



# Yachats Citizen's Handbook

## THE YACHATS CITY COUNCIL VISION

Our village is a place where natural resources are valued and protected, where diversity is celebrated, and where a vibrant economy and sense of community pride create and recreate a living spirit. Yachats cares not just for its citizens' basic needs but also supports them in their efforts to excel mentally, physically, artistically, and spiritually. It is a community with an enduring sense of itself.

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Yachats, Oregon 97498  
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The City of Yachats is an equal opportunity employer and service provider.

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## **Form of Government**

Yachats has a Mayor-Council form of government.

The Council consists of a Mayor and four Councilors nominated and elected from the city at large.

The Mayor presides over and facilitates Council meetings, preserves order, enforces Council rules, and determines the order of business under Council rules. The Mayor is a voting member of the Council and has no veto authority. With the consent of Council, the Mayor appoints members of Commissions and Committees established by Ordinance or Resolution. The Mayor must sign all records of Council decisions. The Mayor serves as the political head of the city government.

**Council President.** At its first meeting each year, the Council must elect a President from its membership. The President presides in the absence of the Mayor and acts as Mayor when the Mayor is unable to perform du

Additional officers as the Council deems necessary may be appointed and may be removed by a majority vote of the entire Council. The City of Yachats has a City Administrator who acts as the CEO of the City, performing many of the day to day operations of the City. The City Administrator reports to the Mayor and Council. All other employees report to the City Administrator.

A non-partisan mayor is elected every two years. Four, at-large, non-partisan council members serve four-year terms. The Mayor and Council serve on a voluntary basis.

The City Council is responsible for establishing general policies, which govern the City. This is achieved primarily through the adoption of ordinances and resolutions.

While the City Council is responsible for all decisions made for the City, various Commissions and Committees are very much involved with the process. The Commissions have the following duties:

### ***The Planning Commission:***

- Functions primarily as a comprehensive planning body proposing policy and legislation to the Council related to the growth and development of the community.
- Reviews the comprehensive plan and makes recommendations to the City Council concerning plan amendments, which it has determined, are necessary based on further study or changed concepts, circumstances, or conditions.
- Formulates and recommends legislation to implement the comprehensive plan.
- Conducts hearings, prepare findings of fact, and take such actions concerning specific land development proposals as required by city ordinance.

### ***The Public Works and Streets Commission:***

- Formulates rules, regulations and standards for the operation and use of the City's public works.
- Recommends such to City Council for adoption.
- Plans for future growth, development and improvement of the City's public works.
- Advises the City Administrator on improvements and maintenance for the City's public works.
- Recommends improvements or repairs to the City's streets, culverts, drainage and curbing.
- Serves as the City's Public and Traffic Safety Committee as follows:
  - Hears suggestions and complaints from citizens concerning issues of public and traffic safety.

- Researches and develop remedies for public and traffic safety concerns as needed.
- Recommends public and traffic safety priorities for the City.
- Reviews and recommend project application for funding.
- Serves as liaison between the City and the Oregon Traffic Safety Commission in developing the statewide highway safety program, and in meeting the National Highway Safety Program Standards.
- Acts in an advisory capacity to the Yachats City Council in the implementation of safety activities.
- Fosters public knowledge and support of traffic law enforcement and traffic engineering problems and needs.
- Serve as a franchise review committee responsible for initially reviewing, negotiating, and recommending to City Council all franchise agreements.

***The Library Commission:***

- Operates and manages the Yachats Public Library.
- Formulates rules, regulations and standards for operation of the library.
- Receives gifts, grants, bequests and devises to carry out the purpose of the library.
- Prepares and submits to the budget officer an annual budget which will be forwarded to the budget committee.

***The Parks and Commons Commission:***

- Formulates rules, regulations and standards for the operation of the City's Parks and Commons building and grounds in a manner which assures security of the City's assets and encourages use by tenants, residents and visitors alike and recommend them to City Council for adoption.
- Establishes rental rates for various uses of the Commons and recommends such to City Council for adoption.
- Maximizes income through promotion or co-promotion of appropriate events.
- Plans for the regulation, development and improvement of the City's parks.
- Receives gifts, grants, bequests and devises to carry out the purpose of the Commons and parks.
- Cooperates with volunteer organizations and City groups in the advancement of the Commons and parks planning and programming process.

