

**WALDPORT CITY COUNCIL
MARCH 12, 2015
MEETING NOTICE AND AGENDA**

The Waldport City Council will meet at 2:00 p.m. on Thursday, March 12, 2015 in the City Council Meeting Room, 125 Alsea Highway to take up the following agenda:

1. CALL TO ORDER AND ROLL CALL
2. MINUTES: *February 12, 2015*
3. PUBLIC COMMENTS/PRESENTATIONS:
4. DISCUSSION/ACTION ITEMS
 - A) *CIS Elected Officials Training (video)**
 - B) *Consideration of Resolution Amending Budget for FY 2014/2015*
 - C) *Consideration of Ordinance Amending Waldport Municipal Code by Adding Chapter 12.32 "Special Events"*
 - D) *Review and Discussion of Council Goals*
 - E) *Other Issues*
5. COUNCIL COMMENTS AND CONCERNS
6. REPORTS
 - City Manager**
 - Public Works Director*
 - City Librarian*
 - City Planner*
 - Code Compliance Officer*
7. GOOD OF THE ORDER
8. ADJOURNMENT

The City Council Meeting Room is accessible to all individuals. If you will need special accommodations to attend this meeting, please call City Hall, (541)264-7417, during normal office hours.

* Denotes no material in packet

Notice given this 6th day of March, 2015 - Reda Q. Eckerman, City Recorder

**WALDPORT CITY COUNCIL
FEBRUARY 12, 2015
MEETING MINUTES**

1. CALL TO ORDER AND ROLL CALL: Mayor Woodruff called the meeting to order at 2:00 p.m. Mayor Woodruff and Councilors O'Brien, Gates, Christenson, Campbell, Cutter and Holland answered the roll. A quorum was present. Also present were City Manager Kemp, Public Works Director Andry, City Accountant Lawson, and Library Director Tierce.

2. MINUTES: The Council considered the minutes from the January 9, 2015 meeting. Councilor Holland **moved** to approve the minutes as presented. Councilor Gates **seconded**, and the motion **carried** unanimously on a voice vote.

3. PUBLIC COMMENTS/PRESENTATIONS: None.

4. DISCUSSION/ACTION ITEMS: Noting the presence of Herman Welch, Mayor Woodruff suggested that the Council first consider a letter of interest from him to be on the Budget Committee. Mr. Welch addressed the Council, briefly outlining his past service to the City and indicating his desire to continue to do so. Councilor Cutter **moved** to appoint Mr. Welch to the Budget Committee. Mr. Campbell **seconded** and the motion **carried** unanimously on a voice vote.

A. Goalsetting Workshop: City Manager Kemp introduced Wes Hare, Albany's City Manager, who would be facilitating the workshop. Mr. Hare gave a brief synopsis of his work with other cities in similar goalsetting sessions, and proceeded to outline the suggestions that had been provided to him prior to the meeting by staff and Councilors. These suggestions were, as follows:

(Staff)

- Parks District
- High School Open Space Site
- Downtown Refinement Plan
- Urban Renewal
- Trails
- Next Generation
- Community sustainability
- New Library
- Improve infrastructure
- Programs that stimulate community involvement
- Highway 101 Refinement Plan
- Attract hotel/motel downtown
- Access to industrial sites
- Sewer - south LID
- Housing - weigh station
- Develop brand
- Clean up 101 frontage
- Promote children's activities

- Promote industry
- Work with Port District to better serve community

(Council)

- Tsunami-proof City buildings
- New design for Port of Alsea
- Plan for old High School property
- Affordable housing
- Urban renewal
- Public art
- Update parks
- Beach erosion
- Marketing plan
- Dog park
- Community pool
- Boardwalk
- Vibrancy + prosperity = hotel
- Integrated, inclusive city
- Build strong business organization
- Proactive regarding tsunami
- Improve City government economically
- Attract investors for old motel
- Refurbish Waldport docks
- Put Waldport on the map
- More restaurants
- Scenic Byway

(Added during discussion)

- Trails
- Healthy and beautiful downtown
- Family wage jobs
- Housing
- Removing impediments to development

Mr. Hare then proceeded to create broader categories that included many of these goals:

- Recreational Improvements, which include parks, open space, trails, ballfields, parks district, and port facilities.
- Economic Development, which include removing impediments to development, hotel marketing, restaurants, Scenic Byway, downtown improvements, family wage jobs, access to the industrial park, housing, public art.
- Infrastructure Improvements, which include tsunami preparation, transportation improvements, and utilities.
- Urban Renewal as a tool in the above categories.

Caroline Bauman, representing Lincoln County Economic Development, noted that her agency was very interested in assisting the City to meet these goals. **Consensus** of the Council was to discuss items from this workshop that could be included in the upcoming budget at the next Council meeting in March. It was also suggested that an Urban Renewal meeting be scheduled as well. The Council extended its appreciation to Mr. Hare for his work on their behalf.

B. Other Issues: None.

5. COUNCIL COMMENTS AND CONCERNS: Councilor Holland indicated he would not be present at the March meeting, as he was traveling to Thailand. Councilor Cutter reported on his conversations with community members and the school regarding the ballfields. Councilor O'Brien asked about attracting other providers for telecommunications and Councilor Cutter responded that he had been following up on this issue as well. The difficulty is that there doesn't appear to be a large enough customer base to make it cost-effective to install the necessary infrastructure. However, Charter is currently in the process of turning our region over to ComCast, who may be more interested in exploring the options. Mayor Woodruff reported that the large trails maps have been reprinted, thanks to the City, the Chamber of Commerce, and the Port of Alsea. A Senior Officials All-Hazard workshop is scheduled for the following week and Mayor Woodruff and City Manager Kemp will be attending. The Lions will be holding an Appreciation Night on February 17 at the Community Center, and all are invited to attend.

