

## City Manager's Report

December 12, 2018

Dear Mayor Stanley and Councilors,

It is my pleasure to update you on some of our current project highlights.

- **Ocean View Drive:**

- The following action items were developed during a meeting on November 27:
  - Property Easements: County to finalize easements and send to City attorney for review
  - Archeologist: State Archeologist quoted a ballpark of \$45,000 – 75,000 for an archeological study for the guardrail areas
    - County agreed to pick up the cost for this
    - County also agreed to arrange for a study, and to pay for the additional study, in the area that the Trails Committee proposed to do a Boardwalk along Oceanview Drive at Hwy 101
    - Trails Committee was responsible for getting County exact area to be studied – COMPLETED
    - The study is likely to occur in late January or February
  - Guardrails: New Guardrails would be installed before the overlay is completed around mid-March – County will pay for
  - Culverts: Yachats PWD identified 9 culverts running under Oceanview Drive. The County was going to send over their supervisor to talk to Yachats PWD about getting inserts ordered for the identified culverts that need them the most. These inserts will extend the life of the culverts. These inserts can be installed around the end of March.
  - 804 Trail Improvements:
    - The Trails Committee spoke about improving the material on the trail. A material that could be compacted for more stability. The County agreed to find and compact a better material on the Trail at their expense and labor.
    - The Trails Committee spoke about improving signage along the trail and including educational, wayfinding, and distance signage. The County agreed to help with signage out of the Mitigation Funds.
    - The Trails Committee spoke about the Boardwalk that was taken to Council in 2018. The County agreed to work with the City on the Boardwalk out of mitigation funds.
    - The Trails Committee spoke about the possibility of having viewing decks at the park at 7<sup>th</sup> and Oceanview Drive and the property towards the end of Oceanview Drive where the pump house is located. A member of the Trails Committee will draw a rendering of the decks and the City and County will work together utilizing mitigation funds.



## City Manager's Report

- Property Connection between Marine Drive: The 804 Trail is connected from Aqua Vista to Marine/Oceanview Drive through a property that links the 2 streets. The County has asked the City for input on ideas for the Property. The trail easement would be maintained; however, the question is what ideas would look like for the remainder of the property. Ideas ranged from affordable housing to selling the properties (retaining the trail easement) for development and placing those funds into the mitigation account.
  - Larry Lewis has provided renderings about what could be built on each lot with current code setback requirements. The lot on Marine Drive could do a footprint of approximately 1800 square foot building footprint and the lot on Aqua Vista could hold a 2450 square foot building footprint (document attached)
- A meeting has been set for December 13 for the City's Engineer to meet with the County to discuss the condition of Oceanview/Marine upon transfer.
- **ODOT Small City Allotment Grant:**
  - The City was awarded \$100,000 grant towards the East 2<sup>nd</sup> Street Improvement Project (attached).

The City also applied for West 1<sup>st</sup> Street Improvements. The City did not receive the grant for W 1<sup>st</sup> street; however, we were notified that applications for 2020 funding will be accepted in a few months.

- **Lincoln County Housing Strategy Implementation Plans:**
  - The signed MOU is attached to this report and memorializes a no-cost working relationship between the Oregon Department of Land Conservation and Development and Lincoln County. The goal is to develop a regional housing implementation strategy for Lincoln County. The final report is to be completed on or before June 30, 2019.

Wayne Belmont has offered to speak to the Council and I've asked him his availability in January.

- **Library:**
  - The Commission Chair received a new rendering incorporating the changes the commission made to work within the budget on December 10, 2018. Additionally, the Commission Chair and the City Manager met with Friends of the Library to discuss funding. The Commission and the City Manager will bring forth a full report, that includes a funding plan, to Council upon review of all information by the full Commission.
- **Entrance Signs:**
  - Having been approved in the City's Capital Improvement Plan, as well as, going through the process with the Parks and Commons Commission, the attached quote for the South Entrance Sign and the update to the emblem on the North Entrance is attached. This signed quote is \$5,375.00 less than the 2018-19 budget approved amount.



## City Manager's Report

- **City Hall Proposal:**

- As directed by Council, I received a proposal from the architect for City Hall design in the 501 Building (Attached). This proposal is a reduction of \$3,400.00. The original proposal included 2 trips to Yachats and multiple designs.
- I spoke with the architect and reduced it to 1 trip with multiple teleconferences with the architect and I doing most of the work about special needs and desires for multiple uses in the building by phone.
- The architect also stated if the City wanted him to come to a Council meeting and/or do a Charette with the public, those would be at additional costs.

### **Public Works Report:**

**Date:** December 1, 2018  
**To:** Shannon Beaucaire, City Manager  
**From:** Public Works Department  
**Re:** November 2018 Public Works Report

Rain fall at Yachats Public Works:

Year	<u>Inches</u>			
	2018	2017	2016	2015
November	7.10	10.83	14.76	10.78
<b>Rain year to date:</b>	49.13	71.90	62.89	42.70

Total water production: **4,047,600** gallons  
Total wastewater treated: **4,094,000** gallons

The following is a list of what was done by Public Works staff outside of normal operations:

#### **Streets:**

- Installed "Radar Rd" street sign.
- Installed asphalt around water valves on W.6<sup>th</sup> St. next to 501 bldg.
- Completed 2<sup>nd</sup> & Beach St. curb modification.
- Repaired sign at the Post Office on 1<sup>st</sup> St.
- Pothole repair on Shellmidden Way.



