



City of Yachats

DRAFT Meeting Summary Minutes
City Hall, 441 Hwy 101 N, Yachats, OR 97498
Tuesday, January 6, 2026

I. Roll Call

Work Session

- Community Spaces Goals and CIP Requests

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. The group discussed the importance of aligning annual goals with CIP requests and emphasized early planning to ensure that 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, YYFAP-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 clarifying that projects cannot move forward, such as a proposed mural at the water treatment plant due to warranty restrictions.

Regular Session

- II. Meeting Called to Order** (reminder to silence phones)
- III. Announcements**
- IV. Public Comment**
- V. Renew Membership, Vote in Chair & Vice Chair**

VI. Reports (an opportunity for Commissioner questions and comments)

a. Summary Meeting Minutes

No changes.

b. Workgroup Reports

c. Commons Coordinator Report

Rosa provides highlights of the report online

VII. New Business

VIII. Ongoing Business

The group discussed existing and proposed signage needs within the Prospect area and the Commons, including way finding, 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.

IX. Other Business

a. From Committee

b. From Staff

X. Adjourn

Minutes prepared 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	Kimie 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**