6. REPORTS: Written reports from the City Librarian, Public Works Director and Code Compliance Officer were included in the packet materials. City Manager Kemp reported on the progress of the community sign, distributing the revised City logo and noting that he was continuing to work with ODOT regarding the right-of-way area that would be used for the sign location. He noted that there had been a good discussion at the Planning Commission's public meeting on the sign ordinance. The Southworth Creek fish passage study is currently being reviewed. With regard to ongoing safety and disaster preparedness, Mr. Kemp indicated that staff members have been attending classes, and there will hopefully be a community event in conjunction with the school and fire district sometime in May. The City did receive the grant from Lincoln County for emergency preparedness, and the monies will be used to purchase tents and other items for the cache at Crestview Heights. Mayor Woodruff asked Mr. Kemp to compose a list of the available emergency supplies and distribute it to the Council for their information. The final item in Mr. Kemp's report was that the City is currently in the process of obtaining mapping software for water and wastewater.

7. EXECUTIVE SESSION: At 4:20 p.m., the Council recessed into Executive Session pursuant to ORS 192.660(2)(e), to conduct deliberations with persons designated by the governing body to negotiate real property transactions. The two properties under discussion were a potential relocation site for Public Works, and potential property acquisition for road purposes.

The Council reconvened into Open Session at 4:44 p.m.

8. ACTIONS, IF ANY, FROM EXECUTIVE SESSION: None.

9. GOOD OF THE ORDER: Nothing further.

10. ADJOURNMENT: At 4:45 p.m., there being no further business to come before the Council, the meeting was adjourned.

Respectfully submitted,

Reda Q. Eckerman, City Recorder

APPROVED by the Waldport City Council this ____ day of _____, 2015.

SIGNED by the Mayor this ____day of _____, 2015.

Susan Woodruff, Mayor

CITY OF WALDPORT RESOLUTION # _____
AMENDING THE BUDGET FOR FISCAL YEAR 2014/2015

WHEREAS, ORS 294.338 (2) provides for the expenditure of grants, gifts or devises transferred to a municipal corporation in trust for specific purposes,

WHEREAS, ORS 294.338 (3) provides for the existence of an unforeseen occurrence or condition at the time of the preparation of the budget and provides for additional expenditures utilizing nontax funds,

WHEREAS, ORS 294.463 provides for transfers of appropriations within a fund or from one fund to another,

THEREFORE, THE CITY COUNCIL RESOLVES that City of Waldport budget appropriations for the fiscal year 2014/2015 are hereby amended as follows.

General Fund	Resource or Revenue	Amount Increased (Decreased)	Requirement or Expenditure	Amount Increased (Decreased)
	Grant Proceeds	2,000	Public Safety	4,000
			Contingency	(2,000)

- The city received Lincoln County grant proceeds of \$2,000 for emergency preparedness.
- Grant and matching funds will provide for the purchase of two (GI-Medium) tents and emergency food rations, as well as ten radios for post-disaster relief.
- After this budget amendment, contingency will be changed from \$47,494 to \$45,494.

Community Fund	Resource or Revenue	Amount Increased (Decreased)	Requirement or Expenditure	Amount Increased (Decreased)
	Beginning Working Capital	10,000	Materials & Services	10,000

- The beginning working capital for library services was greater than anticipated at the time of budget preparation.
- Materials & services are increased to repair dry rot on the East side of the library building, replacing a section of exterior siding, installation of two windows, and re-hang exiting door.

Water Fund	Resource or Revenue	Amount Increased (Decreased)	Requirement or Expenditure	Amount Increased (Decreased)
	Beginning Working Capital	15,600	Capital Outlays	17,000
			Contingency	(1,400)

- At the time of budget preparation, it was anticipated the Reservoir project would be completed by June 30, 2014. This budget amendment adjusts for the change in scheduling.
- Capital outlays are increased for the completion of the reservoir project.
- After this budget amendment, contingency will be changed from \$49,775 to \$48,375.

Adopted by the Waldport City Council this 12th day of March 2015

Signed by the Mayor this ____ day of March 2015

Susan Woodruff, Mayor

Attested by Reda Eckerman, City Recorder



CITY COUNCIL MEETING AGENDA COVER SHEET FOR DISCUSSION / ACTION

TITLE OF ISSUE: Special Events

REQUESTED BY: City Manager

FOR MEETING DATE: March 12, 2015

SUMMARY OF ISSUE:

There is not a systematic approach for managing special events in the City of Waldport, which creates a lack of uniformity and sometimes confusion. The proposed ordinance is intended to provide standardized rules with respect to holding events that affect the City or other services.

STAFF RECOMMENDATION or ACTION REQUESTED:

Review and approve Special Events Ordinance.

BACKGROUND:

The City of Waldport is host to many events that utilize public property or services. These events are important to the community. However, there has not been a structure for potential permit holders or public agencies to ready for an event. The enclosed draft ordinance includes:

- Definitions
- Permit Required
- Fees
- Permit Conditions
- Revocation
- Violation – Penalty

The fees provision is intended for cost recovery, although it includes the ability to waive or reduce costs if the event is in the public interest. Permit conditions include insurance, proof of other permits, written indemnification, and agreement to comply with all permit conditions. If the City Council decides to not adopt a special events ordinance, there will continue to be events in the City, but there will be no set process for approving or managing them, or for recovering any extraordinary public agency costs associated with an event.

Also enclosed is a Special Event Application, which is intended for the applicant to include specifics with respect to dates, facilities to be used, estimated attendance, contact information, and other information. This application may be modified by the City Manager as needed.

Enclosures: Ordinance
Special Event Application

ORDINANCE NO. _____

AN ORDINANCE AMENDING TITLE 12, "STREETS, SIDEWALKS AND PUBLIC PLACES" OF THE WALDPORT MUNICIPAL CODE BY ADDING CHAPTER 12.32 "SPECIAL EVENTS".

