



**City of Yachats
Meeting
To Be Held Via Zoom & In Person
Tuesday, February 3, 2026, 2:00 PM**

Community Spaces Committee

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

- Discuss working name for “new pavilion” and Commons Rm 6/7
- Review & discuss Commons 6/7 drawings, plan, & schedule
- Discuss updates to the committee ordinance chapter 2.08

Regular Session

- I. Meeting Called to Order** (reminder to silence phones)
- II. Announcements**
- III. Public Comment**
- IV. Reports** (an opportunity for Commissioner questions and comments)
 - a. Summary Meeting Minutes

- b. Workgroups Report
- c. Commons Reports

V. New Business

- a. Preview upcoming meeting with the Oregon Dept. of Forestry
- b. Andy requests additional member for “new pavilion” focus-group

VI. Ongoing Business

- a. Vote to forward to the City Council for approval the revised Committee Ord 2.08

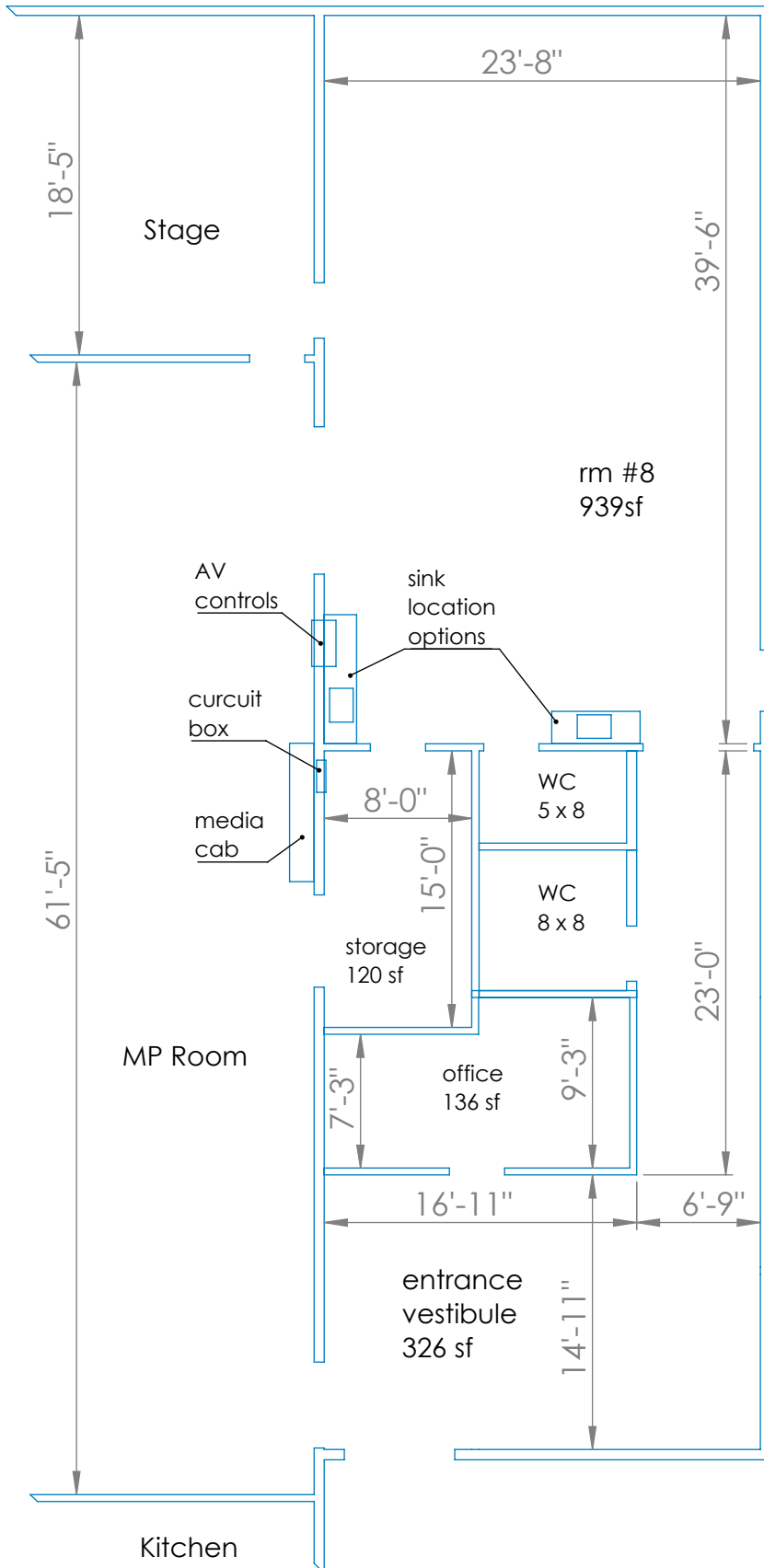
VII. Other Business

- a. From Committee
- b. From Staff

VIII. Adjourn

Public Comments will be heard on items not on the agenda; 5 min. limitation per person.

This meeting is open to the public and all interested persons are invited to attend. This meeting will be audio and video taped. All items to be considered by the Committee 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 January 28, 2026 By: Kimmie Jackson, Recorder



Yachats Commons

North Rooms
WC Additions
Phase 02 v02:

one ADA WC
serving rm #8

one ADA WC
serving new hall/
vestibule

Notes:

Door to WC from old hall
is sealed.

Rm #6 and rm #7 are
eliminated to create
entrance vestibule.

Office is added.

New MP storage opening
requires moving media
cabinet.

Geo GX
06.02.25

Chapter 2.08. Standing Committees and Ad-Hoc Committees

§ 2.08.010. Purpose and scope.

§ 2.08.020. Types of Committees.

§ 2.08.030. Compliance with state law.

§ 2.08.040. Qualifications.

§ 2.08.050. Appointments.

§ 2.08.060. Terms.

§ 2.08.070. Service on multiple committees.

§ 2.08.080. Vacancies.

§ 2.08.090. Removal.

§ 2.08.100. Positions.

§ 2.08.110. Meeting Procedures.

§ 2.08.120. Relationship with City Council and City Manager.

§ 2.08.130. Compensation.

§ 2.08.200. Public Works and Streets Committee.

§ 2.08.300. Community Spaces Committee.

§ 2.08.400. Finance Committee.

§ 2.08.010. Purpose and scope.

