

1. 2:00 P.M. Agenda

Documents:

[2023-02-15 City Council Regular Meeting Agenda.pdf](#)

2. Meeting Material

[2022-12-Financial-Report-Council](#)

Documents:

[2023-01-05 Council WS-Reg Meeting Summary.pdf](#)
[2023-01-13 Council Special WS Meeting Summary.pdf](#)
[2023-01-18 Council Reg Meeting Summary.pdf](#)
[2023-01-03 Parks And Commons Meeting Summary.pdf](#)
[2023-01-10 Meeting Summary Public Works.pdf](#)
[2023-01-10 Planning WS Summary .Pdf](#)
[2023-01-17 Planning Summary.pdf](#)
[2023-01-02 Meeting Summary.pdf](#)
[2023-01-12 Library Meeting Summary.pdf](#)
[2020-138 RES Outdoor Seating Expansion Draft.pdf](#)
[2020-151 RES Outdoor Seating Extension Draft.pdf](#)
[2022-198 RES Outdoor Seating Expansion Extension.pdf](#)
[2021-171 RES Outdoor Seating Expansion Extension.pdf](#)



**CITY OF YACHATS
CITY COUNCIL REGULAR MEETING
Hwy 101 N., Commons, Civic Meeting Room 1
Yachats, OR 97498
Wednesday, February 15, 2023, at 2:00 pm
To Be Held In-Person & Zoom**

City of Yachats is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/83380335391>

Meeting ID: 833 8033 5391

One tap mobile

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+12532158782,,83380335391# US (Tacoma)

Regular Council Meeting

- I. Announcements, Proclamations, and Correspondence
 - a. Announce Budget Members Vacancies
- II. Public Comment - limited to items not on the agenda (5-minute limitation per person)
- III. Consent Agenda
 - a. Finance Report
 - b. Meeting Summary
 1. City Council
 2. Parks & Commons Commission
 3. Public Works & Streets Commission
 4. Planning Commission
 5. Budget Committee
 6. Emergency Preparedness Committee
 7. Yachats Library Commission
- IV. New Business
 - a. CIS Representative to Report on Parks Assessment
 - b. New County Abatement of Abandoned RVs & Trailers – By County Administrator
 - c. DEQ Update on Senate Bill 582
 - d. Solicit Membership of Commissions
 - e. Parks & Commons Recommendation and Commission Chair & Co-Chair recommendation

The Yachats City Council meetings are open to the public and interested citizens are invited to attend In-Person or Zoom. These are open meetings under Oregon law, but a work session is not a community forum; audience participation is at the discretion of the Council. Meetings are audio-recorded. The meeting are accessible to persons with disabilities. For accommodations, please call (541) 547-3565, or Oregon Relay 1-800-735-2900 (TDD) two days in advance. City of Yachats does not discriminate on the basis of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. 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 02/08/23 BY: Kimmie Jackson, Deputy City Recorder



- f. Budget Schedule - Discuss

- V. Ongoing Business
 - a. Resolution 198 (Parking) Possible Action
 - b. Set Council Work Session Date for Goal Setting

- VI. Reports (Attached)
 - c. City Manager Report
 - d. Public Works Report

- VII. Other Business
 - a. From the Mayor
 - b. From Council
 - c. From Staff



**CITY OF YACHATS
CITY COUNCIL
JANUARY 2023
Zoom Meeting Summary**

Audience/Guests: 22

(0:10) City Manager Heide Lambert called meeting to order on this January 5, 2023, at 9:30am via Zoom and in person meeting. Members present: Mary Ellen O'Shaughnessy, Greg Scott, and Ann Stott, incoming Mayor Craig Berdie, and incoming Councilor Catherine Whitten-Carey. A Quorum was present. Staff: Kimmie Jackson, Recorder, Katherine Guenther, Asst. City Manager / Planner, Dave Buckwald Wastewater Lead, Rick McClung, Water Lead, Dayna Capron, Office Manager, Ashley Tough, Admin, Holly Hamilton, CIP Coordinator.

REGULAR MEETING

(1:04) City Manager swore in the incoming Mayor, Craig Berdie.

(1:42) Mayor Berdie swore in Catherine Whitten-Carey.

(1:46) Mayor Berdie swore in Mary Ellen O'Shaughnessey.

Close Regular Meeting

WORK SESSION

1. (6:30) Mayor Berdie opened the Work Session, Ross Williamson, City Attorney gave a presentation covering Council Authority, Duties, Roles, Liability, Public meetings, Public Records and Ethics. Discussed Q & A around these topics and examples.

(2:29:41) Meeting ended

REGULAR MEETING

(2:31:21) Meeting called to order by Mayor Craig Berdie. Members present: Mary Ellen O'Shaughnessy, Greg Scott, Ann Stott, and Catherine Whitten-Carey. A Quorum was present. Staff: Kimmie Jackson, Recorder, Katherine Guenther, Asst. City Manager / Planner, Dave Buckwald Wastewater Lead, Rick McClung, Water Lead, Dayna Capron, Office Manager, Ashley Tough, Admin, Holly Hamilton, CIP Coordinator.

2. (2:31:49) Announcements/Correspondence: The Mayor will be attending the following meetings: Senator Wyden is holding a meeting next week, Senator Merkley is holding a meeting on the 14th, the Chamber of Commerce from 4:30p-



- 1 6:30p, League of Oregon Cities is holding a Public Office Meeting on the 26th
2 from 8a-5p, on the 25th is the “City Day” at the Capitol, and the Lincoln County
3 Mayors Association will meet in Lincoln City on February 8th.
4
- 5 3. (2:34:17) Public Comment/Citizens Concerns: Announced that the Finance
6 agenda will be posted after this meeting.
7
- 8 4. (2:35:32) Schedule next week a work session focus initiate 2023 goals and
9 potentially discuss changes to make meeting more effective and identify future
10 topics. The next work Session will be Friday January 14th at 1pm for 2 hours.
11
- 12 5. (2:38:08) Elect Council President: Councilor Stott nominated Mary Ellen
13 O’Shaughnessey as Council President, no other nominations, voice vote and the
14 Ayes have it.
15
- 16 6. (2:39:42) Councilor Stott reflected on her time on Council and would like Council
17 to continue to address ongoing issues in preparing for emergencies, the need to
18 Map Your Neighborhood, possibly an official policy, and the Lighting Ordinance,
19 and concerns about the parking lots and the streetlights and would like to see
20 this on upcoming agendas.
21
- 22 7. (248:32) Mayor suggested that each Council Member submit their goals to City
23 Manager for consolidation for the next Work Session meeting. Identify topics for
24 future meetings and work on charges to the Commissions, and to get back on
25 schedule of submitting the goals in November from the Commissions.
26
- 27 8. Mayor Berdie adjourned the meeting at 12:52pm
28
- 29 9. Prepared by Kimmie Jackson on January 6, 2023



