



**City of Yachats
Meeting
To Be Held Via Zoom & In Person
Tuesday, January 6, 2026, 2:00 PM**

In Person Meeting Location:

Commons Building, Civic Meeting Room 3
441 N. Hwy 101, Yachats OR 97498

[Join Zoom Meeting](#)

<https://us02web.zoom.us/j/83554861795>

Meeting ID: 835 5486 1795

Agenda

Work Session

- Community Spaces Goals and CIP Requests

Regular Session

- I. Meeting Called to Order** (reminder to silence phones)
- II. Announcements**
- III. Public Comment**
- IV. Renew Membership, Vote in Chair & Vice Chair**
- V. Reports** (an opportunity for Commissioner questions and comments)
 - a. Summary Meeting Minutes
 - b. Workgroup Reports
 - c. Commons Coordinator Report

VI. New Business

VII. Ongoing Business

VIII. Other Business

- a. From Committee
- b. From Staff

IX. Adjourn

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 December 30, 2025 By: Kimmie Jackson, Recorder



**CITY OF YACHATS
PARKS & COMMONS COMMISSION
MEETING MINUTES
Civic Meeting Room 1, 441 Hwy 101 N. OR 97498
Tuesday, December 2, 2025, at 2:00 pm**

Work Session

I. Meeting called to order

Commission Members	P/A
Ron Simans	P
George Giroux, Chair	P
Adam Altson, Vice Chair	p
John Pravel	p
Dan Wright	P

Staff Members	
Bobbi Price, City Manager	Kimmmie Jackson, Recorder
Rosa Marchand, Coordinator	

II. Commission Evolution

Commission members reviewed the draft framework and discussed the following key items:

The distinction between a commission and a committee, with emphasis on the proposed committee serving in an advisory and support role rather than a decision-making body.

Clarification of the committee’s advisory role and limitations of authority, including revisions to language regarding purview over City facilities; separation of Master Plan Advisory and Policy Advisory functions into two distinct responsibilities; the use of subcommittees and City Manager–assigned work groups, including staff liaison participation; and continued focus on implementation of the Commons Master Plan, public engagement, and funding advocacy.

Consensus was reached to revise the draft language based on the discussion and prioritize for the next meeting.

Regular Meeting

- I. **Regular meeting called to order**
- II. **Roll call:** All members present
- III. **Announcements** – None
- IV. **Public Comment** – None
- V. **New Business**
 - a. The Commission considered the revised proposal to transition the Parks and Commons Commission to a Community Spaces Committee, incorporating revisions identified during the work session.

Motion:	Motion to approve the revised draft framework and ordinance language supporting the transition from the Parks and Commons Commission to the Community Spaces Committee, including updated membership terms, clarified advisory authority, and separation of Master Plan Advisory and Policy Advisory functions, and to forward the proposal to City Council for consideration:			
Ayes:	Giroux, Wright, Pravel, Siman, and Altson	Nays: 0	Absent:0	Recused:
Passed:	4/0			

Member Altson noted that it should remain a “Commission”; the vote was to change to a “Committee”. This will be on the December 17th Council Agenda.

VI. **Reports**

- a. Will remove the finance report item from the agenda moving forward.
- b. **Finance** – discussed funding considerations related to parks, commons, and community space projects. Emphasis was placed on identifying and advocating for grant opportunities and sustainable funding sources to support implementation of the Commons Master Plan and future capital improvements. It was noted that funding recommendations developed by the Commission or proposed by the Community Spaces Committee would be forwarded to the City’s finance and budget processes, including the Capital Improvement Program (CIP) review, for evaluation and consideration by City Council.
- c. **Workgroup** – Staff reviewed the distinction between City Manager–assigned work groups and Commission or Committee subcommittees. Work groups may include assigned staff liaisons and focus on specific projects. At the same time, subcommittees may comprise committee members and community volunteers assigned to defined tasks and reporting to the group.
- d. **Commons Report:** Rosa provides highlights of the report online.

VII. New Business

- a. CIP Budget will be reported on quarterly moving forward. Funding and Grants Report – Members discussed the importance of researching and recommending grant opportunities and other sustainable funding sources to support capital improvements and long-range projects. Related recommendations would be provided through the City’s capital improvement and budget planning processes.
- b. Signage – Prospect signage is ready; will coordinate with Public Works to dig and set posts for signs. Lastly, the Peace Park Bench was mentioned as a potential project.

**Adjourn Parks & Commons Commission Meeting 4:00 pm.
Minutes prepared by Kimmie Jackson, Recorder**



City of Yachats Workgroup Report- December 2025 - DUE December 31

Workgroup: Trails/YIPS

Report Date: 12/30/2025

Progress and Achievements -

- Carefully checked the Amanda Trail - cleared blown down debris, removed vegetation protruding onto the trail, added gravel.
- Organized and staged Peace Hike Activities
- Removed invasive plants in the Commons Park area

Workgroup: Keeping Yachats Beautiful

Report Date: 12/30/25

Overview of Activities

- I really don't have anything to report this month.

