

**WALDPORT CITY COUNCIL  
APRIL 9, 2015  
MEETING NOTICE AND AGENDA**

The Waldport City Council will meet at 2:00 p.m. on Thursday, April 9, 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: *March 12, 2015 Regular Meeting, April 2, 2015 Workshop*
3. PUBLIC COMMENTS/PRESENTATIONS: *Lincoln County Sheriff Dennis Dotson*
4. PUBLIC HEARING: *Proposed Amendments to Waldport Municipal Code Chapter 16.76 "Signs"*
5. DISCUSSION/ACTION ITEMS
  - A) *Consideration of Ordinance Revising Title 16 of the Waldport Municipal Code by Amending Chapter 16.76 "Signs"*
  - B) *Consideration of Ordinance Amending Waldport Municipal Code by Adding Chapter 12.32 "Special Events"*
  - C) *Consideration of Resolution to Apply for Oregon Parks & Recreation Grant for Development of a Park, Recreation and Trails Master Plan*
  - D) *Urban Renewal: An Overview (PowerPoint)\**
  - E) *Other Issues\**
6. COUNCIL COMMENTS AND CONCERNS
7. REPORTS
  - City Manager\**
  - Public Works Director*
  - City Librarian*
  - City Planner*
  - Code Compliance Officer*
8. GOOD OF THE ORDER
9. 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 3<sup>rd</sup> day of April, 2015 - Reda Q. Eckerman, City Recorder

**WALDPORT CITY COUNCIL  
MARCH 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 and Cutter answered the roll. Councilor Holland was excused. A quorum was present.

2. MINUTES: The Council considered the minutes from the February 12, 2015 meeting. Councilor Cutter **moved** to approve the minutes as presented. Councilor Campbell **seconded**, and the motion **carried** unanimously on a voice vote.

3. PUBLIC COMMENTS/PRESENTATIONS: None.

4. DISCUSSION/ACTION ITEMS:

A. CIS Elected Officials Training: The Council watched a video provided by CityCounty Insurance (CIS). Dunny Sorenson, Senior Risk Management Consultant from CIS noted that by having the Council watch the video, the City was now eligible for a discount on its insurance rates for the next year. He indicated that CIS does have a number of training videos available on various topics and encouraged the staff and Council members to browse through them. Following a brief discussion, the Council thanked Mr. Sorenson for attending the meeting.

B. Resolution Amending Budget: City Manager Kemp reviewed the proposed resolution, noting that the emergency preparedness grant from Lincoln County required a match, there were necessary repairs to be made to the Library due to dry rot, and once the work at the reservoir has been completed to the satisfaction of the City, the retention would need to be paid to the contractor. Following a brief discussion regarding the structural issues at the Library and the options for future facility needs, Councilor Cutter **moved** to approve Resolution 1194. Councilor Christenson **seconded**, and the motion **carried** unanimously on a voice vote.

C. Special Events: City Manager Kemp explained that currently there was a lack of a systematic approach for special events which can often lead to confusion and/or liability issues and other problems. The proposed ordinance would provide event holders with guidelines and requirements that will promote and protect the rights of the City and its citizens and visitors. Discussion ensued regarding the section about permit fees, which were intended to be a cost recovery to the City for direct costs associated with an event, such as staff time, resources, etc. Councilor Cutter **moved** to amend the Ordinance to waive the fees for the first year, and bring it back to the next regular Council meeting for consideration. Councilor Campbell **seconded** and the motion **carried** unanimously on a voice vote.

D. Review and Discussion of Council Goals: A brief discussion ensued. **Consensus** of the Council was to have staff provide a breakdown of costs and resources, and to schedule a special workshop to discuss the goals. The workshop will be held on April 2 at 1:00 p.m. at City Hall.

5. COUNCIL COMMENTS AND CONCERNS: Councilor Cutter noted a request from a

citizen for a traffic mirror to be mounted on Crestline Drive near Hospital Hill. City Manager Kemp indicated that research into the issue had shown that potential liability and safety concerns associated with installing them appeared to outweigh any perceived benefit. It was asked that the Code Compliance Officer review the right-of-way along Crestline Drive to ensure that clear vision and line of sight are maintained along the roadway.

6. REPORTS: The written reports from the Public Works Director, City Librarian, City Planner and Code Compliance Officer were included in the packet materials. City Manager Kemp mentioned that there would be an Urban Renewal meeting scheduled in April, in conjunction with the regular City Council meeting. The City is evaluating an expansion of the plan area for Urban Renewal #2, and possibly implementing an additional Urban Renewal area. In other items, Mr. Kemp reported that the City was sending out Requests for Qualifications (RFQs) for engineering services. The City has been under contract with Dyer Partnership since 1999, but with the variety of upcoming projects the City would like to have a pool of potential engineers to draw from. He noted that Dyer has been invited to submit an RFQ as well.

7. GOOD OF THE ORDER: Nothing further.

8. ADJOURNMENT: At 3:50 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

**WALDPORT CITY COUNCIL  
APRIL 2, 2015  
WORKSHOP MEETING MINUTES**

1. **CALL TO ORDER AND ROLL CALL:** Mayor Woodruff called the workshop meeting to order at 1:00 p.m. Mayor Woodruff and Councilors O'Brien, Christenson and Cutter answered the roll. Councilors Gates, Holland and Campbell were absent. A quorum was present.

2. **REVIEW OF CITY OF WALDPORT 2015 GOALS:** The Council reviewed the draft goal document provided by City Manager Kemp, based on the results of the February 12 goalsetting workshop. Discussion ensued regarding prioritization of projects, funding, partnerships, additional resources required, and estimated timelines for completion.