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CITY OF YACHATS
CITY COUNCIL SPECIAL WORK SESSION
JANUARY 13, 2023
Zoom Meeting Summary

1. (0:00:21) Mayor Craig Berdie called meeting to order on this January 13, 2023, at 1:00pm via hybrid (In-Person & Zoom). Members present: Mary Ellen O’Shaughnessy, Greg Scott, Ann Stott, and Catherine Whitten-Carey. A Quorum was present. Staff: Heide Lamber, City Manager, Katherine Guenther, Asst. CM & Planner, and Dayna Capron, Office Manager.

WORK SESSION

2. (0:00:53) Fire Alarm Set off.
3. (0:01:06) Will need to replace the Council Vision on the wall in the Civic Meeting Room for viewing and was read into the record by Councilor Scott. After discussion of establishing Annual 2023 Goals of the following headings: 1. Water, 2. Safety, 3. Community, 4. Financial Responsibility, 5. Improve City Service Delivery, 6. Environmental Stewardship, 7. Housing (workforce & homeless) (need Housing Study Report). The Members are to write down items to put under the headings to narrow down the scope.
(58:37) 5 Minute break
4. (0:58:44) Council wrote down their list of items to place under the goal headings. *Open air and general comments for the next thirty minutes.* After all the members added their lists, Councilor Stott volunteered to type up the results and will add to the Council Packet for the next meeting.
5. (1:28:30) Meeting Refinement: Discussed taking advantage of the Consent Agenda; would like to use Aye/Nay instead of roll call if necessary at meetings, and the times have been deferred after the discussion about having evening meetings.
6. (1:35:40) Discussed changing the order of the Agenda; items having a specific time to let people know what time an item will be talked about if at all possible and would like minutes in the consent agenda. Clarification was made that the meeting audio serves as the official minutes and the Summary is provided with the time stamp, Motions, and all decision-making items. Discussion continued around the responsibility of the City and what it is charged to do. Other items discussed were to receive regular updates from the Commissions and or Chairs; possibly have Council members attend other Commission meetings and have the other Commissions attend Council meetings by spreading them out throughout



1 the year; would like a report on CIP Project status possibly quarterly; a Financial
2 Fund Balance Report month to month and annually, possibly at a glance
3 dashboard to include all the items mentioned above and to include measuring the
4 City staff efforts so the citizens can see what's being done. A previous Council
5 decided to have the audio be the official minutes and the summary meeting be.
6 Provide the Council with the Motion that states the audio would be the official
7 record. Discussion continued around the Mayors' Roadmap and the focus
8 moving forward and take into consideration that there will be other meetings and
9 that this structure may change. Also discussed City Councilors attending other
10 Commission meetings, and possibly move toward written reports. In the past
11 there was description of what and why the issue was brought to the council.
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13 7. Mayor Berdie adjourned the meeting at 3:00pm

14
15 8. Prepared by Kimmie Jackson on January 18, 2023



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CITY OF YACHATS
CITY COUNCIL EXECUTIVE & REGULAR MEETING
JANUARY 18, 2023
In-Person & Zoom Meeting Summary

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Guests: 9

Mayor Craig Berdie called meeting to order on this January 18, 2023, at 2:00pm via Zoom and in person meeting. Members present: Mary Ellen O'Shaughnessy, Council President, Greg Scott, Ann Stott, and Catherine Whitten-Carey. A Quorum was present. Staff: Heide Lambert, City Manager, Kimmie Jackson, Recorder, and Katherine Guenther, Asst. CM & Planner.

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REGULAR MEETING

1. Meeting was opened to Regular Session, the Mayor made a Motion to end the Regular Meeting and move into the Executive Session and then resume the Regular Meeting no later than at 3pm. All those in favor:
Aye: O'Shaughnessey, Scott, Stott, Whitten-Carey, and Berdie
Nay: None
2. (1:37) Mayor read into the record the Executive Session rules and adjourned the meeting at 2:04pm. There is a second recording to resume the Regular Session.

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REGULAR MEETING

Guests: 15

(0:11) Mayor Craig Berdie called meeting to order on this January 18, 2023, at 3:18pm via Zoom and in-person. Members present: Mary Ellen O'Shaughnessy, Council President, Greg Scott, Ann Stott, and Catherine Whitten-Carey. A Quorum was present. Staff: Heide Lambert, City Manager, Kimmie Jackson, Recorder, and Katherine Guenther, Asst. CM & Planner.

1. (0:48) Announcements, Correspondence and Proclamations: Correspondence read into the record regarding two issues, one is the Budget Committee has one open seat and most of the work is done between April and June. The second is correspondence from Norm Cimon and was read into the record expressing his support concerning the source of water for the town and how to support the existing residence in the context of growth. Also stated the Yachats River Head Wall was blown out due to clearing of trees in the forest and resulted in the loss of resources. A Head Wall is a man-made structure, and it was located up by the water shed, a relatively flat area of the North branch of the fork, up the Yachats River. The Mayor will be meeting with Mr. Cimon for further information.
 2. (5:15) Public Comment None
 3. (5:37) Consent Agenda:
A Motion was made to accept Resolution 2023-203 memorializing Council President Appointment:
Aye: Berdie, O'Shaughnessey, Scott, Whitten-Carey, and Stott
Nay: None
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1 4. (8:49) Introduced the two candidates recommended by Parks & Commons Commission
2 and voted unanimously at their January 18, 2023, meeting to approve Meg Simons to
3 Seat B expiring 12/24, and Ron Simons to Seat C expiring 12/23. After Council interview
4 and discussion, a Motion was made.