- A. The City Council may create standing committees to aid the Council in the conduct of public affairs. The City Council may also create ad-hoc committees to accomplish a specific task or project. With the exception of the Budget Committee, which is governed by applicable state law, and the Planning Commission, which is governed by state law and YMC Chapter 2.04, committees and ad-hoc committees are advisory in nature and shall be governed by this Chapter 2.08.
- B. The City Manager may create workgroups that report directly to the City Manager and are not governed by this Chapter 2.08.

§ 2.08.020. Types of Committees.

The City Council may create the following committees:

- A. Advisory Committee (Committee). A standing committee that is not required by state law. Establishment of a committee shall occur by an ordinance of the City Council.
- B. Ad-Hoc Committee. A temporary committee appointed for a specific term to accomplish a specific task or project. Ad-hoc committees shall be established by resolution of the City Council. The resolution shall set forth the term of the committee, the task or project to be accomplished, the timeline for completion of the task or project, and such other directions as the Council deems appropriate.

§ 2.08.030. Compliance with state law.

All committees and ad-hoc committees are expected to comply with the State of Oregon public records law, public meetings law, ethics law, and other applicable state laws.

§ 2.08.040. Qualifications.

- A. Qualifications for appointment and term of office for a position on a committee or ad-hoc committee shall be provided in its enabling provisions.
- B. If a member of a committee or ad-hoc committee is qualified pursuant to the enabling provisions at the time of appointment, but later ceases to be qualified, the member must notify the City Manager immediately.

§ 2.08.050. Appointments.

With the consent of the City Council, the Mayor appoints members of committees and ad-hoc committees. Prior to making any appointment, the Mayor shall:

- A. Provide notice to the public and the Council of the position to be filled, qualifications if applicable, and the time and manner in which application may be submitted.
- B. Solicit recommendations from the Council concerning potential appointees; and,
- C. Confer with the Council concerning potential appointees.