**City Departments and Services**

***General Administration***

City Hall is in the Yachats Commons at 441 N Highway 101. The main entrance is on the east side of the building and City Hall is at the left end of the main lobby. City Hall is open Monday through Friday from 8:30 a.m. - 4:30 p.m.

The office of City Hall oversees the day to day operations of the City. The City Hall staff acts as the "service center" for the citizens, elected and appointed officials, business owners and visitors. All questions regarding planning, budget and finance, water and sewer bills, and any other public information requests start here. Planning and Legal Services are also a function of the General Administration Department.

City Hall operates under the General Fund Budget. Resources and revenues for the General Administration, Planning, and Legal Departments are from general property taxes, business and

transient rental licenses, franchise taxes, land use application fees, transient room taxes, interest earned, and State sources such as cigarette and liquor taxes and revenue sharing. Expenses for this department include general operation expenses, insurance, legal expense, education and training for staff and volunteers (Commission Members and Council), dues and membership fees, and transfers to other department, projects, or programs.

### ***City Administrator's Office***

The City Administrator is responsible to the City Council, and works under their direction. The City Administrator assists the Council in carrying out its responsibilities by providing information and by keeping them informed about the everyday operations of the office and staff, citizen's concerns, and other issues that come before them.

The City Administrator also maintains all records of the City, provides the public with requested information, directs office staff, acts as Budget Officer, Finance Officer, Elections Officer, prepares resolutions and ordinances, oversees grant management, and oversees the management of the community center.

The City Administrator assigns City Hall staff to act as secretary for the City Council and all advisory commissions and committees,

### **City Administrator's Office - Programs and Services**

City Recorder and support staff:

- Prepare and manage the annual budget
- Perform all finance duties as follows:
  - Accounting
  - Accounts Payable
  - Assessments and Local Improvement District Records
  - Cash Management
  - Debt Management
  - Financial Reporting
  - Liens and Collections
  - Payroll
  - Purchasing
  - Utility Billings
- Provide public information
  - Newsletter
  - Brochures
  - Public information handouts
  - Website
- Facilitate communication between citizens and the elected and appointed officials
- Provide support to the City Council
- Provide support to the various advisory commissions and committees
- Administer the election process
- Administer the Municipal Court operations
- Provide computer support and services for all City functions
- Manage the Community Center at the Commons

### ***Planning***

The Planning Department implements the City's Development Code and the Comprehensive Land Use Plan and oversees the issuance of land use and development permits. The City

Planner assists the public and works with the Planning Commission. The Planner also maintains contact with the local, state, and federal agencies, secures grants from various sources, prepares the reports the Planning Commission reviews concerning different types of land use issues, and researches possible ordinance violations.

### **City Planner's Office - Program and Services**

The City Planner

- Reviews all Building Permits to ensure compliance with local code
- Processes Land Use and Development Permits
- Writes grants
- Drafts ordinances and code amendments
- Provides support for the Planning Commission and City Council in land use related actions
- Provides assistance to the Planning Commission and City Council in comprehensive land use planning

### **City Attorney**

The City legal services are provided by the City Attorney through a contract. The City Attorney advises the Council on all legal matters and assists the Council in such matters as ordinance review, employee contracts, public hearings, and ordinance drafting. In today's complex environment, it is especially important that the Council be well advised and informed on the important issues that the City must face in order to protect the citizens.

### **Public Works and Streets**

The water and sewer departments are enterprise operations. Enterprise operations are self-supporting from user charges. The operations in these two departments operate in a manner similar to private business - the intent is that costs will be covered by charges. It is not the intention of the city to make a profit. The street department is financed by the City's allotment of gas tax and such transfers from the General Fund as needed.

The City Administrator supervises all the employees in the three operations: streets & utility, water, and sewer.

### **Water Department**

- Ensures that Yachats residents and visitors have adequate supplies of safe drinking water and water for fire suppression.

### **Sewer Department**

- Ensures that the City's sewage is properly collected and treated.

The Water Treatment and Sewer Plant Operators perform work involved in the operation of the facilities and repair and maintenance of the equipment, and systems. The plant operators are also responsible for conducting the required tests and maintaining the records. Installations and hookups for new service; repair of underground lines; and, testing valves and hydrants are also part of their duties. All Yachats operators have Oregon certificates, which required extensive education and testing to obtain; and, continuing education is required to keep the certificates.