5
6 (15:35) Motion was made to accept as stated in Resolution 2023-204 appointing
7 members to the Parks & Commons Commission. The vote was called, and the Ayes
8 have it:

9 Aye: Berdie, O'Shaughnessey, Scott, Whitten-Carey, and Stott

10 Nay: None

11
12 5. (16:37) Water Task Force: The proposal attached to the Council packet states
13 sustainable water supplies are critical to the long-term viability of Yachats given
14 population growth and climate changes and would like City Council to establishes a
15 Water Task Force to achieve the following objectives and tasks. The Task Force will
16 report to the City Council at regular intervals. It is estimated that the task force will take
17 approximately one year to complete its tasks after achieving full membership. At that
18 time, the City Council may extend the timeframe, change the focus, or disband the task
19 force.

20
21 (20:21) Discussion continued among Council and no decisions were made. The Council
22 was in favor of giving approval for Rick McClung, Water Lead to report at the next
23 Council Meeting, sharing his history and recommendation before Council votes to add
24 another Committee.

25
26 (23:32) John Theilacker and John Purcell spoke in support of water sustainability. They
27 are members of the community and have approached the City asking to be part of a
28 Water Sustainability Group and have reviewed the Mayors proposal and would like to be
29 involved. View the Future is also supportive of these efforts and the proposal. They have
30 met with Chair West of Public Works & Streets Commission and the Public Works Leads
31 as they started drafting this proposal. Mr. Theilacker did not believe he would have a
32 conflict-of-interest while being on the Planning Commission, View the Future and being
33 on this task force.

34
35 (27:32) John Purcell, of View the Future and resident stated they just want to help and
36 believes they have the experience and resources the City can use. Discussion continued
37 around the structure of the group, the items that are needed, negotiations and the need
38 for a structure.

39
40 *(34:30) Zoom Meeting disconnected until 40:29-time stamp. 7 minutes of discussion*
41 *continued amongst the council.*

42
43 (40:30) Zoom Resumed. The objective is the importance of long-range planning,
44 amending the Water Master Plan and Infrastructure associated, and to increase water
45 supply. The City does believe this is priority to staff.

46



1 (43:32) A Motion was made to instruct the City Manager to direct Rick McClung, Water
2 Lead to spend time drafting a report on how Public Works can use a Water Task Force,
3 and then present to Council.
4

5 (45:25) Withdraw Motion and restated. A Motion was made to instruct the City Manager
6 to come back to the Council with a recommendation on suggestions for the water supply
7 process: Discussion continued regarding receiving reports on a regular basis, the motion
8 is for a one-time report to Council. All in favor

9 Aye: O'Shaughnessey, Scott, Whitten-Carey, and Stott

10 Nay: Berdie stated that there should be a timeframe around this.
11

12 6. (47:54) The Mayor would like to prepare for a proper transition for planning for the next
13 Mayor.
14

15 7. (48:58) The Needs Assessment Survey for Recycling Modernization Funding: Read into
16 the record that this law was passed through the legislature to equalize recycling
17 throughout the State. Local governments must complete the Needs Assessment Survey
18 and register for types of services they would like to implement to be eligible for funding
19 support and work with the service provider to prepare and complete the survey.
20

21 8. There are two virtual information sessions, one has passed, and the other is on January
22 24th.
23

24 (50:39) Motion was made for the City of Yachats to participate in the Plastic Pollution
25 and Recycling Modernization Act Need Assessment Survey. Whitten-Carey volunteered
26 to represent the City and will report back.

27 Aye: Berdie, O'Shaughnessey, Scott, Whitten-Carey, and Stott

28 Nay: None
29

30 9. (53:48) City Manager Report attached to the online packet for review. The safety issue
31 around the signal light at the crosswalk in the middle of town was reported and is
32 handled by an ODOT vendor. The part was removed for repairs and is currently waiting
33 on the part to be returned, then Public Works will install it. The wetlands boardwalk is
34 excessively rotten, and maintenance is assessing and will look to see how much needs
35 to be replaced and will start the work when weather permits. There is caution tape and
36 cones in the area. There was a short discussion around the Stormwater and that there
37 will be a study done through the Public Works & Streets Commission.
38

39 10. (1:00:10) Other business from the Mayor stated the next meeting we have the Work
40 Session and would like to address the goals and rank for discussion.
41

42 11. (1:01:37) Other business from the Council: Council President reported on the Cascades
43 West Area Commission in Transportation (CWACT) and is a member and would like to
44 continue.
45



1 12. (1:02:45) A Motion was made to reappoint Council President O'Shaughnessey to the
2 continue as Cascades West Area Commission in Transportation as the City's
3 representative:

4 Aye: Berdie, O'Shaughnessey, Scott, Whitten-Carey, and Stott

5 Nay: None
6

7 13. (1:03:20) Councilor Whitten-Carey mentioned the audience expressed it was hard to
8 hear through the zoom and would like to have the video available and would like to
9 address the hold on the Parks & Commons Commission and would like to see the
10 Commission regain its responsibilities. Discussion continued and indicated the Council
11 would start working on the Charge Letters to the Commission. Making note that the
12 Commission does not have any authority over the Commons building and will have Work
13 Sessions to address the Parks & Commons and Trails after the goals have been
14 completed.
15

16 14. (1:07:41) The City Manager will be holding Public Input Meetings, the first one to be a
17 Stakeholder's Event, held on February 9th at 5:30pm at the Commons, and will notify all
18 the Stakeholders, all Commissions and folks that regularly use the Commons. This will
19 be facilitated by an outside source. The biggest issue is the stage lighting and that the
20 building had never had the electrical updated and is unable to support all the light and
21 we cannot use extension cords any longer and the fire alarm system will also need to be
22 address per the Fire Marshall. Civil West is coming to do a Scope of Work for this project
23 and inspection of the building and will report back to Council on its findings. This project
24 will be for what needs to be done at the Commons. Also, the person hired for the
25 Commons quit after one day. They will need to be on call and it's a tough job to fill and
26 the building should be in working order.
27

28 15. (1:11:55) Comment from Staff: Proposing to have one meeting a month. Council
29 discussed the difficulties to attract people with too many meetings and make travel
30 difficult for volunteers; Will still hold work sessions as needed or every other month. The
31 council will spend time at the work session on how this would look.
32