3. **ADJOURNMENT:** At 3:00 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 WALDPOR**  
**MEETING AGENDA COVER SHEET FOR**  
**DISCUSSION / ACTION ITEMS**

**TITLE OF ISSUE**

Proposed Amendments to Waldport Development Code Chapter 16.76 Signs

**REQUESTED BY**

Kerry Kemp, City Manager/Larry Lewis, City Planner

**FOR MEETING DATE**

April 9, 2015

**SUMMARY OF ISSUE**

In March 2013, the City Council approved the Planning Commission’s recommendation to proceed with amending Waldport Development Code Chapter 16.76 Signs. The overall goal is to make changes that will benefit the business community with regard to attracting customers and to enhance the appearance of commercial areas. Some proposed changes allow businesses to have additional signage that is currently prohibited. Some proposed changes are more restrictive with the intent to improve the overall appearance of commercial areas.

The Planning Commission held a public workshop to solicit input from business and property owners on October 28, 2013. The draft amendments were developed in 2014 and a public hearing was held January 26, 2015. The Planning Commission held a second public workshop on February 9, 2015. Based on public input, the Planning Commission refined the draft amendments, continued the public hearing on March 23, 2015, and now is forwarding the recommended amendments to the City Council for consideration of adoption.

A summary of significant changes to the sign regulations are provided below. The ordinance and draft amendments are attached.

	<b>Type of Sign</b>	<b>Existing Sign Regulations</b>	<b>Proposed Sign Regulations</b>
A.	A-Frame Signs	Currently not allowed except in conjunction with a specific event for a maximum 5 days with a permit.	One A-Frame sign allowed per business on private property or on a sidewalk with regulations. No permit required.
B.	Banners	Currently limited to 15 days in a 6 month period.	One banner sign allowed per business on private property with regulations. No permit required.
C.	Building Signs	Currently building signs shall not exceed a total of 120 sq. ft. or 1 sq. ft. for every foot of lot frontage along streets whichever is less.	A maximum 20% of a building façade is allowed to have building signs including wall sign, projecting/hanging sign, window sign and roof sign. This typically allows more signage on a building than is currently allowed.
D.	Roof Signs	Currently prohibits roof signs painted on the roof surface, or on a surface attached flush to the roof surface.	Maintains current regulation and roof signs shall not exceed 16 feet in height above the adjacent street grade or the peak of the roof, whichever is less restrictive.
E.	Moving or Flashing Signs	Currently limited to time and temperature signs which are part of a principal sign.	One digital sign allowed per business. Message is allowed to change every 15 seconds, plus other regulations.
F.	Permanent Free-Standing Signs	Currently either 1 projecting sign or 1 free-standing sign is permitted per lot with a max. 25’ height, max. 12’ high display surface, and max. 25’ width.	<ul style="list-style-type: none"> <li>• 1 free-standing sign permitted per street frontage per property.</li> <li>• Single pole signs are prohibited.</li> <li>• Monument signs are allowed with a max. 8’ height, max. 10’ width, and max. 50 sq. ft.</li> </ul>

**STAFF RECOMMENDATION or ACTION REQUESTED:**

The City Council can consider adopting the Ordinance that would implement the recommended amendments to Waldport Development Code Chapter 16.76 Signs.

Plain Text: Existing language to remain  
~~Strike Through Text~~: Text to be deleted  
**Bold, Underlined, Italicized Text**: Text to be added

## Chapter 16.76

### SIGNS

#### Sections:

16.76.010 Scope.

16.76.020 Definitions.

16.76.030 Permits required.

~~16.76.040 General sign requirements.~~

16.76.040 Zone requirements.

~~16.76.050 Advertising signs.~~

16.76.050 Temporary signs.

16.76.060 Nonconforming signs.

16.76.070 Maintenance and appearance of signs.

16.76.080 Abandoned signs.

16.76.090 Variances.

16.76.010 Scope.

Every sign erected, altered or relocated within the City of Waldport shall conform to the provisions of this chapter. It does not regulate traffic and street signs erected and maintained by a road authority as defined in ORS 801.445, trespass signs posted in accordance with ORS 164.245 to 164.270, holiday decorations, temporary interior window signs, or the display of the national or state flag.

16.76.020 Definitions.

**"A-Frame sign" means a freestanding sign which is ordinarily in the shape of an "A" or some variation thereof, which is readily moveable, and is not permanently attached to the ground or any structure.**

~~"Accessory sign" means a sign which is accessory to and in conjunction with an established main use of land.~~

~~"Advertising sign" means a sign which depicts the main use of the lot or parcel on which it is located and is not accessory to or in conjunction with any other use.~~

**"Banner sign" means a ground-mounted or building-mounted banner, pennant, flag or similar type of sign on fabric or similar material.**

**“Building sign” means a wall, projecting/hanging, window or roof sign.**

"Freestanding sign" means a sign which is supported by a separate independent structure and is not attached to or supported by any other building or structure.

**“Monument sign” means a ground-mounted sign supported from grade with a solid base that is at least 75% of the width of the sign. A monument sign can also be supported with multiple architectural-designed posts. Single posts are prohibited.**

"Nonconforming sign" means a sign which was erected legally but which does not comply with currently applicable sign restrictions and regulations.

**“Off-premises sign” means any sign used for the purpose of displaying, advertising, identifying or directing attention to a business, service, activity or place, including products offered for sale or sold on premises other than on the premises where such sign is displayed.**

"Projecting sign" means a sign which is attached to the wall, overhang or awning ~~or roof~~ of a building and which projects ~~above the lowest part of the roof or~~ more than twelve (12) inches beyond the surface of the wall, overhang or awning of the building to which it is attached.

