



Yachats Citizen's Handbook

THE YACHATS CITY COUNCIL VISION

Adopted 4-2-09

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.

City of Yachats
441 North Highway 101
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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. With the approval of Council, and acting within the scope of that approval, the Mayor acts as the CEO of a corporation, performing many of the day to day operations of the City. All department heads report to the Mayor and Council.

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 every two years 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 Director of Public Works on improvements and maintenance for the City's public works.
- Recommends improvements or repairs to the City's streets, culverts, drainage and curbing.
- Reviews all rates and fees including, but not limited to, water, sewer, and system development yearly and report to the City Council by March 1st of each year and recommend any changes in rates, fees, charges or policy.
- 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.
- Monitors the Village Circulation Plan portion of the Comprehensive Plan, including implementation, funding, and signage.
- Serves as liaison between the City and Lincoln County in development of the trail system, shoreline access points, and signage as established in the Village Circulation Plan and approved findings vacating portions of County Road 804 South.

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.

Recorder's Office

The City Recorder is responsible to the City Council, and works under their direction. The City Recorder 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 Recorder 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, is secretary for the City Council and all advisory commissions and committees, oversees grant management, provides notary and passport services, and oversees the management of the community center.

The Deputy Recorder and Administrative Specialist work under the direction of the City Recorder.

The Deputy Recorder performs professional administrative staff work for the City Recorder, City Planner, and Director of Public Works as necessary. The Deputy Recorder also carries out all Municipal Court Clerk duties, acts as Notary and performs all general accounting tasks.

The Administrative Specialist works in City Hall as a utility billing clerk and receptionist. The billing clerk completes all the utility billing functions; receives and screens visitors and telephone calls for all staff members; assists callers and visitors by providing information or directing them to appropriate resource; and, gives information to the public and other departments.

Recorder'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
 - Maintain equipment, rooms, and facility in general
 - Compile reports related to financial records concerning the Commons budget
 - Process rental contracts
 - Maintain the schedule for 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" and because of that the rates are reviewed annually to ensure the charges are not in excess of requirements. The street department is financed by the City's allotment of gas tax and such transfers from the General Fund as needed.

The Public Works Director supervises five full time 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".

Current rates and billing information

- Water service base amount is \$25.00 per month and \$4.00 for each 100 cu. ft. (748 gallons).
- Sewer service base amount is \$35.00 per month and \$4.50 for each 100 cu. ft. of water used.
- The combined base rate for water and sewer is currently \$60.00 monthly. Accounts may be charged additional base amounts if they use more than 6400 cubic feet of water.
- 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 small 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 15th.
- 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. You are encouraged to turn off your hand valve if leaving your property unattended for any length of time.

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 mowing, 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 - Dennis Comfort: (541) 867-4715

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

Lincoln County:

James Buisman - Public Works Director: (541) 574-1200

Jim Chambers - Road Main. Supervisor: (541) 574-1203

“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.

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 still regularly used for weddings, memorials, and special events in addition to fine arts exhibits.

The Little Log Church Museum is open to visitors 12:00 p.m. to 3:00 p.m. daily except Thursday. Hours may vary during winter or 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 Librarian 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.

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 Lion's Club Fish Fry, 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. Volunteers also 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 classes and open recreation time. They also have many clubs including Helping Hands, Chess club, and many more that meet during the after school open recreation period, and sponsor youth dances and 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** - *Emergency Only: (541) 547-3119*

Rating by Insurance Services Organization (ISO): 5*

Source: Oregon State Fire Marshal, Oregon Fire Service Resource Directory 2000

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.¹

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

¹ 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.

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

Planning Commission
Parks and Commons Commission
Yachats Public Library

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 Trailheads

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.ci.yachats.or.us

You can also check out the Yachats Document Library at www.yachatsdocuments.info

And for events and other city happenings check out www.goyachats.com