33 16. (15:33) John Purcell, resident, stated he would like the Mayor proposal to be considered.
34
35

36 Mayor Berdie adjourned the meeting at 4:35pm
37

38 Prepared by Kimmie Jackson on January 20, 2023



CITY OF YACHATS
PARKS AND COMMONS COMMISSION
JANUARY 3, 2023

Meeting Summary

1. (0:00:14) January 3, 20223, meeting of the Parks and Commons Commission at 2:00 pm via Zoom Meeting. Members present: Dean Shrock, Michael Hепен, Adam Altson and Catherine Carey. Trails - Joanne Kittel and Bob Langley. Staff: Kimmie Jackson, Recorder, Holly Hamilton (CIP Coordinator)
2. (0:01:05) Correspondence/ Communications: The Peace Hike was well attended with about 130 people counted at the pavilion. Janet Square filed a complaint with the City regarding the dilapidated bench behind her house. The portion of space belongs to the County and until the road is turned over to the City, it is doesn't have a responsibility.
3. (0:05:46) Citizens Concerns: None
4. (0:06:42) Bike Racks and Wetlands Boardwalk - Contractor: - The City hired a contractor who will look at these items and address. The cones put out ended up in the water; Commissioner Carey did slip on the boardwalk recently and is hoping it will be taken care of. The pond is filling in, but still should be dredged, as wildlife is still visiting the area.
5. (0:12:06) Pocket Parks, Insurance Adjustor: The Commission discussed the CIP Projects and the status. The pocket park was tagged to have the insurance adjustor go out and give feedback on the benches being so close to the edge of the cliff. It has been that way for the last 40 year. There are some questions on the engineering, and the platform is also incorrect. The Chair will forward concerns to the CIP Coordinator.
6. (0:27:07) Skate Park is in discovery phase, and unsure if the insurance adjuster is taking a look at this area.
7. (0:27:46) Delineators – the delineators on Ocean View Dr. are not sufficient for Hwy 101 and the alternative will cost around \$40,000; the City and Lincoln County will need to redraft the agreement. The City will address the replacements. They were installed by the County Road Department. Public Works does have several replacements. Commissioner Berdie will follow up.
8. (0:31:04) Applicants – Interview Meg Simans: After hearing from Mrs. Simans, the Commission is in favor of recommending to Council this nomination be accepted.
9. (0:35:08) Ron Simons: After Hearing from Mr. Simons, the Commission is in favor of recommending to Council this nomination be accepted.



1 Commissioner Carey made a Motion to approve Meg Simons for Seat B on the Parks &
2 Commons Commission and forward to Council for final approval. The Commission voted
3 and the Ayes have it.

4
5 Commissioner Altson made a motion to approve Ron Simons for Seat C on the Parks &
6 Commons Commission and forward to Council for final approval. The Commission voted
7 and Ayes have it.

- 8
9 10. (0:47:16) Parks & Commons Commission Goals for City Council Goal Setting: After
10 discussion on goals, they should have been given to the City back in November and
11 would like to get back on track. The term "Strawman" is a term, throw stones at, to say
12 here are some thoughts, accept, reject and it encourages ideas.

13
14 The trails indicated some goals for 2023 are: 1. Maintenance & Repair, survey each
15 trail, and mark the needs and prioritize; 2. Compile routine maintenance list; 3. Continue
16 the process in finding trail members to become trail leaders; 4. Trail leader and crew
17 members, seek out training, networking, management through associations; 5. To
18 maintain collaboration with various groups and entities; 6. Continue fostering trails
19 support.

20
21 Discussion continued about items that need to be completed such as painting the
22 Commons, doorways maintenance in the pavilion and heaters, lights, and closing up the
23 openings; status of the audio and stage lighting system; the sound system is outdated,
24 and lighting is incandescent and should be changed to LED lights. Polly plumb has
25 mentioned it's having issues booking groups because they need to bring their own
26 sound system. Room 8 is not suitable and doesn't have a bathroom; improve acoustics
27 and appeal to the performing arts groups. Improve relationship with reservation staff and
28 improve commons as an event center. Improve Commission and Commons staff
29 working collaboratively.

- 30
31 11. (1:20:40) Parks: the aesthetics needs to be balanced. Possibly change the rules for
32 membership to being in the zip code. There are people that use the Parks and
33 Commons, and work in the city limits, including part time residents. Discussed
34 Recreational districts exist and could create a board and could take over the Parks &
35 Commons. The Commission will continue to discuss at the next meeting. Will seek
36 having a joint meeting with the Planning Commission to look at Yachats as a whole and
37 come up with a masterplan. To apply for grants, projects need to be shovel ready. The
38 Ford foundation is willing to give information for free for the first 10 hours. The
39 Commission should have their budget done and forward to the city for finance by end of
40 February. Trails mentioned that they have unexpected issues every year, such as trees
41 down, and would like to know if they need a contingency budget line item.

- 42
43 12. (1:52:40) Commission will chose a chair at the February meeting. Commissioner Altson
44 volunteered to write the news article due by the 20th, and Commissioner Hempen
45 volunteered to temporary chair the next Commission meeting and complete the agenda.

46
47 Chair Berdie adjourned the meeting at 3:58pm.



