

1. 2:00 P.M. Agenda

Documents:

[2025-04-01 Parks And Commons Agenda.pdf](#)

2. Meeting Material

Documents:

[2025-03-04 Parks Summary Minutes.pdf](#)

[PCC April 2025 \(1\).Pdf](#)

[Commons Report.pdf](#)

[Copy Of City Of Yachats Workgroup Report- March 2025 \(1\).Pdf](#)

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

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

[City Council Goals For 2025.Pdf](#)

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

[PCC Ordinance Should Integrate Workgroups Into Its Mandate.pdf](#)

2.I. Additional Documents Added After Meeting

Documents:

[Delineater.blocks.pdf](#)



CITY OF YACHATS
PARKS & COMMONS COMMISSION
441 Hwy 101 N. Commons Civic Meeting Room 1
Yachats, OR 97498
Tuesday, April 1, 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. **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. **Review and approval of [meeting minutes](#)**
- V. **Reports (an opportunity for Commissioner questions and comments)**
 - a. [Commons Report](#)
 - b. [All-in-One Workgroup Report Link](#) (includes the following):
 - Trails/YIPS!
 - Keeping Yachats Beautiful
 - Estuary Walkway
 - Landmark Property
 - Commons under-stage project

VI. 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 and propose plan on how PCC will oversee city parks (15-20 min)**
 - Proposal: PCC communicates needs as follows:
 - **Trails/YIPS!**: Maintenance (plants, weeds, trails, steps, etc.)
 - **Bobbi/city crew**: Repairs & maintenance (infrastructure), safety issues, proposed park redesign, and/or other major changes
2. **[City Manager to review City Council goals regarding PCC for 2025 \(30-40 min\)](#)**
3. **Discuss reimaged PCC Guidelines (40 min)**
 - a. [Cross Reference of PCC Comments and Guidelines Draft Doc](#)
 - b. [City Ordinance vs Commission Rules for PCC](#)
 - c. [DRAFT Proposed PCC Guidelines \(Mayor-City Manager\)](#)
 - d. [George's Work Group document](#)
4. **Plan a public education (signage) project for the wetlands boardwalk (30 min)**

VII. Updates on Previous Business (Action Items and/or Other Business) (5 - 10 min)

- Civic Master Plan Advisory Group (Adam or George)
- Other updates

VIII. Future business (will be on upcoming agenda)

- a. Review Yachats' noxious weed policy – Yachats Municipal Code Section 5.08.110
Noxious and Invasive Vegetation

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. 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



**CITY OF YACHATS
PARK & COMMONS COMMISSION
MEETING MINUTES
Civic Meeting Room I, 441 Hwy 101 N. OR 97498
Tuesday, March 4, 2025**

1. Parks & Commons Commission Meeting 2:00 pm

2. Call to Order

3. Roll Call

Commission Members	P/A
Meg Simans	P
Dan Sterling	P
Ron Simans	P
George Giroux	P
Adam Altson	P
John Pravel	P
Dan Wright	P

Staff Members	
Bobbi Price, City Manager	Kim Jackson, City Recorder
Neal Morphis, City Infrastructure Clerk	Rosa Marchand, Community Spaces Coordinator

4. Announcements

The Civic Campus Master Plan Public Input Meeting is scheduled for next Wednesday at 5 pm in the Commons. The summary minutes were corrected and reposted.

5. Public Comments (time is limited to 3 minutes)

No public comments were received

6. Reports and Presentations

- a. Commons ([Quarterly Usage](#)) and ([Commons Report](#))
- b. [All-in-One Workgroup Report Link](#)
 - [Trails/YIPS!; Keeping Yachats Beautiful; Estuary Walkway](#)

7. New Business

a. Proposed budget for [2025-26 Maintenance & Services](#). The commission reviewed the final budget amounts before submitting them to the Finance Committee.

b. Review & Vote Administrative Policy #5 ([proposed & Final](#))

Motion:	Motion was made to adopt Policy #5 as amended			
Moved:	Simans, R.			
Seconded:	George Giroux			
Ayes:	Sterling, Simans, R., Pravel, Wright, Simans, M.	Nays: 1 Altson	Absent: 0	Recused: 0
Passed:	6/1			

c. Discussion PCC Guidelines ([Rules/Guidelines/Workgroup document](#)):
Discussion led to clarifying staff and management responsibilities to improve accountability and teamwork, and streamlined the incident reporting to promote better communication. No action was taken. We decided to have a one-hour work session meeting on March 20 at 3 pm, which City Manager Price approved.

d. Salal Planting/Fence (Sunset Park South)

The discussion on salal highlighted its ecological significance, particularly for wildlife habitat and erosion control. Over the next few weeks, the plants will be purchased in 4-inch pots instead of 1-gallon pots.

e. Noxious Weeds / Ordinance 244

The item has been moved to the April commission meeting.