"Sign" means an identification, description, illustration, or device which is affixed to or represented, directly or indirectly, upon a building, structure or land, and which directs attention to a product, place, activity, person, institution or business.

"Temporary sign" means any sign which is not permanently installed to or affixed to any sign structure or building, and is accessory to an event, election, government or institutional sponsored activity, lease, rental or sale of limited, fixed duration. A temporary sign does not include an A-Frame sign as identified above.

"Size" means the aggregate area of all sign display surfaces located on a single structure, but excluding posts and base that are without attached identification, description or illustration. Two surfaces parallel and back to back on the same structure, e.g. a projecting sign or 2-sided monument sign, shall be considered a single display surface.

"Wall sign" means a sign attached to or painted on a wall of a building with a display surface which projects no more than twelve (12) inches from the surface of the wall and not higher than the lowest roof edge above the building wall to which it is attached.

#### **16.76.030 Permits required.**

- A. Except as herein provided, no sign shall be erected, replaced, altered or relocated without the ~~property owner~~ business owner first obtaining a sign permit and the property owner (if different) granting permission for a sign permit demonstrating that the sign is or will be in compliance with all provisions of this chapter. A-Frame signs and Banner signs, as defined above, are exempt from sign permits.

- B. Permits are issued for specific property only. Permits may transfer with ownership provided the signage is not altered or moved except to bring it into compliance with this section.
- C. Fees for sign permits shall be established by resolution of the city council, and shall be paid prior to the sign being placed or altered.
- D. Signs conforming to the current code that are damaged by acts of nature, vandalism or accident shall not be assessed a new sign permit fee when repaired to the pre-damaged condition. The owner of such signs shall be required to obtain a building permit prior to construction.
- E. A building permit shall be required of all signs as provided for in the Oregon Structural Specialty Code, which shall be issued prior to sign placement, construction, or alteration.

~~16.76.040 – General Sign Requirements.~~

~~A. No permanent sign shall be placed in or extend over a required side yard or street right-of-way or within ten (10) feet of the front property line in a required front yard.~~

~~B. There shall be no moving or flashing signs, excepting time and temperature signs which are part of the principal sign.~~

~~C. Light from a sign shall be directed away from a residential use or zone and shall not be located so as to distract motorists.~~

~~D. Where it can be demonstrated that directional signs are needed for directing or controlling vehicular access, or where such signs are required as a condition of approval for public safety, such signs may be permitted in addition to any other signs permitted by this section. Such signs shall be placed at each motor vehicle entrance or exit, shall not exceed nine (9) square feet in size and six (6) feet in height, and shall not restrict required site distances or pedestrian and vehicular flow.~~

~~E. Roof signs painted directly on the roof surface, or on a surface attached flush to the roof surface, are prohibited.~~

~~F. A banner and/or a pennant shall be prohibited as a permanent sign and are limited to a display duration of fifteen (15) consecutive days in a six (6) month period.~~

~~G. Protruding or free standing signs located within an area used for pedestrian or customer traffic shall maintain a vertical clearance of no less than seven and one-half (7½) feet.~~

~~H. Signs classified by the State of Oregon as off premises signs shall be allowed subject to the requirements of this article provided that the applicant has obtained approval from the issuing state agency and meets the requirements of this Article.~~

~~I. Electrical service to free standing signs shall be underground.~~

**16.76.050 16.76.040 Zone Requirements.**

A. **In the R-1, R-2, and R-3 zones:** one (1) accessory sign shall be allowed and shall be limited to the following sizes and restrictions:

1. ~~No projecting or free-standing signs shall be~~ **Only wall signs are** allowed in the R-1, R-2 and R-3 zones.
2. A sign not exceeding two (2) square feet in size accessory to a single-family dwelling or a home occupation, or six (6) square feet for a bed and breakfast inn.
3. A sign not exceeding twenty-four (24) square feet in size accessory to any other permitted or conditional use in the zone.

**4. No moving or flashing signs, lit signs, roof signs, A-frame signs, or banner signs shall be allowed in the R-1, R-2 and R-3 zones.**

**5. No sign shall be placed within ten (10) feet of any sign within any government installed street right-of-way (stop signs, traffic control sign, etc.)**

B. **In the R-4, D-D, C-1, C-2, M-P, I-P and P-F zones:** ~~accessory signs are allowed. Not more than one projecting sign or free-standing sign may be permitted per lot. The sign or signs shall not exceed a total aggregate area of one hundred twenty (120) square feet or one square foot for every foot of lot frontage along streets, other than alleys, whichever is less. No sign shall exceed twenty five (25) feet in height measured from the adjacent road level, and display surfaces shall not be greater than twelve (12) feet in height, nor twenty five (25) feet in width.~~

1. **General sign requirements.**

**a. No sign shall be placed within ten (10) feet of any sign within any government installed street right-of-way (stop signs, traffic control signs, etc.)**

**b. External light illuminating from a sign shall be directed away from a residential use or zone and shall not be located so as to distract motorists.**

**c. No sign shall be of such intensity or brilliance as to impair the vision of a motor vehicle driver or interfere with the effectiveness of an official traffic sign, device, or signal.**

**d. Where it can be demonstrated that directional signs are needed for directing or controlling vehicular access, or where such signs are required as a condition of approval for public safety, such signs may be permitted in addition to any other signs permitted by this section. Such signs shall be placed at each motor vehicle entrance or exit, shall not exceed nine (9) square feet in size and six (6) feet in**

height, and shall not restrict required site distances or pedestrian and vehicular flow.

2. Sign types.

a. Building Signs. A maximum 20% of a building façade is allowed to have signs. A building façade is one exterior side of a building excluding the roof.