## City Manager's Report

- Removed U.S flags and installed pole lights and banners.
- Filled in street patches on 4<sup>th</sup> St. with new gravel.

### Drainage:

- Cleaned culverts on E.2<sup>nd</sup> St.

### Water:

- Removed trees across road up to Reedy Creek headworks.
- Replaced drain rock at Reedy Creek headworks. Flushed pipe.
- Brush cut and opened culverts on road to Reedy Creek headworks.
- Forest Service inspection meeting at Reedy Creek headworks.

### Distribution Sys:

- Repaired Fire Hydrant at the corner of Marine Drive and Ocean View Drive.
- Working on fire hydrant in the Adobe parking lot.
- Replaced 4 water meters.
- Installed 2inch water meter, 2.5inch backflow device and vault at Fisterra.
- Meter reading.
- Replaced meter box on Green Hill.

### Sewer:

- Replaced 18 U.V. lamps at Wastewater Treatment Plant (WWTP).
- Dismantling old jetter motor for disposal.
- WWTP maintc.

### Collection Sys:

- Picked up repaired sewer CCTV camera.

### Sewer & Water CIP:

- Continuing research for a pole building, Vac-truck and tanker truck.

### Public Works:

- Shop maintc.

### Commons:

- Removed fallen chimney cover from Commons roof top.
- Replaced damaged sign at the Commons 4<sup>th</sup> St. parking lot.

### Trails:

- Picked up 4 brush piles for trails crew.

### Emergency Preparedness:





## **City Manager's Report**

- Rick McClung became co-chair with Larry Nixon for Emergency Management.



July 16, 2002

**To: Mayor Corbin  
Mike Dowsett, City Attorney**

**From: Larry Lewis, City Planner**

**Re: PEDESTRIAN TRAIL: MARINE DRIVE TO AQUA VISTA LOOP**

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The attached plan shows a 10 foot wide easement on the west sides of the two lots.

Note the additional easement area in the northwest corner of Lot 2700 in order to have a curved pathway. This easement area could be reduced by creating 90 degree turns but would not be as functional or nice as the curved pathway.

According to the tax map, the dimensions of Lot 2700 are 120x50 feet. Therefore, the total square footage of the easement on Lot 2700 is 1,400 square feet (the 10x120' area along the western edge plus an additional 200 square feet in the northwest corner).

According to the tax map, the dimensions of Lot 1403 are 100x70 feet. Therefore, the total square footage of the easement on Lot 1403 is 1,000 feet (100x10').

The attached plan also shows a building footprint on Lot 2700 that has the maximum 30% lot coverage allowed in the R-1 zone. The building footprint is approximately 1,800 square feet with dimensions of 32x56'. This includes a 20 front yard setback, 10 and 5 foot side yard setbacks, and 44 foot rear yard setback.

Please contact me if you request additional information.