§ 2.08.060. Terms.

The term of office for each committee shall be established in its enabling provisions and shall run on a committee service year from January 1 to the next December 31. Initial terms for a newly created committee shall be staggered so that the majority of the positions do not become vacant in the same year and so that an equal or approximately equal number of positions become vacant each year.

§ 2.08.070. Service on multiple committees.

No person shall be appointed to serve simultaneously on more than one committee, unless such a position is established in the committee's enabling provisions. This provision does not prohibit serving on the Budget Committee simultaneously with a committee governed by this Chapter 2.08.

§ 2.08.080. Vacancies.

Appointments to fill vacancies on committees and ad-hoc committees shall be made in the manner set forth in YMC 2.08.050 for the remainder of the unexpired term.

§ 2.08.090. Removal.

A member of a committee or ad-hoc committee may be removed by the City Council, after a hearing, for misconduct or nonperformance of duty.

- A. Examples of misconduct include but are not limited to:
 - 1. Conviction of a felony.
 - 2. Failure to declare a conflict of interest.
 - 3. Failure to adhere to public meetings law.
 - 4. Failure to comply with any applicable requirement of the Municipal Code.
 - 5. Conduct which, in the opinion of the City Council, creates animosity, impedes the job of the particular body or tends to render the City ineffective or open to ridicule.

- B. Nonperformance of duty includes but is not limited to excessive lack of attendance, which is defined as:
 - 1. Absence from three (3) or more consecutive meetings without an excuse, as approved by the Chairperson, or
 - 2. Absence from three (3) or more meetings over the course of a service year without an excuse, as approved by the Chairperson.

§ 2.08.100. Positions.

- A. Chairperson and Vice-Chairperson. Each committee and ad-hoc committee shall elect a chair and a vice-chair from its membership at its first regular meeting of the service year to serve through the end of the service year (January 1 – December 31). Vacancies in these positions shall be filled in the same manner for the remainder of the unexpired term.

- B. Chairperson term. No person shall serve more than two consecutive full-year terms as chair.

- C. Chairperson responsibilities. The chair shall:
 - 1. Set the agenda. Any member of the committee or ad-hoc committee may request that an item of business appear on the agenda. The committee or ad-hoc committee may compel by majority vote that an item be placed on the agenda.
 - 2. Preside at all meetings.
 - 3. Be responsible for maintaining communication with the City Council and staff.
 - 4. Call special meetings. A majority of the members of the committee or ad-hoc committee may also call a special meeting.

5. Be responsible for attendance of members and report to the City Manager on instances of excessive lack of attendance.
 6. Coordinate the preparation of appropriate reports for the City Council.
- D. Vice-Chairperson responsibilities. The vice-chair shall exercise the duties of the chair in the chair's absence. To share the volunteer workload, the chair and vice-chair may work together to delegate chair responsibilities to the vice-chair on an as-needed basis, even when the chair is not absent.
- E. Ex-officio positions. Where indicated in the committee or ad-hoc committee enabling provisions, each may contain ex-officio positions as appropriate to provide communication between various groups including the City Council, staff, or other local government agencies, non-profits, or business groups. Each ex-officio member serves as an appointed member of the committee or ad-hoc committee, participates in all discussions, but does not have a vote.
- F. City Council liaison positions. As dictated in the committee or ad-hoc committee enabling provisions, each year the Council may appoint a Council liaison from its membership to each committee or ad-hoc committee. The purpose of the liaison position is to provide a direct line of communication between the committee or ad-hoc committee and the Council. Council liaison members may not speak for the Council on any item the Council has not made a formal determination upon.

§ 2.08.110. Meeting Procedures.

- A. Quorum. A majority of members of a committee or ad-hoc committee, not including ex-officio or liaison members, shall constitute a quorum for the conduct of business.
- B. Vote. Except as otherwise expressly provided by the Municipal Code or other applicable law, the concurrence of a majority of members present and eligible to vote shall be necessary to decide any question.
- C. Meetings. A committee or ad-hoc committee, in consultation with staff, shall establish a regular meeting at such times and intervals.