WHEREAS, the City Council of the City of Waldport desires to continue to allow festivals, parades and other special events within the City limits in order to promote civic and cultural pride and community involvement; and

WHEREAS, the City Council wishes to ensure that all such special events are conducted in a safe and orderly fashion to benefit all those who live in and visit the City of Waldport by requiring that such events follow uniform guidelines to promote and protect the rights of organizers, promoters, sponsors and participants;

NOW, THEREFORE, BE IT ORDAINED as follows:

"Chapter 12.32, Special Events" as attached hereto as Exhibit "A" and incorporated herein by reference is hereby added to the Waldport Municipal Code.

ADOPTED by the Common Council of the City of Waldport this _____ day of _____, 2015 by the following vote:

AYES _____ NAYS _____ ABSENT _____ ABSTAIN _____

SIGNED by the Mayor this _____ day of _____, 2015.

Susan Woodruff, Mayor

ATTEST:

Reda Q. Eckerman, City Recorder

Chapter 12.32

SPECIAL EVENTS

Sections:

- 12.32.010 Definitions
- 12.32.020 Permit Required
- 12.32.030 Fees
- 12.32.040 Permit Conditions
- 12.32.050 Revocation of Permit
- 12.32.060 Violation - Penalty

12.32.010 Definitions.
As used in this chapter:

"Applicant" means a person acting in his or her individual capacity or a corporation or association acting through an agent or officer of the corporation or association.

"Fee Waiver" is a waiver of City fees for providing a service or facility use.

"Operator" means the individual listed on the permit as being in charge of the event and responsible for ensuring that the permit requirements are fulfilled.

"Special event" is any event or activity not organized by the City of Waldport that occurs upon private or public property and that will affect the ordinary use of City property, public streets, rights-of-way or sidewalks, or that will require the use of City services such as closure of a street or park, provision of traffic control, or other services. Special events include, but are not limited to, a parade, festival, exposition, fair, concert, marathon, bicycle rally, or other similar activity.

12.32.020 Permit Required.

- A. No person or organization shall sponsor, organize or participate in a special event as defined in WMC 12.32.010 without first obtaining a permit from the City Manager or designee and paying any fees required therefor. Special Event permit application forms are available on the city's website at www.waldport.org and must be submitted at least 45 days prior to the start of the event. Special Event permit applications shall be reviewed and approved or denied administratively by the City Manager following the procedures and standards of this chapter.
- B. Applications will be deemed incomplete and will be denied if details about the Special Event are insufficient for staff to properly analyze and determine the impacts on City services, or if submitted with insufficient time to allow for City staff to evaluate the impacts and coordinate any City services required to allow the event to proceed.

C. Each application shall include the following information:

1. The name and address of the event operator, and the name and address of any person or organization sponsoring the event, including its chairperson or director.
2. The proposed location, date and time for the proposed event.
3. The approximate number of people the event organizers expect to attend the event.
4. A sanitation plan providing details as to how the organizers plan to accommodate the expected attendees and participants with an appropriate number of public restrooms or sanitary facilities.
5. A scale drawing showing adequate parking facilities for the number and types of vehicles anticipated, ingress and egress to the event, and the method by which traffic control will be accomplished.
6. If any street closure is requested, the applicant must include a description of the alternative routes available to residents and businesses impacted by the closure, and the plan for emergency access to the area for fire and police protection.
7. Evidence of compliance with any required permits from other governmental agencies (e.g. health department, liquor license, parade permit, etc.) as may be required for the event.
8. A description of City services, equipment and facilities requested or needed.
9. For special events which will require the use or closure of streets, sidewalks or other public rights-of-way, a separate right-of-way use permit will be required. This completed and approved permit must accompany the special event application.
10. A disclosure as to when and whether any sound producing devices including musical instruments will be used during the Special Event and when and where any sound will be amplified for any purpose during the event.
11. Any additional information requested by the City Manager to ensure the health, safety and welfare of the City and its citizens and visitors.

D. Upon receipt of a completed application, the City Manager will distribute copies of the application to City departments and other entities (Sheriff's Department, Fire District, etc.) that may be affected by the proposed event. Upon review of the application, these entities will describe any conditions or requirements that should

be placed on the permit considering the anticipated demand on services and potential costs of meeting that demand. Any objections to granting the permit, including concerns regarding additional impact from the special event on public streets or public health and safety shall also be stated.

12.32.030 Fees

- A. **Permit Fee.** After review and analysis of the recommendations of the departments and affected entities, including potential costs as a result of the special event, the City Manager may set fees therefor, which fees shall not exceed the actual costs incurred as a result of the additional demand on services and the cost of providing such services. A deposit, based on those estimated costs, shall be paid prior to the issuance of the permit. In the event the amount of the deposit is not sufficient to pay all actual costs incurred, the organizer of the event agrees to pay any additional costs after receipt of notice from the City of the additional amount due. Failure to pay such additional costs shall preclude the issuance of subsequent Special Events permits to such applicant or organization.
- B. The City Manager may waive or reduce any permit fee under this Chapter when, in the judgment of the City Manager, it would be in the public interest to do so.

12.32.040 Permit Conditions.

- A. If, after review of the application and any recommendations made by affected entities, the City Manager makes a preliminary determination that the proposed event complies with the provisions of this chapter, the applicant shall be required to meet the following conditions prior to the issuance of a permit:
 - 1. The organizer of the event shall be required to provide insurance coverage for the event in an amount deemed sufficient by the insurance agent of record for the City. The City shall be named as an additional insured, with the coverage provided being primary coverage. A copy of a certificate of insurance naming the City as an additional insured must be supplied prior to issuance of the permit.
 - 2. The organizer shall obtain and furnish proof of any other necessary permits or approvals for any activities conducted in conjunction with the special event, and shall comply with all applicable ordinances and laws.
 - 3. Pay any deposits and fees required pursuant to WMC 12.32.030.
 - 4. Sign a written agreement to indemnify the City against any and all claims related to the applicant's actions or inactions related to the Special Event. Such indemnity shall be in a form approved by the City Manager.
 - 5. Agree to comply with all conditions specified in the permit.