**WADSWORTH DRIVE**

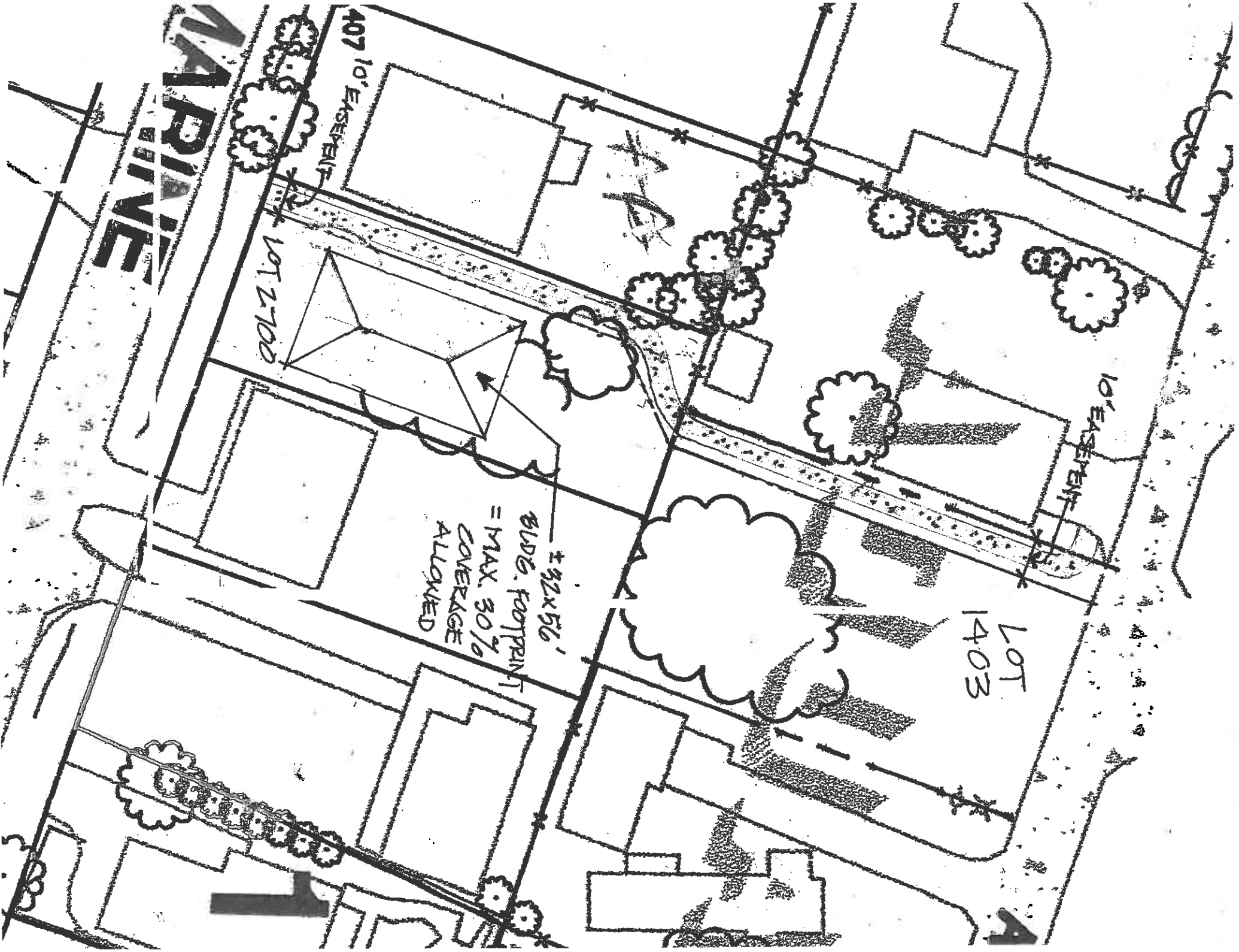
407 10' EASEMENT

LOT 2702

10' EASEMENT

LOT 1403

± 32 x 56'  
BLDG. FOOTPRINT  
= MAX. 30%  
COVERAGE  
ALLOWED



**MAP DRIVE**

407 10' EASEMENT

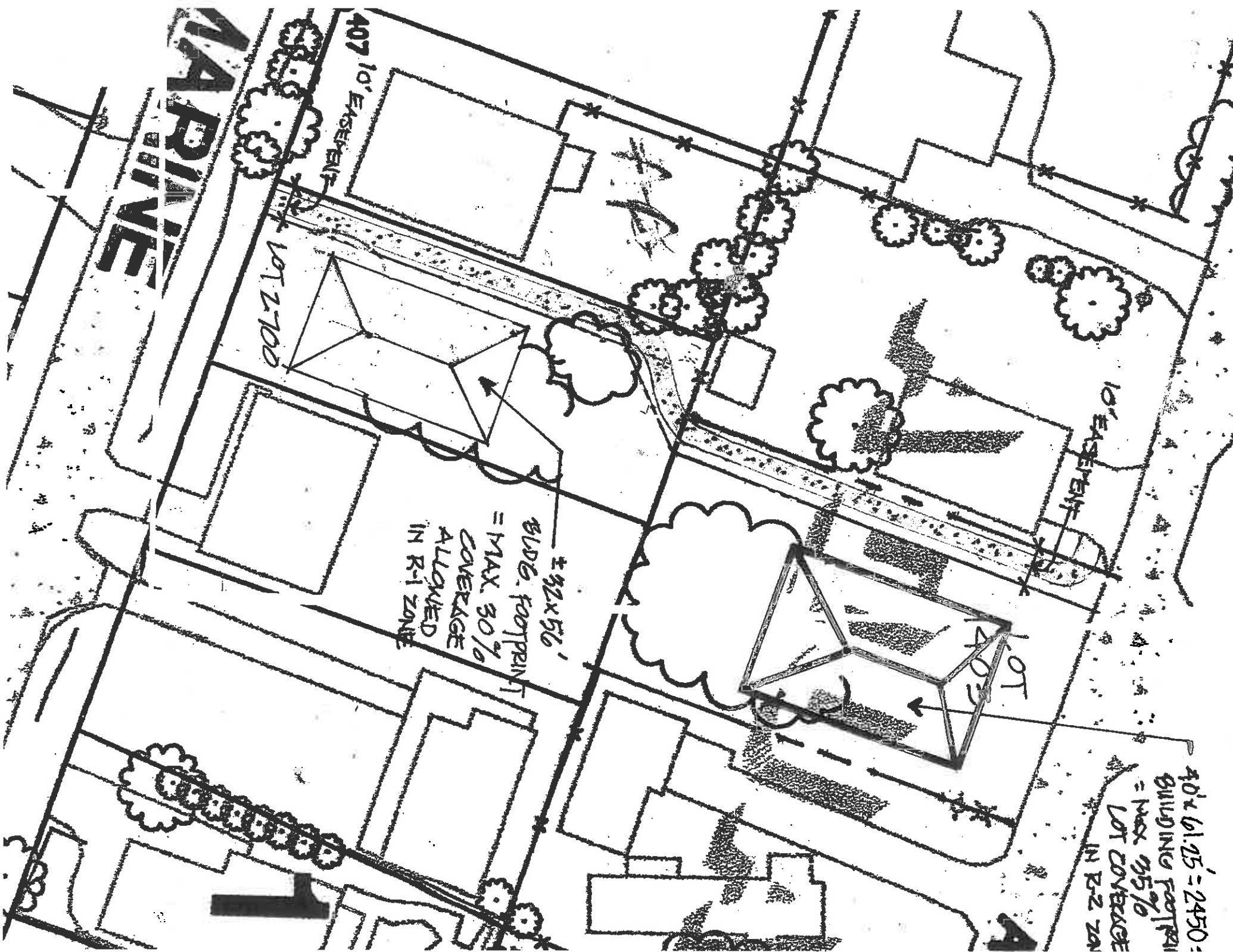
LOT 2700

10' EASEMENT

± 32 x 56'  
BLDG. FOOTPRINT  
= MAX. 30%  
COVERAGE  
ALLOWED  
IN R-1 ZONE

LOT 405

40' x 61.25' = 2450'  
BUILDING FOOTPRINT  
= MAX. 95%  
LOT COVERAGE  
IN R-2 ZONE







# Oregon

Kate Brown, Governor

Department of Transportation  
Transportation Development Division  
555 13<sup>th</sup> Street NE, Suite 2  
Salem, OR 97301  
Phone: (503) 986-3420  
Fax: (503) 986-4173