1) Wall signs.

2) Projecting signs. Projecting signs may extend over a sidewalk within the public right-of-way with a minimum clearance of 7.5 feet from the ground so as to not affect pedestrian traffic. Placement of projecting signs on Hwy 101 and Hwy 34 sidewalks are subject to agreement with the Oregon Department of Transportation.

3) Window signs.

4) Roof signs. Roof signs shall not exceed 16 feet in height above the adjacent street grade or the peak of the roof, whichever is less restrictive. Roof signs painted directly on the roof surface, or on a surface attached flush to the roof surface, are prohibited.

b. Permanent free-standing signs.

1) No more than one free-standing sign is permitted per street frontage per property.

2) Single pole signs are prohibited.

3) Monument signs shall have a maximum 8 foot height, maximum 10 foot width, and maximum 50 square feet.

4) Electrical service to free-standing signs shall be underground.

c. A-Frame signs.

1) No more than one A-frame sign is permitted per business.

2) A-frame signs may be placed on private property.

3) A-frame signs may be placed within the right-of-way on a sidewalk however a minimum four (4) feet of lateral clearance shall be maintained on a sidewalk. A-Frame signs may not impede pedestrian access or opening of vehicle doors. Placement of A-Frame signs on Hwy 101 and Hwy 34 sidewalks are subject to agreement with the Oregon Department of Transportation.

- 4) A-frame signs shall be a maximum of eight (8) square feet with maximum dimensions of two (2) feet wide by four (4) feet tall.
- 5) A-frame signs shall be secured by means of attaching an interior weight so as not to be movable (pushed, pulled, blown, etc.)
- 6) No objects shall be attached to A-frame signs, e.g. balloons, banners, etc.
- 7) A-frame signs are only permitted during business hours and should be removed during periods of high winds.

d. Banner signs.

- 1) One banner sign is allowed per business.
- 2) Banner signs shall not exceed 20 square feet.
- 3) Ground-mounted banner signs may be placed on private property and not be mounted in or extend into public right-of-way. Banners attached to a building may extend over a sidewalk within the public right-of-way with a minimum clearance of 7.5 feet from the ground so as to not impede pedestrian access.
- 4) No banner, other than the American flag, shall be placed in the flagpole holes along Hwy 101 or Hwy 34, and no banners shall be placed in the planters.

e. Digital signs.

- 1) One digital sign is allowed per business or institution. In addition, one digital 'open' sign is allowed per business.
- 2) Digital signs may not be externally or internally illuminated by a flashing light or a light that varies in intensity;
- 3) Digital signs must be equipped with a light sensor that automatically adjusts the intensity of the sign according to the amount of ambient light;
- 4) Digital signs must be designed to either freeze the display in one static position, display a full black screen or turn off in the event of a malfunction;
- 5) The change from one message to another message may not be more frequent than once every fifteen (15) seconds and the actual change process must be accomplished in two seconds or less; and
- 6) If attached to a building or displayed inside a building so as to be visible from outside, the digital sign shall be considered to be a building sign and included in the maximum 20% of a building façade that is allowed to have signs.

C. **In the M-W zone**, only signs in conjunction with an existing or approved activity are allowed, provided the sign is constructed such that it meets the requirements of Chapter 16.68, Flood Hazard Overlay Zone.

~~16.76.060 Advertising signs:~~

~~In the C-1, C-2 and I-P zones, advertising signs may be allowed by the Planning Commission as a conditional use. In addition to the applicable requirements of Chapter 16.84 of this title advertising signs must conform to the following standards:~~

~~1. Signs must be at least five hundred (500) feet apart on the same side of a road and at least two hundred fifty (250) feet apart on opposite sides of a road; and~~

~~2. Signs shall not exceed twenty five (25) feet in height measured from the adjacent road level, and display surfaces shall not be greater than twelve (12) feet in height nor twenty five (25) feet in width.~~

**16.76.050 Temporary Signs.**

In addition to the allowances for signs provided by this section, **temporary signs are allowed on private property with the following standards:**

~~A. In addition to the allowances for signs provided by this section, not more than two temporary signs of not more than twelve (12) square feet each may be established on any lot or parcel for a period of not more than ninety (90) days in any single calendar year, or for any period of time during which the property is for sale, lease or rent.~~

~~B. All such signs shall be maintained as provided for in Section 16.76.090 of this title.~~

~~C. Portable A-frame and wheeled signs shall be allowed only in conjunction with a specific event, and shall not obstruct the safe and free flow of pedestrians and vehicular traffic. Such signs may be licensed for a period of five (5) consecutive days, after which a new sign permit must be obtained.~~

~~D. All temporary signs shall be removed by the sponsoring person, institution, group or company within three (3) days after the conclusion of the event.~~

**A. No more than one temporary sign is permitted per property. Temporary signs are not permitted in the public right-of-way.**

**B. Temporary signs shall be a maximum of eight (8) square feet.**

**C. Temporary signs are allowed for not more than ninety (90) consecutive days or for any period of time during which the property is for sale, lease or rent, or for an election or event.**

**D. Temporary signs shall be secured so as not to be movable (pushed, pulled, blown, etc.)**

**E. No objects shall be attached to temporary signs, e.g. balloons, banners, etc.**

**16.76.060 Maintenance and Appearance of Signs.**

All signs, together with all of their supports, braces, guys and anchors, shall be kept in good repair and maintained in a safe condition. All signs shall be maintained in a neat, clean and attractive condition.

**16.76.070 Nonconforming Signs.**

A.—A nonconforming sign or sign structure shall not be moved, structurally altered or enlarged in any manner unless such movement, alteration or enlargement would bring the sign into conformity with the requirements of this Chapter.