1 Prepared by Kimmie Jackson on January 5, 2023

**City of Yachats
Public Works and Streets Commission
Meeting Summary**

January 10, 2023

Guests/Audience: 11

1. (0:09) West called the meeting to order at 2:01 pm. Present: Kevin Erdahl, Alex Cox, Linn West, Bob Bennett, Don Groth and Don Phipps. Staff: Kimmie Jackson, Recorder, David Buckwald, Wastewater Lead, and Rick McClung, Water Lead.
2. (0:54) Correspondence / Communications: Chair West received emails regarding citizens concerned with streetlights. Received an email from Mr. Roslund wanting to make sure the Overleaf Lodge and Fireside Hotels were still included in the new Stormwater Study same as before.
3. (3:20) No citizens' concerns.
4. (4:00) Elect Chair & Co-Chair: Commission volunteered West as Chair and Don Groth as Co-Chair. The Commission voted unanimously, and the Ayes have it.
5. (5:12) Hybrid Meetings starting in February 2023.
6. (11:35) Public Works Report is attached to online packet.
7. (13:49) Stormwater Study is not happening until March 2023; E 2nd St. rebid will get done at the end of March 2023; Seismic Valve & Backwash Project will start at the end of January 2023, and Backwash will start in mid-February; the Water Conservation Study Final Submittal Status is that one more public meeting is needed at the beginning of February.
8. (16:16) South Lincoln Water District wants to team up with the City to come up with raw water solutions as a collaborative effort. They are proposing the City could help with some of their Capital Improvements as part of the negotiations, like the expansion of their water plant. The City needs to decide if they are interested in moving forward. McClung stated the framework has been laid out and Public Works will need to consult with Council. Discussion continued around the stability of South Lincoln Water, infrastructure concerns, the creeks being on forest service land, and the potential of having enough water for Yachats and Waldport in the future. The next step is the Commission recommend to the City Manager and Council to start the conversation on the possibilities.
9. (41:30) The Motion was made to recommend to the City Manager take to Council to recommend they begin and open up communications with South Lincoln Water

1 District Board and the City Council of Waldport, to include subjects as long term
2 look at the amount of water available, management of the operation and the
3 infrastructure, and that this is only for preliminary talks. The Commission voted all
4 in favor and the Aye have it.
5

6 10.(43:27) CIP: Commission discussed installing emergency bypass connections;
7 the Slide Gate is being researched by the CIP Coordinator for next budget year;
8 the property next to the Water Plant is still an outstanding project and the need
9 for a Geotech Study to see if the property is suitable. There will be a possible
10 Steering Committee for the water group to work on securing the Water Shed.
11

12 11.(52:00) Water Sales report looks like there is a discrepancy in February in that
13 there was more sold than what was made. The water in December went up
14 another 600,000 gallons; McClung will revisit the data and report findings;
15 McClung will let the City Manager know the need to contact Tim Tice for a review
16 study for Water and Wastewater.
17

18 12.(1:00:41) Financial Report: November 2022 attached to online packet.
19

20 13.(1:10:25) The Fire Department is starting CPR classes. Individuals will need to
21 call on their own and sign up for a date and time. Will forward information to the
22 City to post in the newsletter and on the website. Tomorrow at 9:30am volunteers
23 will inventory of the Conex on Radar Road. If raining, then will do the following
24 day. There was no Fire Department meeting or report. It will be on Monday
25 January 23rd.
26

27 14.(1:14:44) Hwy 101 Phase II: The Commission discussed having until the end of
28 the month to put in the application and requires detailed scope of work, detailed
29 budget by task, and decide if we will submit the application. Will also need to ask
30 ODOT for a letter of approval as a formality and they did indicate they would;
31 McClung suggested to make this into a CIP then submit to Council, and it will
32 need to include public input. McClung suggested to bring this to Council on the
33 18th to move this forward and then spend the next nine months perfecting the
34 application and the public outreach. The cycle will begin in August for application
35 process and agrees that the City Manager or Planner should submit the
36 application. After further discussion, the Commission decided they may bring this
37 up during goal setting to meet the timeline.
38

39 15.(1:25:38) Delineators: The final agreement laid out which ADA rules that need to
40 be followed; need a six-foot-wide strip and lot of the area is not even four feet;
41 could possibly use rumble strips. An option is to go back to phase I and fix the
42 dangerous gap so they will acknowledge the issue and hold off on phase II, but
43 keep in mind what needs to be done and have the information ready. The

1 commission would like to see delineators where is adequate and are open to
2 other options for the narrow areas for safety.
3

4 16. (1:54:15) CIP 2023-24: Will revisit in February after CIP Coordinator reviews, and
5 the Slide Gates still need the write up and forward to the CIP Coordinator.
6

7 17. (1:57:20) Street Inventory: Need further Commission discussion about what
8 areas need pavement work to be done in the next couple weeks with the Public
9 Works Leads. Chair West & Commissioner Phipps will discuss the speed limit.
10

11 18. (1:58:42) There is a way to lower the speed limit to 25mph and it involved a
12 request formally made by the City to have this study done, it's then reviewed.
13 The surface streets can be reduced to 15mph and 20mph, but have to meet
14 certain ORS Codes, and the enforcement portion can be addressed.
15

16 No further business to discuss, meeting adjourned by West at 4:17pm.

17 Next Meeting: Tuesday, February 14, 2023, at 2:00pm

18 Prepared by Kimmie Jackson Deputy Recorder on January 2023.

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**CITY OF YACHATS
PLANNING COMMISSION WORK SESSION
SUMMARY MEETING INUTES
January 10, 2023**

Guests/Audience: 8

1. (0:14) CALL TO ORDER AND ROLL CALL at 10:02AM: John Theilacker, Vice-Chair, Jacqueline Danos, Julie Bailey, Loren Dickinson, Tod Davies. Absent: Lance Bloch. STAFF: Kimmie Jackson, Deputy City Recorder, Katherine Guenther, Planner, and Holly Hamilton, CIP Coordinator.
2. (1:10) Title 9 Definition Changes: Identified terms and prioritized definitions on the attached work product. Planning Commission has decided to review further before resubmitting to Council.
3. (57:50) Commission discussed the goals and when they are supposed to be submitted to Council which is referenced in the Planning Handbook that it should be prepared in January whereas other Commissions state theirs are due in November. The Commission has an existing list that was compiled back in April 2022 and will revisit the list.
4. (1:11:55) The Commission discussed the lighting comments from Resident Stott made at the January 5th Council Meeting and no decisions were made and noted the Code Enforcement is aware of the concerns. The Commissions consensus is the need to put out lighting information for citizens to understanding the ordinances surrounding lights and give examples of what people can do.

Vice-Chair Theilacker adjourned the Work Session 11:29 am.