- B. In the event that the City Manager finds any cause why the permit applied for should not be issued, the City Manager shall deny the permit and notify the applicant in writing of such action and the reason for denying the permit. If time permits, the applicant may correct the reasons for denial and resubmit the application for approval. If an applicant is again denied a permit, the applicant may appeal the denial, within 14 calendar days of the date of the written denial by filing a written notice of appeal with the City. The appeal shall be heard at a regular City Council meeting at least 7 calendar days after the date the appeal is filed. The appeal shall be decided by the City Council and that decision is final.

12.32.050 Revocation of Permit.

Any permit issued under this Chapter may be revoked by the City Manager if the applicant:

- A. Fails to adhere to all of the requirements for such permits set forth in this Chapter;
- B. Does not fully comply with any condition imposed by the City when the permit was issued; or
- C. Fails to fully implement any of the plans in the application which are intended to protect the health, safety, or welfare of the City, the public, or the affected property owners.

Any such revocation may be appealed to the City Council by filing a written notice of appeal with the City. The appeal shall be heard at a regular City Council meeting at least 7 calendar days after the date the appeal is filed. The appeal shall be decided by the City Council and that decision is final.

12.32.060 Violation - Penalty.

Any person who violates any of the provisions of this Chapter, as now constituted or hereafter amended or revised, commits a Class A civil infraction and shall be subject to the procedures and penalties of Chapter 1.08 of the Waldport Municipal Code, as now constituted or hereafter amended or revised.

CITY OF WALDPORT SPECIAL EVENT PERMIT INFORMATION

WHAT IS A SPECIAL EVENT?

A special event is any private activity conducted wholly or partly on public property that requires the use of City resources, such as closure of a street or park, or provision of traffic control, use of City property, or other services. Special events include, but are not limited to, a parade, festival, exposition, show, sale, party or other similar activity. Special events also include events on private or other public property for which the City provides additional services.

HOW ARE FEES DETERMINED?

Special event permit fees are based on the actual costs of the City providing the service requested, and may include personnel, benefit costs, equipment costs, and room rental rates. Applicants may request a full or partial fee waiver of special event permit fees. A request for a fee waiver must be submitted with the special event permit application. The City Manager may, in his/her discretion, approval all, part, or none of a requested fee waiver. Unless waived, all fees required for the special event must be paid prior to the issuance of a permit. In no event will the fee waiver be more than the City's cost of providing service to the event.

CRITERIA CONSIDERED

The City Manager will consider the following when reviewing a special event fee waiver request:

1. Whether the event is a benefit to the community.
2. Whether the event creates positive publicity for the City.
3. The City's cost of providing services for/to the event.
4. Whether there are revenues that can be used to offset the impact of a fee waiver on the general fund.
5. Whether the event promotes education, public health, or public safety.
6. Whether the event is operated by a non-profit organization.
7. Whether the event has in the past, or is likely in the future, to take action that, if taken by a governmental entity, would be unconstitutional. The City will not provide a fee waiver for any special event or entity that takes action in regard to the special event that, if taken by the City, would be unconstitutional.

SPECIAL EVENT APPLICATIONS

Anyone who wishes to conduct a special event must submit an application form to the City Manager. Special event application forms are available on the City's website at www.waldport.org. The applications shall be reviewed and approved or denied administratively by the City Manager following the procedures and standards of Chapter

12.32 of the Waldport Municipal Code.

Applications will be deemed incomplete, and will be denied, if details about the special event are insufficient for staff to properly analyze and determine the impacts on City services, or if submitted with insufficient time to allow for City staff to evaluate the impacts and coordinate any City services required to allow the event to proceed. If the application is denied, and time permits, the applicant may correct the reasons for denial and resubmit the application.

Applications must include evidence of compliance with any required permits from other governmental agencies (e.g. health department, liquor license, etc.), as may be requested by the City. Note that any event which will use the public right-of-way (streets, sidewalks, etc.) will be required to apply for a separate right-of-way use permit from the City.

The organizer of the event shall be required to provide insurance coverage for the event in an amount deemed sufficient by the insurance agent of record for the City. The City shall be named as an additional insured, with the coverage provided being primary coverage. A copy of a certificate of insurance naming the City as an additional insured must be supplied prior to issuance of the permit.

Approved special event permits are valid only on the dates and times specified in the application.

The City may revoke a permit if it is determined that the event is being operated in violation of Chapter 12.32 of the Waldport Municipal Code.

SPECIAL EVENT PERMIT APPLICATION

Submit to: City Manager
City of Waldport
PO Box 1120
Waldport, OR 97394
kerry.kemp@waldport.org
541.264.7417 X 111

This application must be completed, signed, and submitted far enough in advance of the event to allow staff time to properly analyze and determine the impact on City services. It is recommended that applications be submitted at least 45 days prior to the scheduled event. Late applications may be accepted, but the City cannot assure that late applications will be processed in time to issue the permit.