8. Other Business

The Civic Master Plan presented by Scharen Designs presented three scenarios to the workgroup, and will be presented to the community at an open house at the Commons on March 12.

9. Adjourn City Council Meeting 4:05 pm

Minutes prepared by: Kimmie Jackson, City Recorder

The Commons

- I continue to work with Lorraine and Neal, on scheduling and reservations for the Commons
- The reader board is out of commission for the moment. We are waiting for an ETA on parts and work.
- Neal and I have scheduled a meeting with Darcy Lawrence for April 9th, to learn more about the Reader Board and its capabilities.
- I facilitated and assisted in all aspects of Events at the Commons
- I continue to create and maintain great working relationships with all users of the Commons, as well as been a mediator for different user groups, to ensure fair usage of the facility.
- I have updated the commons maintenance report and usage charting report
- I have received all group waivers.
- I had to re-scan the inside cameras to link them to my phone. Lorraine and I will be monitoring them on our work phones. Waiting for outside cameras to arrive. There have been several delays due to the post office sending them back to sender.
- I am in the process of troubleshooting the pickleball lines. The professional lines that were recently applied are not holding up. May need to consider a new approach.
- Airrow Heating came out and added two earthquake straps to the Commons' water heater. The pressure valve has been extended to the ground. The water heater is up to code.
- I have purchased smaller locks to fit the chains on the trash bins. YYFAP and the City have keys to these locks. I will unlock the trash bins on Mondays and Thursdays for trash removal.
- Public Works attempted to put up the basketball hoop. Due to safety concerns, the project was put on pause.
- The parts are in for the generator connection at the Commons. We are now scheduling time for an electrician, PUD, and the generator staff to come out to the Commons to complete this project. Power to the Commons will be shut off for the day while the work is being done.
- We are in communication with Linn West to equip the commons with emergency supplies, to become a working emergency shelter in the event of a natural disaster. Linn West is reaching out to the Red Cross to get us enrolled in a class for the setup and requirements certification process.
- The under-the-stage project is underway. Materials have been selected and ordered.

- Lorraine, Neal, and I have been collecting private insurance for all events. April's events are accounted for. Hard copies have been stored and filed, as well as electronic copies on file in drive.
- Totes have been purchased to organize the storage room.
- Lorraine and I have come up with an organizational plan for the storage room. The plan will be executed once totes arrive.
- I revised the Commons Policy Manual. I will be requesting to add this document to May's PCC Agenda for feedback.
- Cordless mics have been purchased for the Commons' Multipurpose room. Waiting for them to arrive by mail.
- I am looking into storage options for the stage.
- I took pictures of the two projectors in the storage room to be posted on the Surplus sale. Waiting for a purchaser. Will be stored in room 7 in the meantime, to open storage space in the multipurpose room storage.
- The Freezer in Room 7 has been sold. The purchaser was on vacation for a month. Making arrangements for pick up.

Events and Festivals

- Commons Greater Master Plan - Community Input Session
- YAAS – Education presentation
- Women's Singing Circle
- Strong Town Yachats
- YYFAP Book Fair
- YYFAP Families Together
- Pride AV Videos and walk through
- Cascade Pacific RC&D
- Arts and Craft Fair

Grant work

- LCCED Bathroom Grant: The City of Yachats has been Awarded \$10,000. The Contract has been finalized with the County. Waiting for funds to be transferred to the City. Final work report is due December 31, 2025
- LLCM Grants: On Hold

Updates

- Commons Scheduling Report
 - [Link for Schedule Spreadsheet](#)
- Quarterly User Charts
[Link for Community Space Usage Chats](#)
- LCCED Bathroom Grant
[Eligibility and Requirements 2024_25_v1-PDF](#)
- Commons Greater Plan (Civic Master Plan)