~~B.—Any nonconforming sign or sign structure must be maintained to meet the requirements of Section 16.76.090 of this title.~~

**16.76.080 Abandoned Signs.**

A. Any sign shall be removed ~~within fourteen (14) days of~~ when the associated ~~land use~~ ***business or event*** has been discontinued or completed, or when the sign is no longer properly repaired or maintained as required by this Chapter.

*B. Abandoned non-conforming signs shall be removed in their entirety.*

**16.76.090 Variances.**

**To provide for reasonable interpretation of this chapter, and in certain instances where this chapter will produce hardship, a variance may be granted pursuant to Chapter 16.92 of this Code.**

**ORDINANCE NO. \_\_\_\_\_**

AN ORDINANCE OF THE CITY OF WALDPOROT REVISING TITLE 16 OF THE WALDPOROT MUNICIPAL CODE BY AMENDING CHAPTER 16.76 "SIGNS" AND DECLARING AN EMERGENCY.

WHEREAS, the Waldport Planning Commission has worked for many months on the above-noted code amendment, conducting numerous work sessions to refine the language and produce the proposed ordinance language; and

WHEREAS, duly noticed public hearings were held and testimony received in January and March of 2015 by the Waldport Planning Commission and in April of 2015 by the Waldport City Council,

NOW, THEREFORE, THE CITY OF WALDPOROT ORDAINS AS FOLLOWS:

Section 1. There is hereby adopted "Chapter 16.76, Signs" as attached hereto as Exhibit "A" and incorporated herein by reference to replace the current section so entitled in Title 16 of the Waldport Municipal Code.

Section 2. Constitutionality. If any section, subsection, sentence, clause or phrase of this Chapter is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Chapter.

Section 3. Emergency clause. Inasmuch as it is the duty of the City Council to maintain the public health, safety and welfare, and because it is important to implement this Chapter as soon as practicable to avoid confusion, and to resolve any issues of which language applies, now, therefore, an emergency is declared to exist and this Ordinance shall go into full force and effect immediately upon its passage and approval.

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

## “Exhibit A”

### Chapter 16.76

#### SIGNS

##### Sections:

- 16.76.010 Scope.
- 16.76.020 Definitions.
- 16.76.030 Permits required.
- 16.76.040 Zone requirements.
- 16.76.050 Temporary signs.
- 16.76.060 Nonconforming signs.
- 16.76.070 Maintenance and appearance of signs.
- 16.76.080 Abandoned signs.
- 16.76.090 Variances.

##### 16.76.010 Scope.

Every sign erected, altered or relocated within the City of Waldport shall conform to the provisions of this Chapter. It does not regulate traffic and street signs erected and maintained by a road authority as defined in ORS 801.445, trespass signs posted in accordance with ORS 164.245 to 164.270, holiday decorations, temporary interior window signs, or the display of the national or state flag.

##### 16.76.020 Definitions.

“A-Frame sign” means a freestanding sign which is ordinarily in the shape of an “A” or some variation thereof, which is readily moveable, and is not permanently attached to the ground or any structure.

“Banner sign” means a ground-mounted or building-mounted banner, pennant, flag or similar type of sign on fabric or similar material.

“Building sign” means a wall, projecting/hanging, window or roof sign.

“Freestanding sign” means a sign which is supported by a separate independent structure and is not attached to or supported by any other building or structure.

“Monument sign” means a ground-mounted sign supported from grade with a solid base that is at least 75% of the width of the sign. A monument sign can also be supported with multiple architectural-designed posts. Single posts are prohibited.

“Nonconforming sign” means a sign which was erected legally but which does not comply with currently applicable sign restrictions and regulations.

“Off-premises sign” means any sign used for the purpose of displaying, advertising, identifying or directing attention to a business, service, activity or place, including products offered for sale or sold on premises other than on the premises where such sign is displayed.

“Projecting sign” means a sign which is attached to the wall, overhang or awning of a building and which projects more than twelve (12) inches beyond the wall, overhang or awning of the building.

"Sign" means an identification, description, illustration, or device which is affixed to or represented, directly or indirectly, upon a building, structure or land, and which directs attention to a product, place, activity, person, institution or business.

"Temporary sign" means any sign which is not permanently installed to or affixed to any sign structure or building, and is accessory to an event, election, government or institutional sponsored activity, lease, rental or sale of limited, fixed duration. A temporary sign does not include an A-Frame sign as identified above.

"Size" means the aggregate area of all sign display surfaces located on a single structure, but excluding posts and base that are without attached identification, description or illustration. Two surfaces parallel and back to back on the same structure, e.g. a projecting sign or 2-sided monument sign, shall be considered a single display surface.

"Wall sign" means a sign attached to or painted on a wall of a building with a display surface which projects no more than twelve (12) inches from the surface of the wall and not higher than the lowest roof edge above the building wall to which it is attached.

#### 16.76.030 Permits required.

A. Except as herein provided, no sign shall be erected, replaced, altered or relocated without the business owner first obtaining a sign permit and the property owner (if different) granting permission for a sign permit, demonstrating that the sign is or will be in compliance with all provisions of this Chapter. A-Frame signs and Banner signs, as defined above, are exempt from sign permits.

B. Permits are issued for specific property only. Permits may transfer with ownership provided the signage is not altered or moved except to bring it into compliance with this section.

C. Fees for sign permits shall be established by resolution of the city council, and shall be paid prior to the sign being placed or altered.

D. Signs conforming to the current code that are damaged by acts of nature, vandalism or accident shall not be assessed a new sign permit fee when repaired to the pre-damaged condition. The owner of free-standing signs shall be required to obtain a building permit prior to repair.