(Use additional sheets if necessary)

Event Name: _____

Event Date(s): _____ Time(s): _____

Location: _____

Facilities to be used: Park: _____

(Be specific) City Building: _____

Sidewalk: _____

Street: _____

Other City Property: _____

Private Property: _____

Set-up Date(s) and Start Time(s): _____

Take-down Date(s) and End Time(s): _____

Estimated Crowd Size: Participants (Including vendors and volunteers)

Spectators _____

Is this a new event? _____ If not, previous Dates/Years held: _____

Applicant: _____

Mailing Address: _____

Telephone: _____

Email: _____

Contact Person (Must be authorized to sign for applicant): _____

Contact Person Address, Phone, Email: _____

Applicant Status: (Non-profit/For profit): _____

I certify all information submitted is complete and correct to the best of my knowledge. I understand a false answer may be reason to deny this application. I acknowledge that I will be the primary contact person for the event and will assume responsibility for all complaints, fees or damages.

Signature

Date

DETAILED DESCRIPTION OF EVENT

Provide a detailed description of all activities associated with the event, including a detailed description of City services requested. In the description, state whether food, drink, and/or alcoholic beverages will be served. To the extent that the event involves use of parks, streets, or other City facilities, provide a description of how and when the facilities will be used and a diagram of the areas that the event will use. Include a completed and approved right-of-way use permit if streets, sidewalks, or other public rights-of-way are being used. If applicable, provide a parking plan, security plan, medical assistance plan, litter control and disposal plan, and any other information that would be useful to the City. Use additional sheets as necessary to provide complete information.



CITY COUNCIL MEETING AGENDA COVER SHEET FOR DISCUSSION / ACTION

TITLE OF ISSUE: City Council Goals

REQUESTED BY: City Manager

FOR MEETING DATE: March 12, 2015

SUMMARY OF ISSUE:

At the last City Council meeting the Council established a set of three broad goal sets. This discussion is to further delineate goal statements in these three areas.

STAFF RECOMMENDATION or ACTION REQUESTED:

Review and discuss goal statements.

BACKGROUND:

Below are the broad areas of goals summarized in the last City Council meeting:

- Recreational Improvements, which include parks, open space, trails, ballfields, parks district, and port facilities,
- Economic Development, which include removing impediments to development, hotel attraction, marketing, restaurants, Scenic Byway, downtown improvements, family wage jobs, access to the industrial park, housing, public art,
- Infrastructure Improvements, which include tsunami preparation, transportation improvements, and utilities, and
- Urban Renewal as a tool in the above categories.

Below are draft goal statements with respect to these broad categories:

1. Work with community to develop site plan for the Open Space property, prepare scope of development and budget.
2. Update Waldport Parks and Recreation Master Plan (prepared in 2005), in conjunction with Port of Alsea, Lincoln County School District, and neighboring cities, including but not limited to the following:
 - a. Identify existing parks and recreation assets, including library and community center.
 - b. Inventory properties.
 - c. Map existing trails network, and identify gaps in connections.
 - d. Identify funding mechanisms.
3. Evaluate funding options for implementing Master Plan, including Open Space property.

4. Work with community and Port to assess feasibility of Parks and Recreation District.
5. Identify opportunities to work jointly with the Port on asset management, hotel attraction, and marketing.
6. Identify impediments to development, and evaluate strategies and mechanisms for removing or ameliorating them.
7. Evaluate opportunities for public art in downtown and old town.
8. Evaluate opportunities for housing development or assistance.
9. Continue forming core Alsea Highway Scenic Byway Committee, and soliciting funds or in-lieu services for preparation of the Corridor Management Plan.
10. Prepare Corridor Management Plan for the Alsea Highway Scenic Byway.
11. Prepare Downtown Refinement Plan for Highways 101 and 34, including public improvements, vehicle and pedestrian circulation and parking, and asset management.
12. Work with County and State officials on identifying and seeking industry or business clusters that may be viable in the City.
13. Prepare maps and engineering plans for sewer to industrial area.
14. Work with major industrial park property owners and businesses on master plan, including new roadway for ingress and egress to the area.
15. Seek to secure shovel-ready status for industrial area.
16. Prepare maps and engineering plans for street improvements along Crestline and Range Drives, including undergrounding of utilities.
17. Continue to seek grant funds for disaster preparedness, focusing on initial response for food, clothing and shelter, infrastructure and equipment planning, and transportation.
18. Seek opportunities for relocating Public Works facility out of the tsunami zone.
19. Prepare facilities master plan, in conjunction with other local agencies as needed.
20. Submit for grant funding for preparation of amended Parks Master Plan, Downtown Refinement Plan, and Utility Infrastructure Plans.
21. Evaluate opportunities and constraints for Community Development Block Grant and Infrastructure Finance Authority funding of public facilities and improvements.
22. Evaluate Urban Renewal Plan #2, and amending or adding areas or projects, with a focus on recreational and infrastructure improvements, and economic development.

Public Works Department

Report for the month of February 2015

Water Treatment Plant

Plant Production:	<u>5.39</u>	MG
Rainfall:	<u>11.2</u>	inches

Wastewater Treatment Facility

Effluent Flow:	<u>8</u>	MG
Rainfall:	<u>11.3</u>	Inches

Public Works Dept.

Alarm call outs:	<u>3</u>
Locates:	<u>3</u>
Sewer plugs:	<u>0</u>
Water service installations:	<u>0</u>
Sewer connections:	<u>0</u>
Water Leaks:	<u>1</u>

Department General Overview

The City of Waldport Public Works Department has been working diligently on behalf of the Tax Payers of Waldport. They spent the month of February working on several different projects that ensure clean water, maintained equipment, and up kept streets which make Waldport visually appealing. Aside from the Department's usual tasks, they spent the last several weeks exercising every water valve in our system, accomplishing this during the annual flushing of the distribution system. The sequence of the water flushing is very sensitive so this year the department generated a Standard Operating Procedure (SOP). We also sent the City's VAC Truck up to Portland for some much needed work. The Department is also still working to finish up their Collection system SOP's. The water plant received quotes to replace the chlorine analyzer as well as preparing for the 2MG reservoir to be worked on in April. The Department is also working on locating replacements for the automated wasting valves at the Wastewater plant.