Future work

- AED mapping and training
- Reader Board repair and work
- Commons revised Policy manual
- Recycling receptacles for City Hall and the Commons
- Half sized curtain for room 7
- Revised Pricing and Rates for the Commons
- Rental Packages for the Commons
- Sales and promotional proposal
- Purchase items needed to ensure events at the commons run smoother. (These items will require a refundable deposit during rental check out.)
- Create a check out log with deposit proposal
- Organization plans with official layouts for Kitchen, Stage, Janitor closet, and room 7
- Organized multipurpose storage room, complete with:
 - labeled User group bins,
 - taped out and labeled sections on floor for proper order
 - Official laminated storage layout, secured to the door, for reference
 - storage layout printouts attached with cleaning checklists for rentals
 - new rules and regulations surrounding storage expectations

Electrical Room	Notes	Completed
Continued waterproofing and dehumidification	Old boiler chimney is leaking. Removing for resiliency grant will resolve the issue.	Done
Partitioned off storage space	May allow limited storage. Chain link with padlock.- Not doing, not allowing store for fire code compliance	Not doing
Clear out clutter and prep for chimney demo	Farmer's market is moved out. Items remain. Find owners, dispose of trash. Justice from pw is going to clean	Done
Replace rusty components	This work will likely tie into the resiliency grant	
Commons	Notes	Completed
Replace N roof	It may make sense to replace this roof portion due to the possibility of uncovering rot during fascia repair.	
Fascia	Wait for Civic Campus Plan to CIP budget for	
New eave PVC needs to be welded to existing roof	Complete	Completed
Paint	Wait for Civic Campus Plan to CIP budget for	
East gutter drainage	water on east side of building drains into the soil next to the foundation. It no longer flows into the vents, but the water should be routed away. Will need a creative solution	
Generator Housing	Wait for Civic Campus Plan to CIP budget for	
Generator move?	Wait for Civic Campus Plan to CIP budget for	
Generator connector	Scheduling time for an electrician, PUD, and the generator staff to come out to the Commons to complete this project. Power to the Commons will be shut off for the day while the work is being done	
Emergency Shelter	Linn West is reaching out to the Red Cross to get us enrolled in a class for the setup and requirements certification process.	
Replace crawl space access door	Door lock is rusted and difficult to open.	
Under stage storage system	Geo will share plans soon.	
Room 7	Temporary storage space	
Storage	Reduce clutter and efficiently store items.	
Heating and cooling system	Wall mounted remotes in each room on order. Civic meeting room and kitchen have fried boards from the storm. Parts delayed in transit. Civic meeting room unit to be repaired 2/6. Adding wall mount remote to each room. UPDATE- Wrong parts sent twice. Repair delayed. UPDATE- Repairs completed. Remotes still need to be installed. UPDATE: 2/12/25 Estimate a Commercial system for the Commons- Coordinate the system with work to the commons identified in the Civic Campus plan	
Art Hanging System	Done	Complete
Leak in YYFAP office	NW Roofing added caulking and believes this has been resolved.	Completed
Find out why the storage closet smells like mold now	Chimney is leaking. There may be leaking roof drainage pipes as well. UPDATE 2/12/25 No more mold smell	Completed
Civic room upgrades	LED wafer lights in May Custom desk in July- UPDATE: Lights complete, wait on desk until Civic Campus Master Plan	
Library in room 8	The reduced library opens in room 8 May 29th. Many tasks associated.	Completed
Pavilion	Notes	Completed
Outlets and lights	Work light over sink. LED pendant lights in center of building. Breakers tripping.	
Bird strike decals	Discuss with community/PCC- UPDATE: Pavilion work being done that includes blocking the open eaves	
Stain building and picnic tables	Spring- Follow up with Bobbi & Public Works when the building work is complete	
Cabinet to store cleaning supplies. Possible additional countertop space.	Rolling cart with supplies and bringing tables out may be a better fit. Need community input.	
PERMITTING	We are working with an architect and the building official to bring the building up to code.	Completed