E. A building permit shall be required for all free-standing signs as provided for in the Oregon Structural Specialty Code, which shall be issued prior to sign placement, construction, or alteration.

#### 16.76.040 Zone Requirements.

A. In the R-1, R-2, and R-3 zones: one (1) accessory sign shall be allowed and shall be limited to the following sizes and restrictions:

1. Only wall signs are allowed in the R-1, R-2 and R-3 zones.
2. A sign not exceeding two (2) square feet in size accessory to a single-family dwelling or a home occupation, or six (6) square feet for a bed and breakfast inn.
3. A sign not exceeding twenty-four (24) square feet in size accessory to any other permitted or conditional use in the zone.
4. No moving or flashing signs, lit signs, roof signs, A-Frame signs, or banner signs shall be allowed in the R-1, R-2 and R-3 zones.
5. No sign shall be placed within ten (10) feet of any government-installed sign within a street right-of-way (stop signs, traffic control sign, etc.)

B. In the R-4, D-D, C-1, C-2, M-P, I-P and P-F zones:

1. General sign requirements:

a. No sign shall be placed within ten (10) feet of any government-installed sign within a street right-of-way (stop signs, traffic control signs, etc.)

b. External light illuminating from a sign shall be directed away from a residential use or zone and shall not be located so as to distract motorists.

c. No sign shall be of such intensity or brilliance as to impair the vision of a motor vehicle driver or interfere with the effectiveness of an official traffic sign, device, or signal.

d. Where it can be demonstrated that directional signs are needed for directing or controlling vehicular access, or where such signs are required as a condition of approval for public safety, such signs may be permitted in addition to any other signs permitted by this section. Such signs shall be placed at each motor vehicle entrance or exit, shall not exceed nine (9) square feet in size and six (6) feet in height, and shall not restrict required sight distances or pedestrian and vehicular flow.

2. Sign types:

a. Building Signs. A maximum 20% of a building façade is allowed to have signs. A building façade is an exterior side of a building excluding the roof.

1) Wall signs.

2) Projecting signs. Projecting signs may extend over a sidewalk within the public right-of-way with a minimum clearance of 7.5 feet from the ground so as to not affect pedestrian traffic. Placement of projecting signs on Hwy 101 and Hwy 34 sidewalks are subject to agreement with the Oregon Department of Transportation.

3) Window signs.

4) Roof signs. Roof signs shall not exceed 16 feet in height above the adjacent street grade or the peak of the roof, whichever is less restrictive. Roof signs painted directly on the roof surface, or on a surface attached flush to the roof surface, are prohibited.

b. Permanent free-standing signs.

1) No more than one free-standing sign is permitted per street frontage per property.

2) Single pole signs are prohibited.

3) Monument signs shall have a maximum 8 foot height, maximum 10 foot width, and maximum 50 square feet.

4) Electrical service to free-standing signs shall be underground.

c. A-Frame signs.

1) No more than one A-Frame sign is permitted per business.

2) A-Frame signs may be placed on private property.

3) A-Frame signs may be placed within the right-of-way on a sidewalk, however a minimum four (4) feet of lateral clearance shall be maintained on a sidewalk. A-Frame signs may not impede pedestrian access or opening of vehicle doors. Placement of A-Frame signs on Hwy 101 and Hwy 34 sidewalks are subject to agreement with the Oregon Department of Transportation.

4) A-Frame signs shall be a maximum of eight (8) square feet with maximum dimensions of two (2) feet wide by four (4) feet tall.

5) A-Frame signs shall be secured by means of attaching an interior weight so as not to be movable (pushed, pulled, blown, etc.)

6) No objects shall be attached to A-Frame signs, e.g. balloons, banners, etc.

7) A-Frame signs are only permitted during business hours and should be removed during periods of high winds.

d. Banner signs.

1) One banner sign is allowed per business.

2) Banner signs shall not exceed 20 square feet.

3) Ground-mounted banner signs may be placed on private property and not be mounted in or extend into public right-of-way. Banners attached to a building may extend over a sidewalk within the public right-of-way with a minimum clearance of 7.5 feet from the ground so as to not impede pedestrian access.

4) No banner, other than the American flag, shall be placed in the flagpole holes along Hwy 101 or Hwy 34, and no banners shall be placed in the planters.

e. Digital signs.

1) One digital sign is allowed per business or institution. In addition, one digital 'open' sign is allowed per business.

2) Digital signs may not be externally or internally illuminated by a flashing light or a light that varies in intensity.

3) Digital signs must be equipped with a light sensor that automatically adjusts the intensity of the sign according to the amount of ambient light.

4) Digital signs must be designed to either freeze the display in one static position, display a full black screen or turn off in the event of a malfunction.

5) The change from one message to another message may not be more frequent than once every fifteen (15) seconds and the actual change process must be accomplished in two seconds or less.

6) If attached to a building or displayed inside a building so as to be visible from outside, the digital sign shall be considered to be a building sign and included in the maximum 20% of a building façade that is allowed to have signs.

C. In the M-W zone, only signs in conjunction with an existing or approved activity are allowed, provided the sign is constructed such that it meets the requirements of Chapter 16.68, Flood Hazard Overlay Zone.

#### 16.76.050 Temporary Signs.

In addition to the allowances for signs provided by this section, temporary signs are allowed on private property with the following standards:

A. No more than one temporary sign is permitted per property. Temporary signs are not permitted in the public right-of-way.

B. Temporary signs shall be a maximum of eight (8) square feet.

C. Temporary signs are allowed for not more than ninety (90) consecutive days or for any period of time during which the property is for sale, lease or rent, or for an election or event.