Progress and Achievements

-

Challenges and Issues

-

Financial Overview

-

Next Steps and Future Plans

-

Requests for Support or Resources

-

Workgroup: Estuary Walkway

Report Date:

Overview of Activities

- No meeting in december

Progress and Achievements

- Joanne completed the rough draft of the Indigenous sign for the Walkway. Reviewed by the tribal Cultural Dept reps supervising the museum project. Peter Hatch will work on that content to make it more appealing and report back at the next museum meeting.

Group Goals

-
-

Recommendations

-

Challenges and Issues

-

Requests for Support or Resources

-

Workgroup: Under Stage Storage @ Commons

Overview of Activities

- No activity occurred on this project in December

Progress and Achievements

-

Group Goals

-

Recommendations

-

Challenges and Issues

-

Financial Overview

-

Next Steps and Future Plans

- One or more of the doors contact the floor when opened. Some thin shims may correct this
- Cart “table corrals” is the next big push for this project

Requests for Support or Resources

-

PCC January Report

- **Bathroom Project:** Phase 1: Consists of building two ADA Restrooms in room 7. This phase has begun. **We have passed all county inspections for plumbing, electric, structural and mechanical. The dry walling has been completed, and the doors have been installed. Painting and fixtures will be next on the agenda. Completion of the project is estimated for Mid-January, with the final report due on February 1, 2026. We will need to pass a final inspection with the county after the completion of the project, and before the final report deadline.**
- **YYFAP Expansion:** It was determined that the cost of preliminary architectural and engineering work would be too high to proceed. Given the financial demands of these early-stage requirements, we are pausing our application for the Child Care Infrastructure Grant. Instead, we will be pursuing a planning grant to cover these initial expenses. This approach would better position us to prepare a strong application for the main infrastructure grant and ensure the expansion is both feasible and sustainable. I am in the process of looking into a planning grant now.
- **Fire Inspection: YYFAP recently underwent a fire inspection as part of their licensing process. While the inspectors were on-site at the Commons, they identified several areas of concern that require corrective action. We received an official Notice of Orders of Corrective Action, with all items needing to be addressed by January 13, 2026. Most of the issues involve clearing items that are blocking or narrowing fire exit paths, these will be straightforward to resolve. We plan to move the excess tables and other stored items currently in the hallway (due to construction) into Room 8. I will also be meeting with Friends of the Library and YYFAP staff to address the recurring storage and access problems in the Basement. The kitchen hood system has already been serviced, and the remaining items will be corrected before the deadline.**
- **Acoustic Treatment:** The acoustic treatment for the Multipurpose Room at the Commons was evaluated, but the cost exceeded the current fiscal year's budget capacity. It has been determined that this expense will be deferred and included in next fiscal year's budget planning
- **Sound and Lighting:** The New Lighting system has been installed. It is operational through a tablet and lighting board. The Speakers and Subwoofer have been installed. **The Control Panel and equipment have been delivered, and ready to be installed. Waiting to schedule the work with Jeremy, after the holidays.**
- **Emergency Shelter:** Current Focus: Collecting and organizing essential shelter supplies. Developing binders with operational procedures and volunteer guidelines. Creating clear documentation and signage for shelter areas.

- **Generator:** The generator would need to be transferred from Public Works to the Commons, and the one that is already at the Commons will be transferred to City Hall. The breaker panel at the Commons is corroded and must be replaced before the generator can be installed there. The work will be extensive and costly, requiring us to apply for a grant and get on a wait list for repair work. In the meantime, I plan to go through the commons and mark each line that is currently attached to the Generator.
- **Room 3:** I'm currently working with NBS to outfit Room 3 as an official conference room, similar to the Civic Meeting Room. The TV and Room 3 will remain available for other uses and events, in addition to the conference room, ensuring the space continues to serve multiple community needs.
- **Heating At the Commons:** I've been in contact with Airrow Heating regarding the ongoing heating issue at the Commons. Their technicians are currently booked until January 8th. They are checking to see if any technicians are available to work overtime so the repair can be completed before the children return from winter break. Airrow Heating will call us tomorrow to confirm whether this is possible. If they are unable to provide an earlier appointment, our plan is to reach out to additional companies to see if we can get the heating repaired sooner than January 8th.
- **Commons Supplies/Rental Packages/ Pricing update:** in progress, with plans to be implemented at the beginning of the year, after construction and updates.
- **Live music Fundraising:** TBA
- **Updating reservation Accounts:** In Progress