City Hall	Notes	Completed
Siding	Due to high cost we will need to wait. May replace only fascia and gutters for now. UPDATE: Gutters & Facia work being done February 2025	Complete
Windows	Glass is ordered. To be installed in February.	Complete
Seal front door	Drafts- Wait for Civic Campus Master Plan	
Remove maglock system	Find buyer? YYFAP use?	
Ramp at front door	Wheelchair ramp directly in front of city hall entrance. Move ada parking spots to ramp location.- Wait for Civic Campus Master Plan	
Install antenna	Parts in. Waiting for install date from contractor. Neal sent one of our old radios so they can pre program our new ones before install	Complete
Reinstall bike rack	Once ramp is installed for ada access. Bike rack was temporarily removed to allow safer wheelchair access	
Tint front windows	Micro dot Newport Sign. Estimate coming soon- Review in Spring 2025 if still needed	
Exterior Lights	Light posts and drive thru lights are not working. We have a problem with breaker tripping. Work has started. Light post repair 3/7	Complete
Playground	Notes	Completed
Lighting	Led focused lights. 2-4 on perimeter of playground. Programmed to shut off after hours? Bid from Alsea Electric coming soon.- UPDATE: Rosa to follow up 2/12/25	
Sand and paint structures	Paint arrived and we are working on an install date with public works	
Install seesaw	Public works will be completing this project soon	Completed
Fence treehouse bench stain	Spring	Completed
Additional wood chips		
Replace rusted panels on climbing structure	Shipment arrived and we are working on an install date with public works	Completed
LLCM	Notes	Completed
Find lost concept drawings		
Restart the LLCM		
Exhibits		
Volunteer Scheduled		
Track Rehabilitation progress & work	Take photos and send to Bobbi, work with Neal on tracking the schedule of the work being done, report to Bobbi	
FOB System	Notes	Completed
Program System		
Keyholder list		
Fob assignment spreadsheet		
Commons	Notes	Completed
Locking system	Individual code for renters, last 4 digits of renters phone number	
Ring Camera	Placed at all Commons doors, Lorraine and Rosa have access to footage	
Pavilion	Notes	Completed

City Hall	Notes	Completed
Master Lock Boxes	Notes	Completed
Change master code	Change Monthly Codes in Maintenance Schedule	
Commons Master Keys	There has been a problem with a lock on the commons to have the locks at the commons replaced. Determining how many master keys will be needed for the Commons, Library, Staff, City Staff, and locked boxes	

Commons Management	Complete	Notes
Annual User Group Reservation Renewal	Completed	Completed Jan 2025
User Group Waivers		Most waivers have been returned signed. tracking down remaining unsigned waivers
Private Insurance for Private Parties	Completed	Private insurance has been collected and store as both an electronic and hard copy.
Revise Commons Rules and Regulations		In process
YYFAP Contract Review	Completed	Contract reviewed. meeting with Kristina Anderson once a month to remain in good standing and on the same page
Cameras installalation		6 Indoor Camera have been installed. Waiting on 2 outdoor cameras to arrive
Darcy Lawrence - Reader Board		Appointment set for April 9th to go over Reader Board Capabilities
Fresh Pickleball Line	Completed	Searose Construction came out and laid fresh pickleball lines
Basketball Hoops		Contacted Steve Cooper, the athletic director of Waldport High School, to see who they hired to put up their basketball Hoops
Refunds, City Calendar, and Reader Board Training	Completed	Neal trained me on how to complete refunds through the proper channels, as well as how to transfer scheduled events to the City Calendar and Reader Board.

Work/task/project	Completion Date	Cost	Notes
MP room back stairs siding	1/8/2024		
	Krystal's Completions		
Cover plates for lights in front of stage	1/9/2024		
Stage storage cabinets	1/11/2024		
Electrical room waterproofing	12/28/2023		Paint on waterproof barrier
Electrical room pipe to route water	1/3/2024		One additional pipe to route water through foundation. This brings the total to 3 pipes.
Pavilion Sink	7/13/2023		
MP projector and screen	10/18/2023		
Sound upgrades	9/24/2023		New speakers, mixer, amp, bluetooth, cd player.
East MP room lights	12/15/2023		
City Hall toilets	9/28/2023		
New fire egress maps and max occupancy posted	2/1/2024		Old emergency egress maps were not accurate or oriented the correct way. Max capacity has changes in some spaces.
NE Commons channel drain and vent covers	10/15/2023		
City Hall front window replacement	2/15/24		The seals were broken

Resiliency Grant Plans	Completed	Costs	Notes
Space for solar batteries and inverters			Location TBD. Consultants recommend mp room storage closet. Engineer recommends electrical room
Antenna removal			To allow for installation of solar panels.
Shorten vent pipes			To allow for installation of solar panels
Chimney removal and repair of building			Conduit ran through this location. Removal should happen for safety as well as long standing leaks



City of Yachats Workgroup Report - Due March 25th

Workgroup or Project: Trails/YIPS

Report Date:03/18/2025

Progress and Achievements

- Installed railing on 2nd set of steps S of Windy Way on Amanda Trail
- Replaced rotten steps and installed grid material and gravel on Ya'Xaik Trail
- Cleared fallen trees from Ya'Xaik Trail

Financial Overview

- No \$ spent

Challenges

- March 15 work session was cancelled due to weather conditions

Next Steps and Future Plans

- Continue to reinforce sections of Amanda Trail
- Continue with removal of invasives

Requests for Support or Resources

- We feel well-supported

Workgroup or Project: Keeping Yachats Beautiful

Report Date:

3/18/25

Overview of Activities

- Preparing for ribbon cutting April 5, 2:00 pm

Progress and Achievements

- Finished 4th street corner (Crystal Corner) with decomposed granite.
- Also added succulents and a hydrangea both given to us.