November 28, 2018

City of Yachats  
441 Hwy 101 N, #2  
PO Box 345  
Yachats, OR 97498

Subject: 2019 Small City Allotments Program Awards Announcement

Project Name : **EAST 2ND STREET - IMPROVEMENTS**

In accordance with ORS 366.805 and the recommendation of the Advisory Committee, I am pleased to announce your project was one of 56 selected to be funded. ODOT received 150 eligible applications from 112 Cities requesting a total of \$14,897,114, with funding limited to \$5.5 million it was a very competitive selection process.

The SCA award for your project is \$100,000.

In the next 30 days you will receive materials that are time sensitive and will require a prompt response. We have learned from previous experience that many small cities, eligible for these awards, have limited staff resulting in response delays or no response due to vacations, illness, staff turnover, etc. To ensure your responses are timely the SCA Advisory Committee has requested all correspondence be directed to the assigned Project Manager, the City Administrator and/or Recorder and the person having signature authority to sign the Agreement. To meet this requirement please complete the attached "[Information Request Form](#)" and return it no later than December 10<sup>th</sup>, 2018 via email to [SmallCityAllotments@odot.state.or.us](mailto:SmallCityAllotments@odot.state.or.us) or fax to (503) 986-4174, attention Deanna Edgar.

Please be advised that only work that begins after the effective date of the executed Agreement will be eligible for reimbursement with SCA funds.

**Congratulations on being selected for SCA funding!**

I appreciate your participation and look forward to seeing your completed project. If you have general questions about the SCA program, you may contact me at (503) 986-3441.

Sincerely,

Deanna Edgar  
Program Analyst

Attachments: Information Request Form  
Letter to League of Oregon Cities w/ 2019 SCA Awards by City





# **Memorandum of Understanding between the Oregon Dept. of Land Conservation and Development and Lincoln County, Oregon**

## **Oregon Housing Planning Project – Housing Strategy Implementation Plans**

This Memorandum of Understanding explains and memorializes a no-cost working relationship between the Oregon Department of Land Conservation and Development (DLCD) and Lincoln County, Oregon (County). The purpose of this collaboration is to analyze and adopt a housing strategy implementation plan to facilitate the provision of needed housing within urban growth boundary areas in Lincoln County.

### **BACKGROUND**

Every region of Oregon is experiencing housing availability or affordability problems, or both. In some cases, the comprehensive plan for the urban area is out of date so housing needs have not been determined. In other cases, the need may be known but the zoning code presents barriers to development of needed housing or does not allow a variety of housing types to meet the diverse needs of residents. This project will provide assistance for the completion of products used to update comprehensive plans and zoning codes, or adopt other housing strategies and agreements, to help the County, Cities and Tribe address regional housing needs.

This project will provide assistance to increase the supply and affordability of housing within the boundaries of the County. DLCD will provide direct assistance (via a Consultant) to the County to complete the tasks indicated below in Section V.

DLCD has received a special appropriation of funds for 2018-2019 to assist local jurisdictions and tribes in updating their comprehensive plans and land use regulations to promote housing availability and affordability. The Oregon Housing Planning Project is financed with State of Oregon General Funds. State funds are paid under this Agreement by DLCD to Angelo Planning Group (Consultant) who will assist the County as described in the Scope of Work. No funds will be given to the County for tasks outlined in this MOU or any expenses incurred by the County as a result of this project.

### **PROJECT OBJECTIVE AND MAJOR DELIVERABLES**

The primary objective of this project is to prepare a regional housing implementation strategy, with a package of recommended policy amendments that can be adopted individually or collectively by the County, Cities and Tribe. It is understood that the focus of the regional housing implementation strategy will be on current urban growth boundaries in Lincoln County. Major deliverables may vary depending upon the specific housing issue being analyzed. At a minimum, they will include completion of:

- Summary of major tasks and action items and a project schedule
- Background Report and Gap Analysis detailing:
  - Policies or strategies including codes and ordinances employed by one or more partners that have proven to be successful in promoting needed housing, those that

might be most effective if adopted county-wide, and those that might be barriers to promoting needed housing;

- Analysis of housing policies and strategies including codes and ordinances for consistency with current legal requirements;
  - Areas where best practices are not currently being employed;
  - Extent to which housing availability and affordability could be enhanced through full implementation of successful strategies, best practices, and removal of barriers to needed housing (i.e. collectively the housing implementation strategy);
  - Constraints or negatives associated with adoption of the housing implementation strategy;
  - Alternatives analysis for components of the housing implementation strategy where there are options related to cost charges, regulatory standards, or other variables;
  - Actions partners must take to carry out the housing implementation strategy.
- Notes from stakeholder interviews
  - Memo identifying opportunities for strengthening relationships between project partners and non-profits engaged in the provision of needed housing
  - Regional Housing Implementation Strategy, in report format, containing recommendations for policy changes specific enough that they can be readily incorporated into implementing ordinances.
  - Model urban service area agreements suitable for adoption by partner entities.
  - Resolution for project partners to accept receipt of the Regional Housing Implementation Strategy and convey interest pursuing its implementation.