§ 2.08.120. Relationship with City Council and City Manager.

- A. Council authority. The City Council is the elected legislative and policy making body of the City. Committees and ad-hoc committees are appointed pursuant to the Council's authority and shall have only those powers and functions as expressly delegated by the Council. Committees and ad-hoc committees are expected to provide advice and recommendations to the Council and City Manager to help the Council implement Council goals.

- B. Recommendations. All committee and ad-hoc committee recommendations to the Council and City Manager shall be made in writing, signed by the Chair.
- C. Expenditures and obligations. No committee or ad-hoc committee has the authority to expend City funds, or to obligate the City for payment of any sum of money.
- D. Additional duties. In addition to the duties established for each committee or ad-hoc committee in its enabling provisions, the City Council or City Manager may, from time to time, assign other duties or projects as the Council deems appropriate.

§ 2.08.130. Compensation.

Committee and ad-hoc committee members shall receive no compensation for their services.

§ 2.08.200. Public Works and Streets Committee.

- A. Establishment. The City Council establishes the Public Works and Streets Committee.
- B. Membership. The Public Works and Streets Committee shall consist of five (5) to seven (7) voting members. Preference should be for members with experience in infrastructure planning, engineering, public safety, or general community planning. The City Manager, or the City Manager's designee, shall serve as an ex officio member.
- C. Term. Members shall serve a three-year term.
- D. Duties. The committee will work with the Public Works Department staff and serve in an advisory role to the City Council and City Manager. The committee shall perform the following advisory duties:
 - 1. Make recommendations to the City Council and staff on addressing the City's long-term infrastructure planning and safety needs.
 - 2. Assisting the City Manager and Public Works staff in identifying and supporting goals that ensure the effective operation and maintenance of City assets.
 - 3. Support Public Works staff in the review and update, as needed, of the City's Master Plans (water, sewer, transportation, stormwater, parks).
 - 4. Offer goal suggestions regarding infrastructure priorities to the City Council before its annual goal-setting session.
 - 5. Review and recommend projects for the City's Capital Improvement Plan (CIP) based on Public Works Department needs and City Master Plans.
 - 6. Provide recommendations to the Finance Committee regarding the relative need, impact, timing, and cost of infrastructure projects.
 - 7. Report annually to the City Council on a review of utility rates and system development charges to advise whether they provide for an equitable share of infrastructure and operational costs.

8. Hear suggestions and complaints from citizens regarding public infrastructure and traffic safety. Research and recommend remedies for public and traffic safety concerns to the City Manager and Council.
9. Support the Public Works staff on special projects, as requested.
10. Provide input on specific projects, as requested by the City Council or City Manager.
11. Prepare an annual report summarizing its activities, progress toward City Goals, and funding advocacy efforts. This report shall be submitted to the City Manager and City Council to be used for the State of the City event.

§ 2.08.300. Community Spaces Committee.

- A. Establishment. The City Council establishes the Community Spaces Committee.
- B. Membership. The Community Spaces Committee shall consist of five (5) voting members. Members must be City residents, except for one member who may reside outside the City within the 97498 zip code. The City Manager, or the City Manager's designee, shall serve as an ex officio member.
- C. Term. Members shall serve a three-year term.
- D. Duties. The committee is charged with furthering the goals of the City Council and the City Manager to assure maximum benefit for Yachats citizens and visitors from community spaces with the purpose of recreation, entertainment, education, sustainability, beautification, circulation, and accessibility. The committee shall serve in an advisory role to the City Council and City Manager. The committee's advisory function does not extend to the Yachats Public Library, the Yachats Public Works facility, or private property. The committee shall perform the following advisory duties:
 1. Promote and support the development, funding, and policy regarding the City's community spaces, with a primary focus on the Greater Commons Master Plan.
 2. Serve as an advisory body to the City Council and City Manager on the execution, phased implementation, and community aspects of the Greater Commons Master Plan.
 3. Collaborate with other committees and workgroups to coordinate policy where overlap in responsibilities exist.
 4. Research, advocate for, and recommend diverse and sustainable funding sources and grants for community spaces and trails. Implementation recommendations will be provided to the Finance Committee during its annual evaluation of the City budget.
 5. Review proposals under the City's donation and recognition policy (Administrative Policy No. 5) and forward recommendations to the City Council.
 6. Offer goal suggestions related to community spaces to the City Council before its annual goal-setting session.
 7. Provide support for specific projects assigned by the City Manager that align with established City Goals.