Financial Overview

- Just over \$4,000

Challenges

-

Next Steps and Future Plans

- Will be adding donation plaque at base of crystal.

Requests for Support or Resources

- none

Workgroup or Project: Estuary Walkway

Report Date: March 18, 2025

Overview of Activities

- LGG grant application is the primary focus with Bob Langley writing the vast majority of it.
- Portions can be duplicated from the grant application last year but some cannot
- Bobbi will ascertain what DEI info such as for contractors
- Diane will ascertain costs so far incurred for geology and engineering for the past 2 years.
- ADA self evaluation is opening from Civil West
- Lighting estimated to cost \$30,000
- Further archaeology during construction estimated at \$10,000 for the 105 feet.

Progress and Achievements

- Bobbi submitted DEI for contractors
- Diane found payments to Civil West and Geosciences International which both can be added to the 15% of the match.

Group Goals:

- Bob will update the budget and send to Bobbi to review.
- Grant appl. will be sent to the grant administrator for pre-review by the end of this week.
- Grant appl. will be turned in on or before March 31.

Financial Overview

- No final numbers on total cost of project and funding request to grantor at the time this report was written.

Challenges

- Receiving timely and accurate info from Civil West that Bobbi has been diligently mitigating.
- County transfer of Ocean View Dr. to the City of Yachats which is necessary for the grant appl to be considered.

Next Steps and Future Plans

- Hope approval occurs at the April 2 County Commissioners meeting for the transfer.

Requests for Support or Resources

None

List any support or resources needed from the City Manager or other departments or Commissions to achieve the workgroup's objectives.

Already requested.

Workgroup or Project: Landmark Property

Report Date: March 18, 2025

Progress and Achievements

- New workgroup was formed transferring members from the walkway project workgroup to this one with permission. New members are Bob Langley, Loren Dickinosn, Michael Hempen, George Giroux, and Joanne Kittel. Kevin Shanley, architect, is work group consultant and staff is Rick McClung, PW.
- Group determined that pPrt B of the walkway project that interfaces with 101 and Landmark be part of this project.
- Reviewed Kevin's options and chose C meeting public needs within conservation limitations.
- Minor modifications were made to Plan C such as room for more seating to be used for small music venues and railing to prevent the public from entering the grassy area. Kevin will make those changes and send them to the workgroup.

Financial Overview

- Too early

Challenges

- Many: ODOT is first to be consulted since pan involves part 2 of the 101 Sidewalk Project.

Next Steps and Future Plans

- Bobbi is meeting with ODOT the last week of march and will introduce the design to them for review.
- Joanne has contacted Michael Hempen and George Giroux as to their wish to be part of this project. Michael Hempen and George Giroux siad yes.
- Depending on ODOT's response, will dictate if the Option C plan can then be instituted or workgroup and Kevin work on a more limited plan.
- Archeological evaluation needs to be conducted.
- A structural engineer needs to review plans against the geotech already done by a prior owner to see if a new or updated one needs to be done.

Requests for Support or Resources

Too early to determine plans for this project until the City and ODOT work out how the entrance of Ocean View Dr. to 101 will be designed. .

Workgroup or Project: Commons Understage Storage

Report Date:

Progress and Achievements

-

Financial Overview

-

Challenges

-

Next Steps and Future Plans

-

Requests for Support or Resources

-

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 ▾	
Community clean up events	John ▾	
Food pantry	John ▾	
Have a broad creative vision	Meg ▾	
Community outreach	Meg ▾	
Identify goals	Meg ▾	
Track projects in a folder, including budget, timeline, etc	Meg ▾	
Support, Advise, Recommend, Provide Feedback (Action words to be applied to what we do)	Meg ▾	
Collaborate with city on projects from early on in the process	Meg ▾	
NO on the following: Setting fees, soliciting events, scheduling events, seeking grants, but providing input on all of these is fine	Dan S. ▾	
Detailed planning for construction, designing, etc does not belong with PCC. That belongs with city staff, hired consultants, or work groups as determined by the CM. PCC exists to provide community input on community spaces, including parks, trails, and the Commons as regards the impact and desirability of existing and proposed realities.	Dan S. ▾	