Formal adoption of the Regional Housing Implementation Strategy by the County, Cities or Tribe is not anticipated to occur during the project.

### **ROLES AND RESPONSIBILITIES**

***County:*** Overall management of the Project will be the responsibility of the County. County will appoint a Project Manager to be the County's principal contact person for DLCD's Contract Administrator and the Consultant on all matters dealing with the Project.

Specific project management duties of the County will include:

- a. Coordinating project schedule and deliverables with Consultant;
- b. Coordinating County staff and Consultant work;
- c. Ensuring timely delivery of supporting County data/information to Consultant, if needed;
- d. Reviewing and editing Consultant work;
- e. Appointing one or more project advisory committee(s);
- f. Noticing, scheduling, and managing advisory committee meetings and public official work sessions, and public hearings, if any. Activities include preparing and distributing meeting notices, agendas, and summaries; and assisting the Consultant with meeting facilitation.

***DLCD:*** DLCD will provide financial, administrative, and technical assistance to the Project. DLCD will participate on advisory committees. Additional technical assistance may be provided as requested by the County or Consultant. DLCD will review and approve Consultant's work, invoices, and progress reports. DLCD will review the Consultant's performance and deliverables

with the County prior to paying invoices received by the Consultant. DLCD will assist in the mediation of Consultant/County conflicts, or issues with the project or deliverables.

### **KEY CONTACTS**

#### **County of Lincoln**

Wayne Belmont  
Lincoln County Counsel  
225 West Olive Street, Room 110  
Newport, Oregon 97365

[wbelmont@co.lincoln.or.us](mailto:wbelmont@co.lincoln.or.us)  
541-265-4108

#### **Department of Land Conservation and Development**

##### *Project Manager*

Kevin Young  
635 Capitol St. NE  
Salem, OR 97301

[kevin.young@state.or.us](mailto:kevin.young@state.or.us)  
503-934-0030

##### *Regional Representative*

Lisa Phipps  
4301 3rd Street  
Tillamook, OR 97141

[lisa.phipps@state.or.us](mailto:lisa.phipps@state.or.us)  
503-812-5448

#### **Consultant**

Matt Hastie, Project Manager  
Angelo Planning Group  
921 SW Washington Street, Suite 468  
Portland, OR 97205

[mhastie@angeloplanning.com](mailto:mhastie@angeloplanning.com)  
(503) 542-3403

### **SCOPE OF WORK**

The Oregon Housing Planning Project (Project) for the County of Lincoln is composed of the following tasks. The County and Consultant must create interim project deadlines as needed to manage the project (see Task 1). All Consultant work must be completed no later than June 30, 2019. Requests by the County or Consultant to change the Scope of Work outlined in this MOU, intended to modify the tasks or deliverables of the Consultant, must be reviewed and approved by DLCD.

#### **Task 1: Project Kick-Off**

County will coordinate with partners to form a Technical Advisory Committee (TAC) and a Policy Advisory Committee (PAC) and, in consultation with Consultant, will arrange for in-person meetings with the TAC and PAC to confirm project goals, objectives, and schedule; identify stakeholders in each community that should be interviewed; review housing and related information the partners are to compile for Consultant; and to understand the area's regional housing needs and concerns. Consultant will verify the action items identified through this initial round of meetings and will develop and share a proposed schedule for the actions required for the

completion of all tasks. The level of detail required for the proposed project schedule should be determined with mutual agreement by the County and the Consultant.

*Task 1 Consultant Deliverables:*

- Summary of major tasks and action items for the Project
- Confirmed list of stakeholders to interviewed
- Proposed Project schedule
- Advisory Committee meeting notes

*Task 1 County Deliverables:*

- Advisory committee appointments, meeting materials, notices and agendas
- Copy of relevant comprehensive plan provisions, studies, inventories, urban service area agreements, and related documents from each of the project partners

*Deadline:* Kick-Off to be held within 30 days of completion of consultant contract and MOU. This task might best be accomplished in one day, with a TAC meeting in the morning and a PAC meeting in the afternoon or early evening. Consultant could update informational materials between meetings.

**Task 2: Background Report and Gap Analysis**

Consultant will review housing polices, implementation strategies, agreements and related information provided by partners, legal framework for housing policies within the state, and best practices recommended by state/national planning organizations, DLCD, and others to inform the preparation of a background report that:

- Identifies policies or strategies employed by one or more partners that have proven to be successful in promoting needed housing, those that might be most effective if adopted county-wide, and those that might be barriers to promoting needed housing;
- Analyzes housing policies and strategies including codes and ordinances for consistency with current legal requirements;
- Highlights areas where best practices are not currently being employed;
- Assesses the extent to which housing availability and affordability could be enhanced through full implementation of successful strategies, best practices, and removal of barriers to needed housing (i.e. collectively the housing implementation strategy);
- Identifies constraints or negatives associated with adoption of the housing implementation strategy;
- Includes an alternatives analysis for components of the housing implementation strategy where there are options related to cost charges, regulatory standards, or other variables;
- Sets out actions partners must take to carry out the housing implementation strategy.

Consultant to distribute draft report for TAC review and comment before presenting results to the full TAC and PAC, and incorporating their feedback into the final draft.