Prepared by Kimmie Jackson January 11, 2023

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**CITY OF YACHATS
PLANNING COMMISSION REGULAR MEETING
SUMMARY MEETING INUTES
JANUARY 17, 2023**

Guest: 10

1. (0:12) Meeting called to order by Chair Lance Bloch at 3:00pm.; John Theilacker, Jacqueline Danos, Julie Bailey, Loren Dickinson, and Tod Davies. STAFF: Kimmie Jackson, Deputy City Recorder, Katherine Guenther, Planner & Assist. City Manager
2. (1:16) Announcement/Correspondence: Commissioner Danos stated there is an upcoming grant for Solar Kiosk Energy Resilience from the Department of Energy and was forwarded to Parks & Commons and Emergency Preparedness, that she will be pursuing and submitting as a private citizen to see how the process and procedures work and will report back to the Commission. No matching requirements are needed from the City.
3. (6:14) Citizens Concerns: None
4. (6:40) Chair Bloch called for changing the order of the agenda to move the Elections of Chairs ahead of Current Business.
5. (7:25) Elect Chair: A Nomination was made to appoint John Theilacker for Chair and after a unanimous vote, the Ayes have it.
- 6.
7. (10:51) Elect Co-Chair: A Nomination was made to appoint Loren Dickinson as Vice Chair. Loren declined. A second nomination was made to appoint Jacqueline Danos for Co-Chair and after unanimous vote, the Ayes have it.
8. (13:30) Fences, Hedges and Walls refined: recommended language to amend YMC Titles 5 and 9 from Commission Members was reviewed and discussed per Council direction. Commission unanimously agreed to accept a revised draft presented by Chair Theilacker and recommend its adoption by Council. Chair Theilacker will update and forward to the Planner and Planner will check with DCLD if they need to review, and then forward to Council.
9. (33:55) Parking Recommendation specifics: The Commission individually reviewed the final City Center Parking Management Plan (2022) as homework and four submitted comments. Those comments were briefly discussed, and it was decided that a single document merging the individually prepared comments would be prepared and discussed by the Planning Commission at its February Work Session. For example, the PC will prepare a street-by-street list for parking

1 space striping and signage. Upon the Commission's preparation of
2 recommendations to forward to Council, the Commission would like input on
3 those recommendations from Public Works & Streets Commission.
4

5 10.(53:41) Covid related parking waiver is expiring February 28th and is a Council
6 decision. However, the current use of off-street parking by some businesses for
7 outdoor seating discussed in the Parking Study. A Council decision to restore the
8 off-street parking requirement is likely. This Commission would like to give some
9 information to Council to take into consideration from the Parking Study.
10 Depending on the timing of a Council action, the Commission may drafting a
11 letter to Council.
12

13 11.(1:13:36) Change meeting time discussion: A Motion made to start the regular
14 meetings at 2:00pm on the third Tuesday of each month, and after the vote was
15 called, all were in favor and the Ayes have it. The Planning Commission's
16 monthly work sessions will continue to start at 10:00am on the second Tuesday
17 of each month.
18

19 12.(1:15:48) Planner Report: Reported no building activity in the last month. City
20 Planner sent the signed agreement to Pacific Habitat Services, and they will now
21 start remaining work to complete the City's Local Wetlands Inventory. The PC
22 and City Planner will prepare an explanation to the community of what the
23 adopted Inventory means to the residents and property owners of Yachats and
24 its value as a land use and natural resource planning tool. The Commission will
25 discuss at a future work session on how it will be used. There may be a need for
26 a Public Hearing next month possibly on a Variance request; the Planner will
27 advise if it moves forward.
28

29 13.(1:25:22) Commissioner Danos raised two concerns regarding code
30 enforcement: One or more trees which appeared to fall within King Street right of
31 way were cut by a property owner without City permission, and several vacant
32 lots at the corner of 9th Street and Highway 101 were left unsightly, have standing
33 trash, and soils were left exposed to erosion. City Planner suggested to
34 Commissioner Danos that she should put a request through Request Tracker for
35 the Code Enforcement Officer to investigate The Planner reported that one of the
36 disturbed lots is waiting on a back-ordered manufactured home and advised to
37 request information on the other two on Request Tracker.
38

39 14.(1:32:21) December Meeting Summaries: Attached to the online packet.
40

41 15.(1:31:41) Other Business: It was reported that the Mayor is in favor of a
42 presentation of goals from Commissions and will have that ready for the
43 February meeting to review. Goals drafted by Chair Theilacker and

1 Commissioner Danos are posted for this meeting and will be discussed at the
2 next Work Session along with goals submitted by other members.

3
4 16. (1:4:40) Announced the need for one more Commissioner to apply and to get the
5 word out.

6
7 Chair Theilacker adjourned the Regular Commission meeting adjourned at 4:41pm.
8 Prepared by Kimmie Jackson January17, 2023

1
2 CITY OF YACHATS
3 EMERGENCY PLANNING COMMITTEE
4 JANUARY 9, 2023

5 Zoom Meeting Summary
6

7 Guests: 8

- 8 1. (0:13) Chair Linn West, temporary Chair called the meeting to order at 2:00 pm
9 and in attendance is Tracy Crews, Don Groth, James Sanders, Alex Cox, Mary
10 Beth Selby, Drew Roslund, and Jill Asch. Staff: Kimmie Jackson, Recorder and
11 Holly Hamilton, CIP Coordinator.
12
- 13 2. (0:50) Communications/Correspondence: On October 14, 2023, is the Great
14 American Solar Eclipse which will be visible from the North and South.
15
- 16 3. (2:13) CIP Response – Landslide Analysis: CIP Coordinator stated Cascadia will
17 be setting up a meeting to meet and will advise of the date once it has been
18 decided. Chair Cox will attend this meeting as well.
19
- 20 4. (23:02)) CPR Training: The fire department is ready to do training. Call the fire
21 department individually to set up an appointment. There will be information in the
22 newsletter letting the citizens know.
23
- 24 5. (25:42) EP email address – Should be assigned in the next two weeks.
25 6.
- 26 7. (28:47) Elect Chair & Co-Chair – Member Cox volunteered to continue as Chair
27 and nominated Member Crews to continue as Co-Chair. No discussion and the
28 Committee voted all in favor and the Ayes have it.
29
- 30 8. (29:40) Meetings will be hybrid starting February 2023.
31
- 32 9. (33:51) Conex Inventory is on January 11th Wednesday at 9:30am starting on
33 Radar Rd. unless it is raining and will fall back a day.
34
- 35 10. CIP Proposals & Solar Grant: Chair Cox will meet with Member Roslund to put
36 together a budget and proposal and submit to the Committee and to include the
37 information Member Selby put together with a list of items with pricing that will be
38 needed for the proposal.
39
- 40 11. (46:54) Reports: No Fire Department meeting.
41
- 42 12. West adjourned the meeting at 3:31pm.
43 13. Transcribed by Kimmie Jackson January 10, 2023