### **Frequently Asked Questions about the Water and Sewer Bills**

How to make a payment

- Payments can be mailed: Post Office Box 345, Yachats Oregon 97498.

- Payments can be made in person at City Hall:  
 During office hours, Monday through Friday, 8:30 am-4:30 pm, or after hours, using the payment box at the main entrance to the building.  
 Checks should be made payable to "City of Yachats".  
 Cash payments should only be made in person at City Hall.  
 Credit Card payments may be made in person, online or by telephone during office hours.  
 Autopay and electronic billing options are available. Contact the City for more information.

Current rates and billing information (as of July 1, 2016)

- Water service base amount is \$44.05 per month (including the first 2 hundred cubic feet of water used) and \$4.87 for each 100 cu. ft. (748 gallons) after the first 2 hcf.
- Sewer service base amount is \$43.03 per month (including the first 2 hundred cubic feet of water used) and \$5.38 for each 100 cu. ft. of water used after the first 2 hcf.
- The combined base rate for water and sewer is currently \$87.08 monthly, including the first 2 hundred cubic feet of water used.
- Water and Sewer rates are indexed each July 1 based on the construction cost index.
- There is a \$10 fee for establishing a water/sewer account with the City.
- Charges are based on water use on a 30 day cycle.
- Statements are mailed monthly on the first.
- A 1.5% discount is available upon prepayment of at least 6 months unbilled base charges.
- Payment is due upon receipt of statement and is considered past due if not received by the 16th.
- Past due balances are charged 1.5% interest after 30 days and with each subsequent statement.
- Accounts must be in the property owners' name. They may be mailed to a property manager.
- Water will be shut off for unpaid balances over 45 days. A \$20.00 fee will be collected in addition to the full account balance before water service will be reinstated.
- Customers are responsible to pay for 100% of all metered water usage including any leaks.
- Owners are responsible for the maintenance of all the water meter and hand valve equipment used to deliver water to the home.
- Hand valves are required by Yachats Municipal Code. It is important that you know where your hand valve is and that it is operational. You are encouraged to turn off your hand valve if leaving your property unattended for any length of time. It could save you a very large water bill should there be a leak or unauthorized use while you are away.

***Street Department***

- Maintains the streets, parks, and city buildings. The Street Department also develops and maintains the storm drain system.

The Utility Workers are responsible for cutting brush, painting, replacing light bulbs, cleaning storm drains and ditches as needed, and reading water meters.

**Roads and Parks**

There are a lot of public areas in and around town, and there are also a lot of different agencies responsible for the maintenance.

The Whale Tail Park, Commons, Little Log Church and Museum, and the Library are City parks or facilities. Maintenance is done by dedicated volunteers and employees. The public works employees are also responsible for those streets that are official, dedicated and accepted City Streets. All other areas in town fall under the jurisdiction of the State, County, or private property owners.

Yachats Ocean Road and the three State Parks in the area are maintained by the State Parks Department. Jurisdiction for the State Parks falls under the supervision of the Honeyman office. The actual work crews are dispatched from the Beachside State Park, north of Yachats.

### **State Parks - South Beach office number: (541) 867-4715**

Ocean View Drive is a County road and all maintenance is the responsibility of their public works department.

### **Lincoln County Public Works:**

(541) 265-5747

[www.co.lincoln.or.us](http://www.co.lincoln.or.us)

[lcpw@co.lincoln.or.us](mailto:lcpw@co.lincoln.or.us)

"Main Street" in Yachats is Hwy. 101, and is maintained by the Oregon Department of Transportation (ODOT). Streets signs are also ODOT's responsibility.

### **ODOT - Highway Division - Newport Office: (541) 265-2644**

## ***Cultural, Educational, and Recreational Services***

### ***Little Log Church and Museum***

The rustic little building at the corner of Third and Pontiac Streets in Yachats has been a part of this coastal community for generations. The Little Log Church Museum is open to visitors 12pm-3pm Mon-Wed & Fri-Sun, closed Thurs. Hours may vary during winter or special events.

Built in the shape of a cross from local timber hauled down the Yachats River, the Little Log Church was completed and dedicated in 1930. It was served by ministers from the Oregon Conference of the Evangelical Church, and later by pastors from the Presbyterian Church. When the congregation grew too large for the little building, members built a new church a few blocks away, and the Little Log Church and property was sold to the Oregon Historical Society on the condition it be maintained as a museum. The site was deeded to the city of Yachats in 1986.