8. Advise on the development of robust community programming and activities within the Greater Commons area.
9. Serve as a forum for gathering input from citizens, relevant organizations, and user groups regarding community space use.
10. Receive reports from workgroups, as directed by the City Manager, related to items of interest to the Committee.
11. Hold work sessions, as appropriate, to deliberate on projects it is actively working on.
12. Prepare an annual report summarizing its activities, progress toward City Goals, and funding advocacy efforts. This report shall be submitted to the City Council to be used for the State of the City event.

§ 2.08.400. Finance Committee.

- A. Establishment. The City Council establishes the Finance Committee that shall also serve as the Capital Improvement Planning Committee (CIP Committee). The Finance Committee will work with Commission Chairs and serves in an advisory role to the City Council.
- B. Membership. The City Manager shall serve as the Chair of the Finance Committee. The Finance Committee shall include four to six members skillful in financial analysis. In addition to the process set out in YMC 2.08.050, nominations for membership on the Finance Committee will be made jointly by the Mayor, the Council President, and the City Manager in consultation with the Finance Committee.
- C. Term. Members shall serve a three-year term.
- D. Duties. The Finance Committee's mission is to address the City's long-term financial planning. This may include complex organizational issues that impact capital improvement planning, reserve generation, and other long-term financial planning. The Finance Committee, at public meetings, shall:
 1. Provide financial analysis as requested by the City Manager.
 2. Provide a long-term horizon for fund balance projections, including appropriations of remaining projects documented in master plans, revenue, capital expenditures, and reserve balances.
 3. Provide a "State of the City" financial report to the City Council. This would be a snapshot of how the financial long-term picture looks given certain assumptions.
 4. Assist the City Manager on special projects including, but not limited to:
 - a. Review and recommend changes to the City budget through the supplemental budget process.
 - b. Provide project updates, changes, and substitutions for projects in the City's CIP.
 - c. Advise whether system development charges provide for an equitable share of infrastructure and operational costs.

- d. If requested by the City Manager, advise on how the City Manager organizes the financial staff.
 - e. Advise on creation and maintenance of the City's financial reporting.
5. Study proposed capital projects and improvements involving major non-recurring tangible assets and projects which:
 - a. Are purchased or undertaken at intervals of not less than five years, and
 - b. Have a useful life of at least five years, and
 - c. Cost over \$5,000.
6. Other projects assigned by the City Council.
7. The Finance Committee will serve as the Audit Review Committee, responsible for reviewing annual audits as they are presented, conducting auditor interviews and selections as necessary, and providing recommendations to the City Council regarding the annual audit findings.
8. Each year, the Finance Committee will receive from committee chairs and staff, capital project requests identified in the City master plans, committee recommendations, or in support of Council goals. The Finance Committee shall consider the relative need, impact, timing, and cost of these expenditure requests and the effect each will have on the City's financial position. The Finance Committee will provide a completed CIP to the City Council for approval before the completion of the annual budget.
9. The Finance Committee shall prepare an annual report recommending a capital improvement budget for the next fiscal year and a capital improvement program including recommended capital improvements for the following four fiscal years. The report shall be submitted to the City Council for its consideration and approval. Following Council approval, the first-year amounts shall be included in the proposed budget for the next year for consideration by the Budget Committee.
10. Adoption of the City's budget, shall permit the expenditure on capital improvement projects included therein of sums from departmental budgets for surveys, architectural or engineering advice, options or appraisals and the like; but no such expenditure shall be incurred on projects which have not been authorized by an amendment to the capital improvement plan, recommended by the Finance Committee and approved by the City Council in the current year or in prior years, and no such expenditure shall be incurred for preliminary planning for projects to be undertaken more than five years in the future.
11. The Finance Committee's report and the City Council's recommended capital budget shall be published and publicly available. The Finance Committee shall deposit its original report with the City Manager's office.