1 **CITY OF YACHATS**

2 **YACHATS LIBRARY COMMISSION**

3 JANUARY 12, 2023

4 **Zoom Meeting Summary**

5 Guests: 9

6 David Rivinus called meeting to order on this 12th day of January 2023 at 10:02 am.
7 Present members: Viki West, Marion Godfrey, Naomi Steenson. Staff: Kimmie Jackson,
8 Recorder

- 9
- 10 1. (0:44) Announcement & Correspondence: None
- 11
- 12 2. (1:23) Public Comment: None
- 13
- 14 3. (10:03) A Motion was made to re-elect Chair David Rivinus to continue on the Library
15 Commission. No discussion was needed, and all members are in favor and the Ayes
16 have it.
- 17
- 18 4. (3:25) A Motion was made to re-elect Co-Chair Naomi Steenson to continue on the
19 Library Commission. No discussion was needed, and all members are in favor and the
20 Ayes have it.
- 21
- 22 5. (4:09) Reports- Budget & Finance: Viki is inaudible at this time.
- 23
- 24 6. (4:41) Expansion Progress: The Commission is satisfied with the model floor plan, then
25 turned over to the architect. Some concerns are structural design, price, consideration of
26 some items the community had not thought of, like taking advantage of the view and
27 refiguring the design to keep the elements the community has in mind. Meeting of the
28 Steering Committee will go over the plans, possible tweaks once there's agreement on
29 the floor plan it will then go to the engineer to cost out. Hopes are to break ground later
30 in the Spring/Summer.
- 31
- 32 7. (13:42) Financial Report attached to the online packet. \$60,000 was given from the City
33 and should be listed in the CIP but is not. The CIP Coordinator will try to locate the funds
34 and will report back. Commissioner West is now on the Finance Committee and will be
35 at the meetings monthly.
- 36
- 37 8. (17:20) Archeology: It is required along the coast; applied and received permission to do
38 some digging. Three holes were dug, nothing was found, and are cleared to do the
39 expansion after we receive the report stating as such.
- 40
- 41 9. (18:35) Solar Panels: there is an issue of efficiency; would it be very feasible; need five
42 hours of continuous sun and overcast should not be a problem. The proposal is included
43 in the online packet. The commission will review and bring back for discussion if the
44 commission wishes to proceed, then will request other proposals. This is still in the



1 discovery phase and will need site visits and recommendations from other facilities that
2 have done this.

3
4 10. (32:43) Library Administrator Report: increase presence on social media and Library to
5 Go; advertised the games and CD sales and What's New at the Library. YYFAP will
6 come to the Library on Thursdays at 4:40 for book check out for the kids. The Library is
7 short volunteers will be putting something out in the newsletter. The Library is sitting at
8 120 patrons that are using it regularly, check outs are around 2,700, and new users are
9 between 1-8 per month, not much increase. Looking into e-Reader Loan, it is like a
10 Kindle and only in the research stages at this point. Oregon State Health and Science
11 Study is putting together a program for walking. They are asking to support the study
12 and volunteer. Each Library can be a leader for the two-year study. They will provide
13 promotional material to explain how this works. The Library will need about 15-20 people
14 to start May. The efforts are to enhance 40-45 minutes of walking in the area, and you
15 will receive a t-shirt, Fitbit, and you will need to complete the survey. The payoff is
16 \$5,000 for the Library and will send out info as soon as received.

17
18 11. (54:28) Friends of Yachats Library: Received a \$500 check from Oregon Community
19 Foundation unsolicited and had already received a grant from them as well; having a
20 book sale the weekend of March 24th & 25th, same weekend as the 52nd Annual Arts &
21 Crafts Show. The basement flooded due to the sump pump failure. There were three
22 inches of water, and some books were destroyed, and a new pump was installed. The
23 Friends have applied for a grant for \$250,000 for the expansion of the Library through
24 the Ford Family Foundation. Sara Moore is in charge of what books can go on eBay to
25 sell, and one sold for \$250. Since October \$900 has come in from eBay. There is a
26 disclaimer on the website for ADA accommodations for the basement.

27
28 12. (1:00:09) Commission discussed continuing members to sit in on council meetings and
29 will put together a sign-up sheet.

30
31 13. (1:01:11) Preliminary discussion regarding the need for additional bookcase units: There
32 are five units that have been removed and taken to the Commons and City Hall. Will
33 consider moving them back if needed. The gondola's cost has been changing, and the
34 minimum is about \$30,000 to purchase 83 units and 19 are for the perimeter.

35
36 David Rivinus adjourned the meeting at 11:10 am.
37 Prepared by Kimmie Jackson on January 13, 2023



**CITY OF YACHATS RESOLUTION NO. 2020-138
A RESOLUTION OF THE CITY OF YACHATS, OREGON REGARDING
OUTDOOR SEATING EXPANSION**

WHEREAS, the program has been established in response to the COVID-19 crisis. The program provides opportunity for restaurants and retail businesses to use private parking spaces in proximity to structures which they are located for the purpose of providing outdoor seating, queuing or shopping areas.

WHEREAS, the program allows for a temporary exemption from the parking minimums listed in Yachats Municipal Code (YMC) 9.48,

WHEREAS, a business may use private parking spaces in front of an adjacent business with consent from the neighboring business owner,

WHEREAS, restaurants and retail businesses may use parking spaces along the frontage of their existing business location on private property; not including ADA spaces,

WHEREAS, a maximum of four (4) parking spaces may be used under this program,

WHEREAS, if serving alcohol business owners must hold a valid liquor license and shall provide the City a signed copy of the license issued to them by the Oregon Liquor Control Commission (OLCC) if requested,

WHEREAS, the outdoor area and all things placed thereon shall at all times be maintained in a clean, safe, and orderly condition. Table umbrellas may be used and shall be placed and adequately weighted to ensure that they remain safely in place,

WHEREAS, the business owner shall delineate the perimeter of outdoor area. The barricade may be made of wood, metal, planter pots, rope or other similar materials. The outdoor area shall meet ADA passage standards,

WHEREAS, this program is temporary and shall end on September 30th, 2020, unless extended,

NOW THEREFORE, the City Council of the City of Yachats, Oregon, resolves by Council to:

- Allow private parking spaces in proximity to structures for the purpose of providing outdoor seating, queuing or shopping areas,
- The program shall end on September 30th, 2020,

This Resolution memorializes action taken by the Council on July 15, 2020 and is effective as of that date.