Administratively, Mike and I have been working very hard planning our future and direction as a successfully operating department. We signed a bid with Bee Hive Industry to create a mapping system to not only map our pipes but keep records of our system. For the next couple months we are going to be very busy generating data for that system.

**Waldport Public Library
Board of Trustees
Minutes of Regular Meeting January 13, 2015**

Members Present:

Norm Hooker
Vic Bucy
Jan Hansen
Barbara Smith-Huggins
Shirley Hanes

Members Absent:

Others Present:

Jill Tierce, Director

Call to Order: Chairman Hooker called the meeting to order at 9:35 a.m.

Minutes for regular meeting November 11, 2014 were approved with corrections.

Financial The Board reviewed a financial reports for November and December 2014. In December the library received revenues of \$115,631. The sources were a transfer from City General Fund, the Lincoln County Library District reimbursement, and receipt of a ReadytoRead grant from Oregon State Library.

Committee Reports: Friends of the Library The Friends' Sponenburgh subcommittee will meet Thursday January 15 to discuss projects to be funded by that gift.

Director's Report:

Circulation for November totaled 5,606 and for December totaled 6,087. Attendance in early literacy programs for these months was good. The November Family Night prepared food boxes for the Community Holiday Meals. The library collected 50 books for the Community Christmas gift program. The volunteers have expressed appreciation for their Holiday Party held in December. The fourth annual Lego Story Structure competition will be held January 23. The News Times recently carried our article announcing the event. Vic Bucy, Shirley Hanes, and Barbara Smith-Huggins agreed to be judges.

The Director submitted the Standards Report to LCLD in November. The Final Report on the 2014 ReadytoRead report was submitted in December. The final Oregon Reads Stafford 2014 has been submitted. The library will be returning unspent funds.

The City has contracted with a new Janitorial service. The Library has added more service including a second bathroom cleaning each week and monthly front window cleaning. City Public Works has restriped the parking lot. The City is considering extending the WiFi coverage from the Community Center into its parking lot. This can be an alternative to WiFi users parking behind the library and it will provide a more public arena for the late night users.

Old Business: Goals to budget The director will be turning in a proposal for the 2015-16 budget by February 24. She asked the Board if they had goals they wanted to see supported by that budget. Mr. Bucy referred back to the 2012 "Walk-About" the Board conducted and listed priorities. Most those items were achieved through a Trust Management Grant in 2013. There are still some items: replacement of chairs at computer stations, signage inside and outside, replacement of lateral boards in old shelves. It was suggested to install vertical bracing for the boards that are bowing. Other service goals could be to schedule sessions for community education on use of computers, digital devices, and

**Waldport Public Library, Board of Trustees
Regular Meeting January 13, 2015**

online resources. Family Outreach Coordinator, Sharon McCrum has asked that we install a picture rail in the conference room to accommodate art shows and posters for Summer Reading Program. Ms. Hanes will research options.

New Business: Policy Reviews:

Code of Ethics Ms. Hansen found American Library Association had adopted a more recent version of the Code of Ethics than the one this library approved in 2008. The Board reviewed the differences but did not make the same changes. Changes suggested were: Adoption statement to read: On this date the Board of Trustees for Waldport Public Library adopts this Code of Ethics. Also, in section VIII, first line: replace “process” with “profession”. Moved by Vic Bucy to approve with changes. Seconded by Jan Hansen. So approved.

Emergency and Safety Policy and Procedures with statement regarding State of Contagion
The 2003 policy was reviewed. Vic Bucy moved to approve this policy with the discussed minor corrections. Second by Jan Hansen. So approved.

A question was raised whether the staff is required to complete First Aid training annually. Is CPR training required? As performing CPR may carry liability, some members questioned whether it is appropriate to require staff to train in the procedure. Ms. Tierce will inquire about the requirements. Staff training in First Aid was last completed April 2011, so it is time to reschedule. The director will establish a system for recording dates for the reviews, inventories and trainings outlined in the safety policy. The Emergency Procedure flip chart is being updated with corrected contact information. Dona Lawson, City Finance officer, helped complete the contact information for the Salvage Plan.

Board members concerns: For the February meeting, the Board chose to review policies regarding Confidentiality and Materials Selection.

Actions or recommendations to the City Council: none

Public Comment: none

Announcements: Closed Monday January 9
Family Night Thursday January 15, 5:30 pm
Lego Story Building competition January 23, 3 pm

Next Regular Meeting: February 10, 9:30 am

Adjournment: The meeting was adjourned at 11:20 am.

Jt: 2/06/15

APPROVED in regular meeting February 10, 2015 as here corrected.

Waldport Public Library
Monthly Circulation 2014-2015

Patron Category	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	TOTAL
LCLD-Adult	3,238	3,152	2,686	2,830	2,615	2,652	2,575	2443					22,191
LCLD-Youth	167	189	95	71	82	53	63	71					791
OCCC	0	1	2	7	10	7	14	6					1
Waldport Adult	2,041	1,895	1,586	1,833	1,856	2,185	2,109	1803					15,308
Waldport Youth	174	207	122	148	70	41	103	181					1,046
Adult	71	38	43	55	44	59	83	41					434
Youth	0	0	0	4	7	0	0	1					0
Temporary 1-year	69	78	59	102	55	41	17	17					438
Temporary	111	126	19	8	0	0	6	57					327
Oregon Passport	65	41	38	29	27	11	16	21					248
Interlibrary loan out	<u>57</u>	<u>53</u>	<u>47</u>	<u>57</u>	<u>27</u>	<u>46</u>	<u>44</u>	<u>58</u>					<u>389</u>
Chinook Circ	5,993	5,780	4,697	5,144	4,793	5095	5,030	4699					41,231
Non-cataloged	563	699	658	814	679	649	594	561					5,217
Library2Go *	<u>162</u>	<u>196</u>	<u>150</u>	<u>181</u>	<u>134</u>	<u>165</u>	<u>159</u>	<u>150</u>					<u>1,297</u>
	725	895	808	995	813	814	753	711					6,514
GRAND TOTAL	6,718	6,675	5,495	6,139	5,606	5,909	5,783	5,410					47,735
<i>Last Year</i>	6,328	6,533	6,053	6,508	6,252	6,343	6,636	5,910	6,087	5836	5,888	6,089	74,463
Interlibrary loan In	43	36	45	34	51	37	42	45					333
Computer Sessions	1,344	1,346	1193	1224	1010	1038	1091	1016					9,262
WiFi estimate	237	251	188	255	178	208	179	164					1660
Patrons added	30	40	35	33	34	31	32	25					260