City Ordinance 12/18/2006	Commission Rules Final 12/18/2019
Parks and Commons § 2.08.040 Powers and duties	5.23 Powers and Duties
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 alike 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; recommends such to City Council for adoption;
c. Maximize income through promotion or co-promotion of appropriate events;	Enhance income through promotion or co-promotion of appropriate events;
d. Work with the Commons Director in development and implementation of a marketing program for tenants and special programs;	Work with the Facilities Manager 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 planning and programming process;
g. Cooperate with volunteer organizations and City groups in the advancement of the Commons and parks planning and programming process; and	No corresponding rule in this document
h. Work with the Commons Director 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 Facilities Manager 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. Each commission shall 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;
No corresponding rule in this document	Monitor the Village Circulation Plan portion of the Comprehensive Plan relating to trails, including implementation, funding, and signage; and
No corresponding rule in this document	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.
No corresponding rule in this document	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

City Council Goals for 2025

The 2025 Action Items are:

1. Infrastructure: Achieve water sustainability;
2. **Livability: Provide safe access to and use of city infrastructure, parks and trails;**
3. Housing supply: Identify ways to expand the housing supply and diversify housing options;
4. **Environmental stewardship: Be environmentally aware in the city does;**
5. Fiscal sustainability: Effectively manage and plan for the city's financial needs;
6. Public awareness: Deliver efficient, effective and transparent municipal services; and
7. **Alignment**

Livability: Provide safe access to and use of city infrastructure, parks and trails

- Continue pursuing traffic calming measures and pedestrian safety with ODOT
- Evaluate the effectiveness of Code Enforcement and Public Safety programs. Review existing ordinances related to loitering, dogs, and camping
- **Develop a park plan for the Landmark property and reapply for the Estuary Boardwalk Grant**
- Establish and fund a Public Art initiative to encourage local artists to submit ideas for public art projects
- **Begin implementing the Civic Campus Master Plan**

Environmental Stewardship: Environmentally aware in all that we do

- **Identify opportunities to expand open spaces, parks, and trails. Encourage land donations and conservation easements.**
- **Complete the Wetlands Inventory and provide education on Wetlands Pond.**
- Prioritize environmental sustainability in all future City construction projects by carefully considering the environmental impact of land use, construction materials, and overall project design.
- Continue to consider the environmental impact when making decisions in all City business areas.
- **Review ordinances that significantly impact the environment, such as those related to trees and invasive plant species**

Alignment: Synchronize and update city policies and administrative rules

- Evaluate the Yachats Municipal Code for clarity and comprehensiveness.
- **Align Commission rules and ordinances, beginning with Parks & Commons**
- Consider a "Code of Conduct" for members of the City Council and Commissions

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 [add] identity 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

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.

Oceanview Dr/804 delineator vandalism

The Oceanview Dr/804 delineator vandalism is getting worse. Before the city invests in Safe-Hit delineators to replace the current ones -I'd like to suggest going a different direction to mitigate vandalism because I do not think the Safe-Hit post will solve the problem.

When the county refurbished Oceanview Dr so the city could adopt it, the 804 trail was a big issue and a lot of thought went into development.

After listening to the public, the city manager concluded that the best option was to place 2ft x 2ft x 6ft concrete blocks instead of delineators as a deterrent to keep walkers safe. After the city manager moved on to a new job the decision to use blocks was switched to delineators.

The 804 trail was designed for the blocks, it's 8ft wide and the concrete blocks are 2ft wide. This would leave 6ft for pedestrians and satisfy ADA rules. The blocks will be situated about 4ft apart to allow pedestrians and bikes freedom to enter/exit and to narrow for a car to enter. Currently these blocks are being used at the old Landmark, and I have noticed a lot of people are using them to sit and watch the ocean.

To help with the decision I have provided a cost breakdown.

Delineator Cost

Units	Item	Each	Total
125	New Safe-Hit Delineators	\$45	\$5,625
125	Labor	\$75	\$9,375
	Total		\$15,000

Concrete Block Cost

Units	Item	Each	Total
100	Concrete Block	\$110	\$11,000
100	Labor	\$75	\$9,375
	Total		\$20,375

The concrete blocks cost a little more than the delineators, but they are a one-time cost and the delineators will be an ongoing cost that will have to be budgeted for every year.

Thank you,

Rick McClung -Public Works