D. Temporary signs shall be secured so as not to be movable (pushed, pulled, blown, etc.)

E. No objects shall be attached to temporary signs, e.g. balloons, banners, etc.

#### 16.76.060 Maintenance and Appearance of Signs.

All signs, together with all of their supports, braces, guys and anchors, shall be kept in good repair and maintained in a safe condition. All signs shall be maintained in a neat,

clean and attractive condition.

**16.76.070 Nonconforming Signs.**

A nonconforming sign or sign structure shall not be moved, structurally altered or enlarged in any manner unless such movement, alteration or enlargement would bring the sign into conformity with the requirements of this Chapter.

**16.76.080 Abandoned Signs.**

A. Any sign shall be removed when the associated business or event has been discontinued or completed, or when the sign is no longer properly repaired or maintained as required by this Chapter.

B. Abandoned non-conforming signs shall be removed in their entirety.

**16.76.090 Variances.**

To provide for reasonable interpretation of this Chapter, and in certain instances where this Chapter will produce hardship, a business owner (with permission from the property owner, if different) may apply for a variance pursuant to Chapter 16.92 of this Code.



## **CITY COUNCIL MEETING AGENDA COVER SHEET FOR DISCUSSION / ACTION**

**TITLE OF ISSUE:** Special Events

**REQUESTED BY:** City Manager

**FOR MEETING DATE:** April 9, 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.

*At last month's City Council meeting the Council decided to table the item until this meeting, and to add a caveat that fees would not be assessed until 2016, to allow staff and event organizers to monitor extraordinary costs associated with various events.*

Enclosures: Ordinance

ORDINANCE NO. \_\_\_\_\_

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

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; and

WHEREAS, for the first year following adoption of this ordinance no permit fees pursuant to Section 12.32.030(A) shall be assessed, in order to allow for staff analysis of associated costs and appropriate charges for the various annual events;

NOW, THEREFORE, BE IT ORDAINED as follows:

Section 1. "Chapter 12.32, Special Events" as attached hereto as Exhibit "A" and incorporated herein by reference is hereby added to the Waldport Municipal Code.

Section 2. Special events fees for the first year following adoption of this Chapter are hereby waived, to be revisited during the budget process for FY 2016/2017.

Section 3. Inasmuch as it is the duty of the City Council to maintain the public health, safety and welfare, and because it is important to implement this Chapter to ensure that events currently being coordinated will be able to comply with the guidelines contained in this ordinance, now, therefore, an emergency is declared to exist and this Ordinance shall go into full force and effect immediately upon its passage and approval.

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](http://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**  
**MEETING AGENDA COVER SHEET FOR**  
**DISCUSSION / ACTION ITEMS**

**TITLE OF ISSUE**

**Resolution to Apply for Oregon Parks & Recreation Dept. Local Government Grant for Development of a Park, Recreation, and Trails Master Plan**

**REQUESTED BY**

**Kerry Kemp, City Manager/Larry Lewis, City Planner**

**FOR MEETING DATE**

**April 9, 2015**

**SUMMARY OF ISSUE**

The City has identified the need to update the 2005 Waldport Parks and Recreation Master Plan. The update would include the development of a system-wide park and open space plan for the greater Waldport area, concept designs for the new 11.5 acre open space site, and development of an interconnected trail system.

The Oregon Parks & Recreation Department (OPRD) is accepting applications for the Local Government Grant Program. This is an opportunity to secure funding for development of the Master Plan. OPRD requires adoption of a resolution by the City demonstrating support for the project obligation of matching funds. The Resolution is attached. The Master Plan is estimated to cost \$30,000. The required city match is 20% or \$6,000. The \$6,000 city match is anticipated to be in-kind services provided by city staff.

**STAFF RECOMMENDATION or ACTION REQUESTED:**

Requested action is for the City Council to adopt the attached Resolution.

**RESOLUTION NO. \_\_\_\_\_**

A RESOLUTION AUTHORIZING THE CITY OF WALDPOR TO APPLY FOR A LOCAL GOVERNMENT GRANT FROM THE OREGON PARKS AND RECREATION DEPARTMENT FOR DEVELOPMENT OF A SYSTEM-WIDE PARK, RECREATION AND TRAILS MASTER PLAN AND DELEGATING AUTHORITY TO THE MAYOR TO SIGN THE APPLICATION.

WHEREAS, the Oregon Parks and Recreation Department is accepting applications for the Local Government Grant Program; and

WHEREAS, the City of Waldport desires to participate in this grant program to the greatest extent possible as a means of providing needed park and recreation acquisitions, improvements and enhancements; and

WHEREAS, the Waldport City Council and Staff have identified the development of a Park, Recreation, and Trails Master Plan as a high priority need in the greater Waldport area; and

WHEREAS, the project includes development of a system-wide park and open space plan for the greater Waldport area, concept designs for the new 11.5 acre open space site, and development of an inter-connected trail system; and

WHEREAS, the City of Waldport has available local matching funds to fulfill its share of obligation related to this grant application should the grant funds be awarded;

NOW, THEREFORE, BE IT RESOLVED BY THE City Council of the City of Waldport:

Section 1: The Waldport City Council demonstrates its support for the submittal of a grant application to the Oregon Park and Recreation Department for development of a Park, Recreation, and Trails Master Plan and hereby authorizes the Mayor to sign the application on behalf of the City.

Section 2: This Resolution shall be effective following its adoption by the Waldport City Council.

PASSED by the Waldport City Council this 9th day of April, 2015.

SIGNED by the Mayor this 9<sup>th</sup> day of April, 2015.