*Task 2 Consultant Deliverables:*

- Background Report and Gap Analysis

- Presentation materials to explain preliminary analyses and findings to the TAC and PAC
- Advisory committee meeting notes

*Task 2 County Deliverables:*

- Advisory committee agendas and meeting materials
- Public meeting notice(s)

*Deadline:* Background Report and Gap Analysis to be completed, and advisory meetings held, on or before February 28, 2019.

**Task 3: Field Work and Stakeholder Interviews**

Consultant to tour communities in Lincoln County to obtain a working familiarity with local conditions. The tour is also an opportunity for the County, Cities, and Tribe to highlight successful housing projects, the reasons for that success, and properties that are not developing and the reasons why that is the case. In addition to touring the communities, Consultant will conduct up to twenty (20) interviews with key stakeholders involved, at some level, with the provision of needed housing in Lincoln County. The interviews can occur by phone or in person. Consultant may want to hold TAC/PAC Meeting No. 2, perform field work, and conduct in-person interviews over a consecutive 2-3 day period.

*Task 3 Consultant Deliverables:*

- Notes from stakeholder interviews

*Task 3 County Deliverables:*

- Develop tour itinerary in consultation with partners
- Assist Consultant in securing meetings with key stakeholders

*Deadline:* Field work and interviews to occur on or before February 28, 2019.

**Task 4: Consultation with Business Oregon and Non-Profits**

County to coordinate up to three (3) meetings between Consultant, partner communities, non-profits, and Business Oregon to discuss current collaborations and opportunities where relationships with non-profits, engaged in the provision of needed housing, could be strengthened. The consultation with Business Oregon will afford partners and Consultant an opportunity to better understand how the Community Development Block Grant (CDBG) program, administered by Business Oregon, could be leveraged with the assistance of non-profits to expand housing related services, including steps that can be taken to make an existing pool of CDBG low-income housing rehabilitation funds available for use throughout the County. Consultant to seek feedback from the TAC and PAC before finalizing recommendations. Information resulting from this task is to be included in the final report.

*Task 4 Consultant Deliverables:*

- Memo summarizing meeting results and potential follow-up action items
- Presentation materials for TAC and PAC meetings identifying opportunities for strengthening relationships with non-profits engaged in the provision of needed housing

- Advisory committee meeting notes

*Task 4 County Deliverables:*

- Coordinate meetings between Consultant, Business Oregon, non-profits, and partners
- Advisory committee agendas and meeting materials
- Public meeting notice(s)

*Deadline:* Consultations to be completed, and advisory meetings held, on or before March 29, 2019.

**Task 5: Regional Housing Implementation Strategy (Preliminary Report)**

Consultant shall prepare a preliminary report summarizing the work performed in Tasks 2 through 4, including the steps Project partners can take individually or collectively to carry out the regional housing implementation strategy. Recommendations for policy changes are to be specific enough that they can be readily incorporated into implementing ordinances. With respect to urban service area agreements, the report is to include model language suitable for adoption by partner entities. The preliminary report is to be distributed to the TAC and PAC for review and comment, with feedback being incorporated into a final draft.

*Task 5 Consultant Deliverables:*

- Regional Housing Implementation Strategy (Preliminary Report)
- New or amended housing policies recommended for each of the partners, and the region as a whole (including updates to urban service area agreements)
- Advisory committee meeting notes

*Task 5 County Deliverables:*

- Advisory committee agendas and meeting materials
- Public meeting notice(s)

*Deadline:* Preliminary Report to be completed, and advisory meetings held, on or before May 17, 2019.

**Task 6: Regional Housing Implementation Strategy (Final Report)**

Consultant will provide County with a final report incorporating comments received in Task 5, along with a draft resolution for Partners to formally acknowledge receipt and convey their desire to pursue implementation of the Regional Housing Strategy. County shall coordinate with the Project partners to arrange for presentation of the final report to policy making bodies.

*Task 6 Consultant Deliverable:*

- Regional Housing Implementation Strategy (Final Report)
- Draft resolution

*Task 3 County Deliverables:*

- Signed resolutions from Project partners (to be included with final report to DLCD)

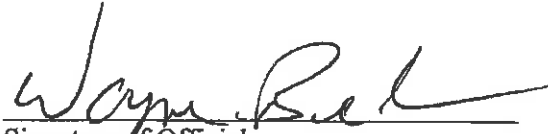
*Deadline:* Final Report to be completed, and signed resolutions obtained, on or before June 30, 2019.

**OTHER CONSIDERATIONS**

This agreement will be effective as of the date of the last signature. The termination of this document may occur by mutual consent of the parties with 60 days written notice.

Except as provided herein, nothing in this Memorandum of Understanding shall be construed as obligating the other party to expend funds or obligate future payment of money authorized by law and administratively available for this work.


County of Lincoln

  
Signature of Official

11/7/18  
Date

Wayne Belmont  
Printed Name

Department of Land Conservation & Development

  
Jim Rue, Director

11/14/2018  
Date







**Estimate #2710**

**12/7/2018**

**Prepared For:**  
 City of Yachats  
 Shannon  
 441 N. Hwy 101  
 Yachats, OR 97498

**Phone:** 541-547-3565      **Fax:**  
**Alt. Phone:** 541-981-4258  
**Email:** Shannon@YachatsMail.org

**Prepared By:**  
 Jeffery  
 Newport Signs  
 PO Box 105  
 4909 S.Coast Hwy, Suite 105  
 South Beach, OR 97366 USA

**Phone:** 541-867-7600      **Fax:** 541-867-7606  
**Alt. Phone:** 503-508-1031  
**Email:** jeffery@newportsignshop.com

**Description:** 1 - 48 in x 48 in x 4 in HDU circular sign  
 1 - 24 in x 120 in x 12 in carved concrete \ stone base (similar style to north sign)  
 1 - Install above base and sign on one 3" steel tubing post and 12 in x 120 in x 3.5 in poured concrete base.  
 1 - Optional upgrade for north sign.  
 1 - 60 in x 60 in x 1.5 in HDU face panel for north entrance sign with matching work to new logo style on proposed south entrance sign. Install on existing sign.