CITY OF YACHATS
Community Spaces Committee
MEETING SUMMARY MINUTES
Civic Meeting Room 1, 441 Hwy 101 N. OR 97498
Tuesday, January 6, 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	Kimmie Jackson, Recorder
Rosa Marchand, Coordinator	

II. Work Group Discussion

The group discussed identifying priorities, goals, and potential Capital Improvement Program (CIP) projects for the upcoming fiscal year. Staff provided an overview of the City’s CIP budgeting process, including timelines, funding categories, and how projects are tracked and carried forward within the five-year plan; discussed the importance of aligning annual goals with CIP requests and emphasized early planning to ensure projects can be included in future budgets and grant opportunities. Key project discussions included Phase 2 improvements to the Commons (including ADA restroom completion, hallway, and storage upgrades), acoustic treatment for the multipurpose room, and continued progress on sound and lighting improvements. Then discussed longer-term planning efforts, including a new pavilion, YFAP-related projects, and master plan implementation, noting that several of these efforts would require multi-year planning, work groups, and potential grant funding. Additional updates included clarification on projects that cannot move

forward, such as a proposed mural at the water treatment plant due to warranty restrictions.

Regular Meeting

- I. Regular meeting called to order**
- II. Roll call:** All members present
- III. Announcements** - None
- IV. Public Comment** - None
- V. New Membership, Vote in Chair & Vice Chair**

Motion:	Motion to have Altson continue as Chair, and Giroux, Vice Chair, to handle the agenda and correspondence.			
Ayes:	Giroux, Wright, Pravel, and Altson	Nays: 0	Absent:0	Recused:
Passed:	4/0			

VI. Reports

- a. Summary Meeting Minutes - No changes
- b. Workgroup - Nothing to report
- c. Commons Report: Rosa provides highlights of the report online.

VII. Ongoing Business

The group discussed existing and proposed signage needs within the Prospect area and the Commons, including wayfinding, directional, and informational signage; reviewed current signage conditions and identified the need for clearer, more consistent signage to improve visitor navigation, accessibility, and overall user experience, and that signage improvements may be phased over time and could be incorporated into future CIP requests as funding allows

Adjourn Parks & Commons Commission Meeting 3:26 pm.

Minutes prepared by Kimmie Jackson, Recorder

- **Bathroom Project/ North End of the Commons Update (Phase I & II)** Installation of fixtures is underway, including toilets, mirrors, grab bars, and changing tables. The sinks were temporarily delayed because the incorrect models were delivered; we are currently awaiting an updated ETA for the correct units. Repairs to the floor and walls in Room 8 have been completed. A new sink and cabinet are being ordered to replace the existing ones in that room. The updated cabinet and sink will be smaller to accommodate the new entryway that will connect to the hallway as part of Phase Two. We anticipate the bathrooms will be completed by the end of this week, with the goal of scheduling the final inspection next week. Once the inspection is complete, I will submit the final report to the county by **February 1st**. We are also working with Searose Construction to obtain an estimate for Phase Two. Our intention is to include this phase in next fiscal year's budget, beginning in **July**. I spoke with Chamberlan regarding the architectural drawings for Phase Two and the structural requirements for modifying the weight-bearing wall along the MP room and hallway. To create new door openings into the Hallway, which will become a storage room. Chamberlan recommended adding a header above each new doorway, as well as a header at the hallway entry into the MP room, to maintain proper structural support. Next, I will be contacting Todd Young, the structural engineer, to obtain an estimate for adding these structural modifications to the existing plans.
- **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. **Update: All noted deficiencies have been corrected and the facility is ready for reinspection. All Fire Extinguishers will be serviced and tagged on Friday 1/23/26. They forgot to tag the hood when they last serve them. They will also bring that tag during this visit.**

- **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 has been installed. A few more modifications to the system to come.**
- **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. **Update: The heating has been repaired.**

- **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