The building underwent a complete restoration in 1993, made possible by enthusiastic community support and the loving hands of volunteer workers.

Today the Little Log Church Museum houses a rich treasure of local historical artifacts as well as contemporary works on loan as exhibits. It is regularly used for weddings, memorials, and special events.

### ***Yachats Public Library***

The Yachats Public Library was established by Ordinance 36 in November 1973 stating "The City of Yachats does hereby establish a public library to be known as the 'Yachats Public Library' to be operated and funded by the said city and to be used for the educational and cultural benefit by the citizens of the said city in accordance with the rules and regulations of the said library."



The Library is operated entirely with volunteer help. The volunteers are dedicated to improving the Library and the services available, as well as increasing use. Patron requests and input are given top priority when purchasing books for the shelves, and developing programs or policy.

The Summer Reading Program for children is always a big success, and since the hard working volunteers develop the program, it costs the City very little for this important service.

An on-going book sale at the Library accounts for the majority of "donations" received each year in addition to the various fund raising events during the year.

Although no late-charge is required, a donation box on the desk is filled on a regular basis.

Library cards are free and even visitors can check books out while they vacation in Yachats. This has promoted many patrons to donate money or books. The Library Managers reports that the gifts and books received each year exceed the amount that could be generated by charging for cards.

The Library has several computers for use by patrons and also has free wi-fi for people who use their own.

**Hours of operations are:**

***Hours: Tuesday, Wednesday, Thursday and Friday noon – 4 p.m. Saturday 10a.m. – 4 p.m.***

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***The Yachats Commons- A Community Center***

The Commons encompasses the building and the municipally owned grounds between 4th and 6th Streets behind the building including the playground, open field area, and woods to the property line of lots on Ocean View Drive.

During a typical 12-month period the events, meetings and on-going classes held have more than 15,000 in attendance. These events include , the Annual Chamber of Commerce Arts & Craft Fair, Yachats Youth and Family Activities Program Talent Shows and concerts, One of Us Production Plays, and Crafts on the Coast Craft Fairs. Other events include family reunions, birthday parties, teen dances & programs, county, state, and federal public meetings and a variety of community meetings. City Council and other City Commissions meet in the Civic Meeting Room in the Commons.

The Friends of the Commons meet monthly and sponsor or co-sponsor many events and classes and provide financial assistance for projects that improve the Commons; and assist renters after City Hall hours.

The Yachats Youth and Families Activities Program operate the Youth Center in the Commons basement. They operate from 4 - 6 PM daily, Monday through Friday. They also offer extended hours during school vacations, and during the summer. This program offers structured lessons and open recreation time. They also sponsor other programs & events.

If you have any questions regarding booking of the Yachats Commons you can contact City Hall at (541) 547-3565 or any other questions can be directed to the Commons User Support position at (541) 961-6597.

## Other Essential Services

Like most small cities, Yachats does not provide police, fire, solid waste or other utility services. Those essential services are provided by a combination of County and State agencies, special districts, co-operatives, and private business.

### Police and Safety

Lincoln County Sheriff – Newport: (541) 265-4277

Oregon State Police – Newport: (800) 776-7718

### Fire Department

Yachats Rural Fire District - Yachats – **Business: (541) 547-3266**

### Solid Waste

Dahl Disposal – Waldport: (541) 563-3888

### Electric, Telephone, and Cable

Electric: Central Lincoln Public Utility District – Waldport: (541) 563-2112

Telephone: Pioneer Telephone Co-operative – Waldport: (541) 563-3135

Cable: Charter Communications - Call Center: (866) 731-5420

## Land Use Planning

### *Yachats' Permit Process*

Depending on what you want to do, different procedures apply.

There are some types of projects that do not require a permit. Fences not over 6 feet high; accessory buildings not over 200 square feet or a height of 10 feet tall; patio covers; porches; sidewalks; driveways; and some decks are examples.

While these projects do not require a building permit there are many other factors that need to be considered before proceeding. A quick visit with the City Planner before you start could eliminate problems and additional expenses “down the road.” Some things can be confusing. For example a deck less than 30” high does not need a permit, but if it is more than 8” high it must be considered when determining total lot coverage. Lot coverage, easements, set-backs, and safety concerns are some of the things the Planner may be able to help you with.

