead of 7	George ▾	
I question whether these tasks are right for the PCC members: a promotion role for Commons and Parks; a funding seeking and securing role; a role in the administration of the city wide invasive weed ordinance; expanding our purview to include the library and Little Log Museum	George ▾	
Include in our new ordinance language that encourages the city manager to maintain a workgroup that works with city staff to undertake projects beneficial to the Greater Commons	George ▾	
Gather public input for areas within our purview	George ▾	
Be the public bridge to the city regarding parks and commons	John ▾	
Set goals for each year	John ▾	
Estuary Boardwalk project	John ▾	
Create an educational center for what's going on, a community space to help citizens who are struggling	John ▾	



## **How do we get projects successfully designed and implemented at Yachats Commons and Parks?**

The following is a list of some of the typical stages projects such as renovation, remodel, new construction, and landscaping are likely to pass through as they move toward completion.

Larger cities have staff or even full departments to address most of these stages.

Yachats has staff and Commissions for only some of these stages.

- Identify need for improvement PCC/CC/CM
- Elicit public and other stakeholder feedback PCC/CM
- Define criteria for meeting the needs identified PCC/CC/CM
- Add project to the budget PCC
- Request for quote CM/CIP Manager
- Approve contract for services CM
- Make initial and mid-project payments City Staff
- Project orientation for service providers
- Review plan drawings, including eliciting public and other stakeholder feedback, confirm criteria are met
- Choose materials and confirm design direction
- Approve final plan CM?
- Track progress and address unforeseen circumstances
- Perform punch list inspections
- Approve completion of work performed CM?
- Final payment for services City Staff

The above unclaimed tasks are likely outside the purview of the PCC.

The city has an ordinance that allows the city manager to create workgroups for specific tasks.

The Commons, and Parks would benefit from continuous workgroups that coordinate with city staff and the PCC to perform or otherwise support the above unclaimed project tasks.

The new ordinance governing the PCC should include wording that recognizes the benefits of workgroups dedicated to the Commons and Parks, encourages their use, and supports development of expertise.

## City of Yachats Parks and Commons Commission Guidelines- DRAFT

These guidelines are designed to ensure that the Parks and Commons Commission effectively contributes to developing and maintaining Yachats parks, open spaces, and Commons facilities, enhancing recreation opportunities and community engagement.

### **Membership**

*Composition:* The Parks and Commons Commission (PCC) shall consist of seven members appointed by the Mayor and approved by the City Council. An assigned City Staff member shall act as an ex-officio member and serve as the commission's direct connection to the City.

*Residency:* All commission members must reside in the City, with the exception of one member who may reside outside the City limits.

### **Commission Duties and Responsibilities**

#### *Advisory Role:*

- The commission serves as an advisory body to the City Council and Staff on matters affecting City parks, open spaces, and Commons facilities. It provides input and recommendations for developing and maintaining these facilities and reports any major repair needs or safety issues to City staff.
- Receive regular updates and provide feedback on work from the assigned staff, Trails & YIPs leaders, and Keeping Yachats Beautiful to ensure the maintenance and safety of trails, open spaces, and the Commons facilities.
- Provide recommendations on the acquisition, development, use, operation, and disposition of parks, open spaces, and Commons facilities, rules, and regulations.
- Provide feedback on program and facility rental rates as needed.

#### *Program Development:*

- Recommend diverse recreational programs for all ages and abilities, including sports, arts, fitness and senior programs.
- Develop a Citywide donation policy for City Council approval.

#### *Community Engagement:*

- Gather public input on Parks and Commons issues and projects.
- Promote the use of parks and the Commons facilities.
- Foster partnerships with community organizations and volunteers.

#### *Budget and Finance:*

- Prepare and submit a proposed operational and capital project budget for consideration by the City Council and Budget Committee.
- Monitor budget expenditures and report issues to the assigned City Staff or City Manager.
- Explore and secure funding sources and grants for parks and commons projects.

#### *Environmental Stewardship:*

- Protect and preserve the natural environment within parks and promote environmental education programs.

- Recommend sustainable practices in park operations and suggest improvements to the City's invasive weeds ordinance.

*Collaboration and Coordination:*

- Collaborate with the Emergency Preparedness Committee on developing and sustaining the Commons as an emergency shelter.
- Coordinate volunteer opportunities for parks, trails, or Commons projects with the assigned City Staff.
- Coordinate with other City Commissions as needed.
- Develop meeting agendas and materials in collaboration with City Staff.

*Civic Campus Master Plan:*

- Provide input and recommendations to implement the Civic Campus Master Plan.
- Seek funding opportunities to support its execution.

Community Spaces-

Library, Little Log Church

City Ordinance 12/18/2006	Commission Rules Final 12/18/2019
<b>Parks and Commons § 2.08.040 Powers and duties</b>	<b>5.23 Powers and Duties</b>
a. Formulate rules, regulations and standards for the operation of the City's Parks and Commons building and grounds in a manner which assures security of the City's assets and encourages use by tenants, residents and visitors <b>alike</b> and recommend them to City Council for adoption;	Formulate rules, regulations and standards for the operation of the City's parks and the Commons building and grounds in a manner which assures security of the City's assets and encourages use by tenants, residents and visitors and recommend them to City Council for adoption;
b. Establish rental rates for various uses of the Commons; recommend such to City Council for adoption;	Establish rental rates for various uses of the Commons; <b>recommends</b> such to City Council for adoption;
c. <b>Maximize</b> income through promotion or co-promotion of appropriate events;	<b>Enhance</b> income through promotion or co-promotion of appropriate events;
d. Work with the <b>Commons Director</b> in development and implementation of a marketing program for tenants and special programs;	Work with the <b>Facilities Manager</b> in development and implementation of a marketing program for tenants and special programs;
e. Plan for the regulation, development and improvement of the City's parks;	Plan for the regulation, development and improvement of the City's parks;
f. Receive gifts, grants, bequests and devises to carry out the purpose of the Commons and parks;	Receive gifts, grants, bequests and devises to carry out the purpose of the Commons and parks <b>planning and programming process;</b>
g. Cooperate with volunteer organizations and City groups in the advancement of the Commons and parks planning and programming process; and	<b>No corresponding rule in this document</b>
h. Work with the <b>Commons Director</b> in the development of the budget for the Commons. Prepare the annual budget for all City parks and submit to the Budget Officer the budget proposals for the parks and the Commons building for forwarding to the Budget Committee.	Work with the <b>Facilities Manager</b> in the development of the budget for the Commons. Prepare the annual budget for all City parks and submit to the Budget Officer the budget proposals for the parks and the Commons building for forwarding to the Budget Committee;
B. <b>Each commission shall</b> perform such other responsibilities and duties as the City Council, from time to time, may delegate by ordinance, resolution or motion.	Perform such other responsibilities and duties as the City Council, from time to time, may delegate by ordinance, resolution or motion;
<b>No corresponding rule in this document</b>	Monitor the Village Circulation Plan portion of the Comprehensive Plan relating to trails, including implementation, funding, and signage; and
<b>No corresponding rule in this document</b>	Serve as liaison between the City and Lincoln County in development of the trail system, shoreline access points, and signage as established in the Village Circulation Plan and the 804 Settlement Agreement.
<b>No corresponding rule in this document</b>	Serves as the sponsoring Commission for the Trails Committee and the Little Log Church and Museum board.

Red = no corresponding language in the other document.  
Orange = similar but different language in the other document