Shannon Beaucaire, City Manager

CITY OF YACHATS

By: _____
W. John Moore, Chair



**CITY OF YACHATS RESOLUTION NO. 2020-151
A RESOLUTION OF THE CITY OF YACHATS, OREGON REGARDING
OUTDOOR SEATING EXTENSION**

WHEREAS, the program has been established in response to the COVID-19 crisis. The program provides opportunity for restaurants and retail businesses to use private parking spaces in proximity to structures which they are located for the purpose of providing outdoor seating, queuing or shopping areas.

WHEREAS, the program allows for a temporary exemption from the parking minimums listed in Yachats Municipal Code (YMC) 9.48,

WHEREAS, a business may use private parking spaces in front of an adjacent business with consent from the neighboring business owner,

WHEREAS, restaurants and retail businesses may use parking spaces along the frontage of their existing business location on private property; not including ADA spaces,

WHEREAS, a maximum of four (4) parking spaces may be used under this program,

WHEREAS, if serving alcohol business owners must hold a valid liquor license and shall provide the City a signed copy of the license issued to them by the Oregon Liquor Control Commission (OLCC) if requested,

WHEREAS, the outdoor area and all things placed thereon shall at all times be maintained in a clean, safe, and orderly condition. Table umbrellas may be used and shall be placed and adequately weighted to ensure that they remain safely in place,

WHEREAS, the business owner shall delineate the perimeter of outdoor area. The barricade may be made of wood, metal, planter pots, rope or other similar materials. The outdoor area shall meet ADA passage standards,

WHEREAS, this program continues to be useful during the COVID-19 public health crisis,

NOW THEREFORE, the City Council of the City of Yachats, Oregon, resolves by Council to:

- Allow private parking spaces in proximity to structures for the purpose of providing outdoor seating, queuing or shopping areas, and
- Extend the program through December 31, 2020,

This Resolution memorializes action taken by the Council on September 23, 2020 and is effective as of that date.

Shannon Beaucaire, City Manager

By:

W. John Moore, Chair

CITY OF YACHATS



**CITY OF YACHATS RESOLUTION NO. 2022-198
A RESOLUTION AMENDING RESOLUTION NO. 2021-171 dated 3/17/21
OUTDOOR SEATING EXPANSION**

WHEREAS, the program had been established in response to the COVID-19 crisis. The program provided opportunity for restaurants and retail businesses to use private parking spaces in proximity to structures which they are located for the purpose of providing outdoor seating, queuing, or shopping areas; and

WHEREAS, the program allows for a temporary exemption from the parking minimums listed in Yachats Municipal Code (YMC) 9.48; and

WHEREAS, a business may use private parking spaces in front of an adjacent business with consent from the neighboring business owner; and

WHEREAS, restaurants and retail businesses may use parking spaces along the frontage of their existing business location on private property; not including ADA spaces; and

WHEREAS, a maximum of four (4) parking spaces may be used under this program; and

WHEREAS, if serving alcohol business owners must hold a valid liquor license and shall provide the City a signed copy of the license issued to them by the Oregon Liquor Control Commission (OLCC) if requested; and

WHEREAS, the outdoor area and all things placed thereon shall at all times be maintained in a clean, safe, and orderly condition. Table umbrellas may be used and shall be placed with adequately weighted to ensure that they remain safely in place; and

WHEREAS, the business owner shall delineate the perimeter of outdoor area. The barricade may be made of wood, metal, planter pots, rope, or other similar materials. The outdoor area shall meet ADA passage standards; and

WHEREAS, this program will continue to extend previous Resolution 2021-171 dated March 17, 2021, to be extended to February 28, 2023, and directing staff to publicize to businesses with the reminder of the maximum of 4 spaces.

NOW THEREFORE, the City Council of the City of Yachats resolves this Resolution memorializes action taken by the Council on the 1st day of September 2022, and is effective as of this date.

CITY OF YACHATS

ATTESTED BY:



Leslie Vaaler, Mayor

Heide Lambert, City Manager



CITY OF YACHATS RESOLUTION NO. 2021-171
A RESOLUTION OF THE CITY OF YACHATS, OREGON REGARDING
OUTDOOR SEATING EXPANSION

WHEREAS, the program has been established in response to the COVID-19 crisis. The program provides opportunity for restaurants and retail businesses to use private parking spaces in proximity to structures which they are located for the purpose of providing outdoor seating, queuing or shopping areas.

WHEREAS, the program allows for a temporary exemption from the parking minimums listed in Yachats Municipal Code (YMC) 9.48,

WHEREAS, a business may use private parking spaces in front of an adjacent business with consent from the neighboring business owner,

WHEREAS, restaurants and retail businesses may use parking spaces along the frontage of their existing business location on private property; not including ADA spaces,

WHEREAS, a maximum of four (4) parking spaces may be used under this program,

WHEREAS, if serving alcohol business owners must hold a valid liquor license and shall provide the City a signed copy of the license issued to them by the Oregon Liquor Control Commission (OLCC) if requested,

WHEREAS, the outdoor area and all things placed thereon shall at all times be maintained in a clean, safe, and orderly condition. Table umbrellas may be used and shall be placed and adequately weighted to ensure that they remain safely in place,

WHEREAS, the business owner shall delineate the perimeter of outdoor area. The barricade may be made of wood, metal, planter pots, rope or other similar materials. The outdoor area shall meet ADA passage standards,

WHEREAS, this program will continue while the city is under a state of emergency due to the Covid-19 pandemic.

NOW THEREFORE, the City Council of the City of Yachats, Oregon, resolves to:

- Allow private parking spaces in proximity to structures for the purpose of providing outdoor seating, queuing or shopping areas.

This Resolution memorializes action taken by the Council on March 17, 2021 and is effective as of that date.

Leslie Vaaler, Mayor

Shannon Beaucaire
Shannon Beaucaire, City Manager