For all other development a building permit is required. The City of Yachats contracts with the Lincoln County Planning Department for building permit services. After the City Planner reviews the plans to make sure they comply with local development codes relating to building height, lot coverage, setbacks, and other issues, the permits are forwarded to the County for the actual building plan checks, inspections, and final occupancy permits.

If you have further questions the City Planner is in Tuesday from 8:30 to 4:30 each week and is available to discuss your plans before you start. City Hall also has informational handouts related to every type of land use application or building permit question you may have.<sup>1</sup>

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<sup>1</sup> Private C C & R's that may apply to your property are not enforced by the City. Review of your deed documents and any homeowners association rules should also be an important part of your planning process.

## ***Comprehensive Land Use Planning***

In 1973 the State Legislature passed Senate Bill 100 (ORS 197) which established certain statewide requirements for land use planning. In particular, each city and county in the state is required, under the statute, to prepare and adopt comprehensive plans consistent with the statewide planning goals approved by the Land Conservation and Development Commission. In response to this law, the city of Yachats has prepared the Yachats Comprehensive Land Use Plan.

The city's comprehensive plan is intended to not only address statewide planning goals, but to also take into account local land use planning needs and issues. The plan serves as a guide to land use within and immediately adjacent to Yachats. It establishes policies and land use designations (maps) which will be implemented throughout the city's zoning and subdivision ordinances.

This statement provides principles that serve as a foundation for the City of Yachats Comprehensive Land Use plan, Zoning Ordinance and Inventory.

Land use policies procedures and applications shall complement the natural beauty of our location and its environment, which has led to Yachats' long standing reputation as "The Gem of the Oregon Coast."

Land use policies, procedures and applications shall acknowledge certain economic characteristics of the city, namely, that retirement and tourism are major industries. Non-polluting commercial, professional and home businesses constitute part of the economy also.

The construction and maintenance of public, commercial, professional and residential buildings, their siting, design materials and landscaping, within reasonable variation, shall enhance rather than detract from the quiet coastal ambiance of the city as noted above.

Development of the Comprehensive Plan was accomplished by hard working volunteers, City Council, Commission members, and City staff. Review of the plan is an on-going process, with a more formal periodic review process as needed.

The Planning Commission also acts as the Committee for Citizen Involvement (CCI). The CCI was established to ensure citizens receive adequate information and are afforded feedback mechanisms during the complex Comprehensive Plan process. Their duty is to assist citizens to understand and be involved in the process.

## ***Opportunities for Citizen Participation - In Government and Community***

The City of Yachats is most clearly defined by the vital role volunteers play in the management of the City, City owned facilities; and all the organizations and groups that offer services and recreational activities that enrich the daily life of its citizens.

Volunteers, with their abundant skills; abounding energy, and limitless talents represent the most valuable resource to which the City has access; and their work affects every citizen, in many ways, every day.

In a community of approximately 740 people, it is safe to say that almost everyone volunteers to some degree, in some way, at some time during the year.

Without these individuals the quality of life experienced in Yachats would be greatly diminished.

Yachats City Council  
Public Works & Streets Commission  
Library Commission  
Little Log Church and Museum Board  
Friends of the Commons  
Lions Club  
Yachats Youth & Family Activities  
Yachats Visitor's Center  
Audio Newspapers Volunteers  
Friends of the Library  
The Trail Committee and YIPS

Planning Commission  
Parks and Commons Commission  
Yachats Public Library  
Little Log Church and Museum  
Friends of the Log Church  
Ladies Club  
Yachats Fire District  
Yachats Chamber of Commerce  
One of Us Productions  
Yachats Big Band  
Yachats Community Park Task Force

## Visit the City of Yachats on the Internet!

The City web page is the place to check out information about:

- *City Council and Commission Members, Minutes, and General Government*
- *The City Code, Comprehensive Plan, and Land Use*
- *The Commons, Little Log Church, and Library*
- *News*
- *History*
- *Emergency Information*
- *Links to other County and State Government Internet Sites*

[www.yachatsoregon.org](http://www.yachatsoregon.org)

You can also check out the Yachats Document Library at [www.yachatsdocuments.info](http://www.yachatsdocuments.info)

And for events and other city happenings check out [www.goyachats.com](http://www.goyachats.com)