**Estimated Time For Production:** 5 working days

Quantity	Description	Each	Total	Taxable
1	1 - 48 in x 48 in x 4 in HDU circular sign with aluminum framework and routed and shaped logo with alum panel inset for pictorial logo design one one side and v-carved copy on back "thanks for visiting...etc"	2,600.00	\$2,600.00	
1	1 - 24 in x 120 in x 12 in carved concrete \ stone base (similar style to north sign)	3,100.00	\$3,100.00	
1	1 - Install above base and sign on one 3" steel tubing post and 12 in x 120 in x 3.5 in poured concrete base	1,250.00	\$1,250.00	
1	Optional upgrade for north sign. 1 - 60 in x 60 in x 1.5 in HDU face panel for north entrance sign with matching work to new logo style on proposed south entrance sign. Install on existing sign	1,675.00	\$1,675.00	
		<b>Subtotal</b>	<b>\$8,625.00</b>	
		<b>Total</b>	<b>\$8,625.00</b>	

**Terms:** This estimate good for 30 days. 50% due on signing, balance due on completion.

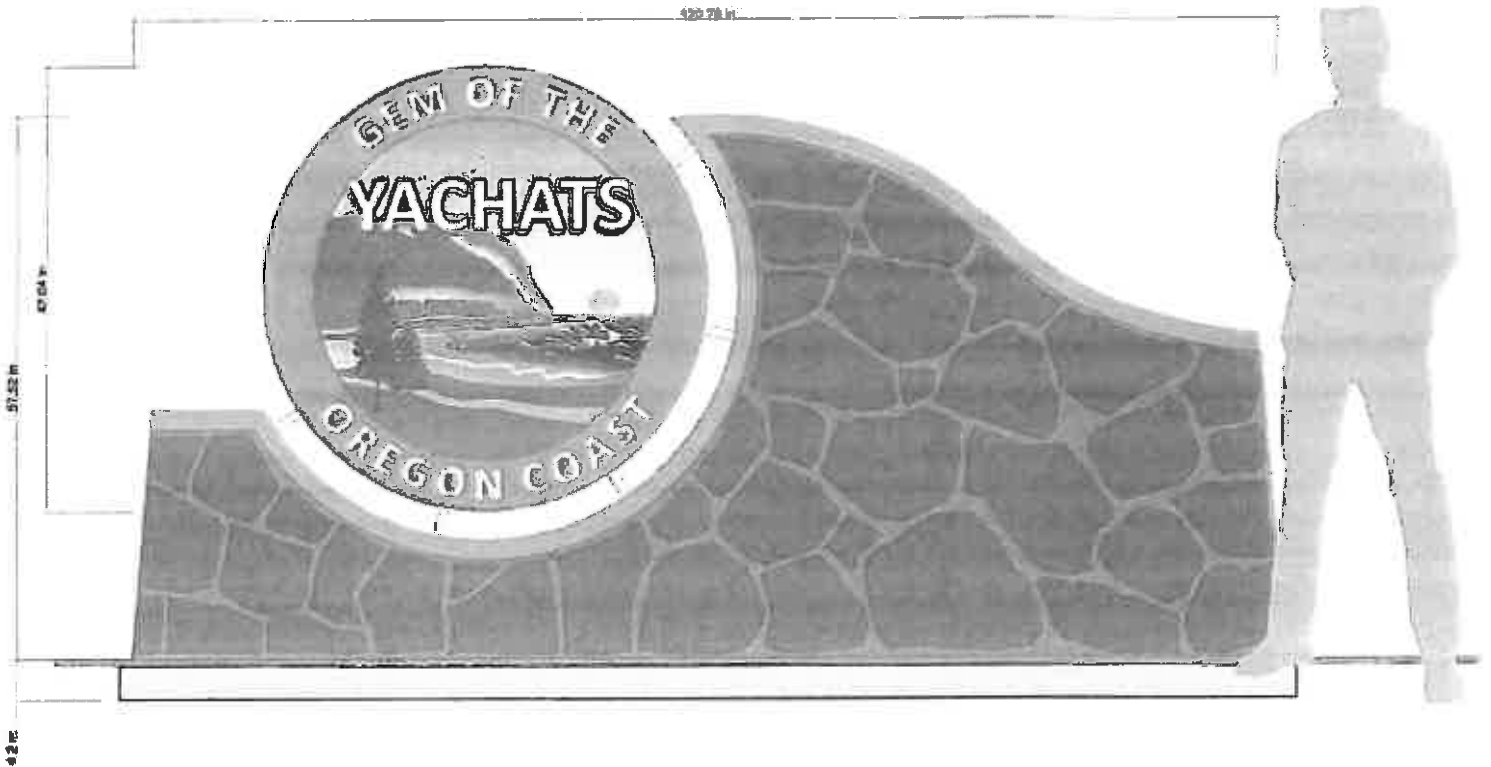
By my signature, I authorize work to begin and agree to pay the above amount in full according to the terms on this agreement.