*calculated at 45% of month's circ in Chinook public libraries

13 PROGRAMS for children and families. Attendance =50 adults 84 children
closed February 16 = 9 hours

**Waldport Library
Story Time**

March 2015



Thursdays, 2 p.m.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Happy Birthday Dr. Seuss!

Happy Birthday, Dr. Seuss!
Read Across America in March

Dr. Seuss Palama Night @ 5:30 with Tiffany.



March 5 - "Seussian Crafts"
March 12 - Happy Birthday, Dr. Seuss
March 19 - Very Green Stories
March 26 - Something Fishy at the Library





Baby Story Time March 2015



Mon	Tue	Wed	Thu	Fri	Sat
1	2 Dr. Seuss Happy Birthday, Dr. Seuss—Read Across America!	3 	4 Happy Birthday Dr. Seuss! Read Across America!	5	6 Dr. Seuss Pajama Night @ 5:30 with Tiffany.
8	9	10 Flannel Board Stories	11 	12	
1	17	18 LUCKY BABIES	19	20	2
22	23	24	25 Spring fair	26	27
28					



Public Works Department Report for the month of February 2015

Water Treatment Plant

Plant Production:	<u>5.39</u>	MG
Rainfall:	<u>11.2</u>	inches

Wastewater Treatment Facility

Effluent Flow:	<u>8</u>	MG
Rainfall:	<u>11.3</u>	Inches

Public Works Dept.

Alarm call outs:	<u>3</u>
Locates:	<u>3</u>
Sewer plugs:	<u>0</u>
Water service installations:	<u>0</u>
Sewer connections:	<u>0</u>
Water Leaks:	<u>1</u>

Department General Overview

The City of Waldport Public Works Department has been working diligently to service the Tax Payers of Waldport. They spent February working diligently on several different projects that ensure clean water, maintained equipment, and up kept streets which make Waldport visually appealing. Aside from the Departments usual tasks, they spent the last several weeks exercising every water valve in our system. They accomplished this during their annual flushing of the distribution system. The sequence of the water flushing is very sensitive therefore this year they generated a Standard Operating Procedure (SOP). We also sent the City's VAC Truck out to Portland for some much needed work. The Department is also still working to finish up their Collection system SOP's. The water plant received quotes to replace there chlorine analyzer as well as preparing for the 2MG reservoir to be worked on in April. The Wastewater plant is working on locating replacements for their automated wasting valves.

Administratively, Mike and I have been working very hard planning our future and direction as a successfully operating department. We signed a bid with Bee hive Industry's to create a mapping system to not only map our pipes but keep records of our system. For the next couple months we are going to be very busy generating that system.

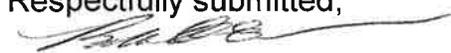
**City of Waldport
2014 LAND USE / BUILDING PERMIT ACTIVITY**

Date	Application/ Activity	Applicant	Zoning	Tax Map/Lot Location	Description	Status
For the Period <u>January 1, 2015</u> through <u>March 3, 2015</u>						
1/9/14	On-Site Waste Management Permit	Dave & Betsy Price	R-3	13-11-20CA/1900 1797 & 1799 SE Alsea Hwy	Repair septic system	Approved 1/9/14
2/3/15	Building Permit	Guy Hadden	R-2	13-11-20BD/3000 33 Meadowlark Ln	Addition to detached garage	Approved 2/6/15 per #3- VAR-PC-14 conditions of approval
2/6/15	Land Use Compatibility Statement	Gary Tryon	M-W	13-11-20BB/100 850 Alsea Hwy McKinley Marina	U.S. Army Corps of Engineers permit to repair existing rip rap	Approved 2/9/15
3/3/15	Building Permit	Washington Federal Savings	D-D	13-11-19AC/4000 325 Hemlock	ATM and Night Drop addition to existing building	Approved 3/6/15

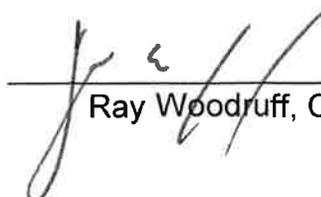
**WALDPORT PLANNING COMMISSION
JANUARY 26, 2015
MEETING MINUTES**