12/10/18  
Date

Signed by

Amt. Paid Today

South Entrance Sign - City of Yachats - Yachats, Oregon



Client Name: City of Yachats  
 Shannon Beaucaire  
 Location: 441 N. Hwy 101  
 Yachats, OR 97498  
 Phone: 541-547-3565  
 Cell: cell 541-272-7390  
 Email: Shannon@YachatsMain.gov

Start Date: 06/14/2018  
 Last Revision: 00/00/0000  
 Job#: 1000  
 Drawing #: 1000av1s1/r1  
 Page: 1 of 1

APPROVAL SIGNATURES (PLEASE PRINT NAME AND TITLE TO RECEIVE ORIGINAL DOCUMENTS)

*[Signature]*  
 CLIENT APPROVAL

*[Signature]*  
 LANDLORD APPROVAL

PO Box 100  
 Newport Signs  
 4909 S. Pacific Coast Hwy.  
 Suite 100  
 Newport, Oregon 97156  
 Phone: 541-866-1100  
 Fax: 541-866-1101  
 Email: info@newportsigns.com

December 10, 2018

Shannon Beaucaire  
Yachats City Manager  
441 Hwy 101 N.  
P O Box 345  
Yachats, OR 97498

Re: Yachats City Hall Relocation/Remodel Project

Dear Ms. Beaucaire:

Thank you for the opportunity to submit this proposal for architectural services for the proposed remodel of the "501 Building" for use as the Yachats City Hall.

#### **SCOPE OF THE PROJECT**

As we discussed on the phone, the City is looking to relocate the City Hall into the neighboring building at 501 Hwy 101. This initial phase of the project will consist of analysis of the City Hall programs and space needs, and analysis for adaptation of the existing building that was formerly used as a bank. Analysis will be on a high level to consider the best path forward for the City Hall use including looking at phased remodeling. Structural engineering analysis will not be completed as part of this initial phase.

#### **SCOPE OF SERVICES**

##### Pre-Design/Programming Phase:

1. Site visit meeting to discuss project goals, needs, and existing spaces.
2. Work with key team members to compile programming requirements.
3. Provide a written summary of the space needs.

##### Schematic Design Phase:

1. Develop a couple conceptual plan options to best accommodate the programmatic needs.
2. Develop preliminary construction cost estimate.
3. Based on the conceptual design and with additional input from interested parties, develop a schematic design for the project. Schematic design documents will include floor plans and imagery to communicate the design intent.
4. Teleconference meetings to completely develop the schematic design to a point where it can be approved.
5. Conduct detailed code research including building and fire code requirements that will affect design of the project.
6. Refine preliminary construction cost estimate.

#### **EXCLUSIONS**

The following are not included in the scope of this proposal:

1. Structural Engineering – Structural analysis of the buildings is not included at this time.
2. Mechanical and Electrical Engineering – A full inspection of the mechanical and electrical systems will not be included at this time.

#### **COMPENSATION:**

Based on the stated scope of the project and scope of work, I propose a fixed fee of **\$8,000.00**, plus reimbursable expenses such as printing costs and mileage, as listed on the attached "Professional

Services Fee Schedule" will be billed to the project. I would recommend an allowance of \$800 in reimbursable printing costs.

Fees will be billed monthly over the course of the project based on the percentage of the project completed for the month plus reimbursable expenses. Additional services, if any, will be billed according to the hourly rates listed on the attached schedule. Any additional services by consulting engineers and designers will be billed based upon their invoices plus 10%.

**SCHEDULE**

We anticipate the following time frames:

Pre-Design / Programming:	3 to 4 weeks
Schematic Design:	3 to 4 weeks

These time frames assume that decisions and approvals are received in a timely manner.

We look forward to working with you on this project. Please call me if you have any questions or if you need additional information.

Sincerely,



Michael Junge, AIA, CSI  
enclosures

**PROFESSIONAL SERVICES FEE SCHEDULE**

<u>PERSONNEL</u>	<u>2018 HOURLY RATE</u>
Principal	\$150.00
Architect I	\$120.00
Architect II	\$100.00
Interior Designer	\$ 76.00
Drafter I	\$ 86.00
Drafter II	\$ 80.00
Drafter III	\$ 74.00
Drafter IV	\$ 66.00
Drafter V	\$ 50.00
Administrative	\$ 88.00
Administrative Assistant	\$ 55.00

REIMBURSABLE EXPENSES

Printing Costs:

In-House Photocopies:

8 ½ X 11 and 8 ½ X 14	
B/W	\$ .15 per page
Color	\$ .50 per page
11 X 17	
B/W	\$ .30 per page
Color	\$ 1.00 per page
D size prints	\$ 3.00 per sheet
E size prints	\$ 4.50 per sheet

In-House Plotter Prints:

8 ½ X 11 and 8 ½ X 14	
B/W	\$ .15 per page
Color	\$ .50 per page
11 X 17	
B/W	.30 per page
Color	\$ 1.00 per page
D size plotter prints	
B/W	\$ 4.00 per sheet
Color	\$ 6.00 per sheet
E size plotter prints	
B/W	\$ 6.00 per sheet
Color	\$ 8.00 per sheet

Custom Printing 1.10 times cost

Mileage (beyond 20 miles from Salem)	\$ 0.54 per mile
Postage and Handling Costs	1.10 times cost
Compact Disk	\$ 5.00 per disk

Plan Review and Permit Fees  
paid by Carlson Veit 1.10 times cost