1. CALL TO ORDER AND ROLL CALL: Chair Woodruff called the meeting to order at 2:00 p.m. Chair Woodruff and Commissioners Andrew, Hafner and York answered the roll. Commissioner Gordon arrived at 3:05 p.m. Commissioners Peterson and Egan were excused. A quorum was present.
2. CITIZEN COMMENTS AND CONCERNS: None.
3. COMMISSION COMMENTS AND CONCERNS: None.
4. MINUTES: The Commission considered the minutes from the January 12, 2015 meeting. Commissioners Hafner moved to approve the minutes as presented. Commissioner Andrew seconded and the motion carried unanimously.
5. CORRESPONDENCE: City Planner Lewis noted receipt of three letters regarding the public hearing.
6. PUBLIC HEARING - Proposed Amendments to Waldport Development Code Section 16, Signs: Chair Woodruff opened the public hearing. City Planner Lewis provided a summary of the process to-date. The owners or representatives of the following addressed the Commission regarding the proposed changes: Ruth's Family Fabrics, Espresso 101, Ancient Light, Crescent Moon, China Restaurant, Li'l Joe's, Lighthouse Baptist Church, and Eclectic Hair. Concerns were expressed regarding the perceived necessity for signage such as A-frames and banners as well as the amount of allowable signage, code enforcement, ODOT right-of-way jurisdiction, and the public hearing notification process. Following discussion, it was determined that the public hearing would be continued, and a workshop session would be held prior to that. Commissioner Woodruff moved to continue the public hearing, and Commissioner Andrew seconded. Commissioner York moved to amend the motion to set the date for March 23. The amendment was seconded, and the main motion, as amended, then carried unanimously. Commissioner Gordon moved to schedule the workshop session for February 9 at 6:00 p.m. Commissioner Andrew seconded and the motion carried unanimously. Notification of the workshop session will be mailed to the local businesses.
7. DISCUSSION/ACTION ITEMS: The Planning Report had been distributed at the January 12 meeting. There were no other issues to be addressed.
8. ADJOURNMENT: At 3:50 p.m., there being no further business to come before the Commission, the meeting was adjourned.

Respectfully submitted,


Reda Q. Eckerman, City Recorder

APPROVED by the Planning Commission this 23rd day of February, 2015.
SIGNED by the Chair this 23rd day of February, 2015.


Ray Woodruff, Chair

WALDPORT PLANNING COMMISSION
FEBRUARY 9, 2015
SIGN CODE WORKSHOP MEETING

This meeting was held at the Waldport Community Center, 265 Hemlock St. The workshop was called to order at 6:05 p.m. by Commission Chair Woodruff. Commissioners Egan, Yorks, Gordon, Peterson, Andrew and Hafner were present. There were approximately 25 members of the public, including business owners, also in attendance.

Letters from Commissioner Peterson and the nascent "Shop Waldport" Merchants Association were distributed.

City Planner Larry Lewis and City Manager Kerry Kemp facilitated the discussion, illustrated by a PowerPoint presentation. The presentation covered the history of the City's sign code, the elements of a typical sign code, and the current code requirements. Also included were some suggestions for possible amendments or additional standards.

A lively discussion ensued. Salient points include: a perceived need for A-frame signage, with the recognition of the benefit of standardization; the need for clarification in the description of "banners"; the benefits of potentially increasing the percentage of allowed signage per business location; and the necessity of redefining moving and flashing signs in light of new digital technology.

Following the presentation, those attending were provided with stickers to indicate their preference for concepts which had been discussed. The following is a summary:

A-Frame Signs:

No change - no stickers

Prohibit A-frames entirely - no stickers

Allow one A-Frame per business per lot - no stickers

Allow one A-Frame per business frontage - 5 stickers

Allow A-Frame signs with standards - 12 stickers

(Note: there was one sticker for A-frames on private property, and although there were no specific stickers on the idea of the City entering an agreement with ODOT to maintain the sidewalks, there appeared to be a general consensus in favor of the idea)

Banners:

No change - no stickers

Allow one banner per business per lot - no stickers

Allow one banner per business frontage (City could enter into agreement with ODOT to maintain sidewalks and allow signs with standards) - 8 stickers

Other - Separate regulations for decorative banners/flags and info banners - 10 stickers

Digital Signs:

No change - 1 sticker

Allow time/temperature signs (currently allowed) and allow one "open" sign per facade - 1 sticker

Allow governmental agencies and public schools to have one electronic reader board - 7 stickers

Allow time/temperature signs, 'open' signs, and one additional digital sign per business with standards; a digital sign would count as a building sign if attached to a building - 16 stickers

Permanent Free-Standing Signs:

No change - 1 sticker

No more than 1 free-standing sign would be permitted per street frontage - 4 stickers

Prohibit pole signs - 5 stickers

Monument sign maximum height 8', maximum width 10', maximum area 50 ft² - 9 stickers

Permanent free-standing sign with digital component - 2 stickers

Building signs:

No change - no stickers

Aggregate of all building signs not to exceed 20% of building facade - 8 stickers

Limit window coverage to 50% - no stickers

Limit roof signs to 16' above adjacent street or peak of roof, whichever is less restrictive - 6 stickers

Limit roof signs to 20' above adjacent street or 3' above peak of roof, whichever is less restrictive - 10 stickers

Results of the workshop will be provided to the Planning Commission at their regular meeting on February 23 for more discussion.

(Staff note) The continuation of the January public hearing is scheduled for the March 23 Planning Commission meeting.

Following the "voting" process, the meeting ended at approximately 8:25 p.m.

Respectfully submitted,



Reda Q Eckerman
City Recorder



City of Waldport

P.O. Box 1120
Waldport, OR 97394
Phone: (541)264-7417
Fax: (541)264-7418
TTY: (800)735-2900

March 6, 2015

Subject: Monthly Report-February 2015

As of today, there have been 21 ordinance cases opened in 2015. Of these 16 have been worked to completion.

These cases breakdown into the following:

Attractive Nuisances	3 (Misc. junk on property)
Nuisance Vehicles	12 (Unlicensed/Inoperable vehicles left on public streets)
Structure/Buildings	3 (Dilapidated/Improperly Maintained)
Others	3 (Vegetation, Business License, Fences, Zoning, ect)

In addition to this there are still 9 cases open from 2014 for a total of 14 cases being actively worked at this time.

2280 S Crestline Dr.: Property in foreclosure had been neglected by for over a year. Code enforcement worked with the mortgage company through the property management firm to bring the vegetation into compliance.