\_\_\_\_\_  
Susan Woodruff, Mayor

ATTEST:

\_\_\_\_\_  
Reda Eckerman, City Recorder

# Public Works Department

## Report for the month of March 2015

### Water Treatment Plant

Plant Production:	<u>4.46</u>	MG
Rainfall:	<u>7.2</u>	inches

### Wastewater Treatment Facility

Effluent Flow:	<u>6.3</u>	MG
Rainfall:	<u>7.4</u>	Inches

### Public Works Dept.

Alarm call outs:	<u>3</u>
Locates:	<u>16</u>
Sewer plugs:	<u>1</u>
Water service installations:	<u>0</u>
Sewer connections:	<u>0</u>
Water Leaks:	<u>2</u>

### Department General Overview

The City of Waldport Public Works Department remains diligent in their efforts to serve the Tax Payers of Waldport. They spent March working on several different projects to ensure clean water, well-maintained equipment, and up kept streets, which makes Waldport visually appealing. Aside from the Departments usual tasks, they spent the last month finishing the flushing of the water system. We also lost a great long term employee, Darl Kirby, as he ventures into retirement. Prior to Darl's retirement, we took advantage of his last days by ferreting out information stored in his memory for the future benefit of the City. He also refinished the Wastewater plant sign and spruced up the Hwy 34 East "Welcome to Waldport" sign.

Administratively, Mike and I have been working very hard planning our future and direction as a successfully operating department. We have been working with Bee Hive Industries in creating our new mapping system. We are also preparing the 2 million gallon reservoir for some warranty work.

**Waldport Public Library**  
**Board of Trustees**  
**Minutes of Regular Meeting February 10, 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 9:32 a.m.

**Minutes** for regular meeting January 13, 2015 were approved with corrections.

**Financial** The Board reviewed a financial report for January 31. Revenues included \$13,269 from Lincoln County Library District. Expenditures include Annual subscription to Useful for maintenance of the eight public Internet computers. This is the one fund over its budget.

**Committee Reports: Friends of the Library** The Friends will hold their meeting on Thursday February 19 and a Sponenburgh subcommittee will follow on the same day.

**Director's Report:** Circulation for January totaled 5,783 checkouts. The public computers logged 1,091 sessions in January. During the week of January 12<sup>th</sup> through the 17<sup>th</sup>, the staff conducted a survey to tally the number of patrons served. The library averaged 124 walk-in patrons a day; an average of nine patrons contacts were via the phone; staff assisted with an average of 12 reference questions a day. Many of the reference questions are regarding the use of computers. The library conducts periodic surveys to extrapolate an annual attendance for the state report.

In January the library hosted 14 programs attended by 121 children and 97 adults. The local papers carried nice articles on the Lego Story Structure Competition with a photo of the winners. Next year, this event may move to a Saturday or an early release school day to assist participation.

**Old Business: Art mounting rail.** Mr. Hooker found STAS products on-line that look to be good options. There are rails that can accommodate a variety of framed pieces and a rail that can hold unframed posters or art papers. Mr. Hooker also suggested a sheet metal rail that could use magnets to hold items. Ms. McCrum should be brought into the decision of what product and to help measure the areas for the art rails.

**Goals to budget** Ms. Hanes recalled from the "walk-about" that there was some project regarding the ceiling tiles. This could be included in the facility budgeting for next year. Ms. Hansen further described the use of framing in shelves to help address the bowing of the wooden shelves.

**New Business: Policy Reviews: Confidentiality.** When comparing the old policy with another model policy from ALA and the Oregon Statutes on library records, it could be more direct assigning responsibility and in identifying type of records to be held confidential. The Director will come back with suggested revision.

**Waldport Public Library, Board of Trustees  
Regular Meeting February 10, 2015**

**Materials Selection and Retention** The beginning of this policy needs to be updated to reflect the recently adopted Mission Statement. The director would like add a statement indicating donated and discarded books that are deemed surplus will be given to the Friends of the Library for sale or disposal.

The director has submitted a suggestion on reorganizing the list of policies. Mr. Hooker would like to have this list with a numerical organization. The Board members made suggestions on the groupings and their titles. The Director will return the list with the numerical labels.

**Board members concerns:** For the March meeting, the Board chose to review policies regarding the Patriot Act Advisory and Circulation Policy (describing service population).

**Actions or recommendations to the City Council:** none

**Public Comment:** none

**Announcements:** Closed Monday February 16, Presidents' Day  
Family Night Thursday February 12, 5:30 pm

**Next Regular Meeting:** March 10, 9:30 am

**Adjournment:** The meeting was adjourned at 11:55 am.

Jt: 3/6/15

**Approved by the Board of Trustees, as here amended, in regular meeting on March 10, 2015.**

**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	2,443	2,726				24,917
LCLD-Youth	167	189	95	71	82	53	63	71	103				894
OCCC	0	1	2	7	10	7	14	6	1				1
Waldport Adult	2,041	1,895	1,586	1,833	1,856	2,185	2,109	1,803	1,872				17,180
Waldport Youth	174	207	122	148	70	41	103	181	127				1,173
Adult	71	38	43	55	44	59	83	41	91				525
Youth	0	0	0	4	7	0	0	1	0				0
Temporary 1-year	69	78	59	102	55	41	17	17	10				448
Temporary	111	126	19	8	0	0	6	57	24				351
Oregon Passport	65	41	38	29	27	11	16	21	50				298
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>91</u>				<u>480</u>
Chinook Circ	5,993	5,780	4,697	5,144	4,793	5,095	5,030	4,699	5,095				46,326
Non-cataloged	563	699	658	814	679	649	594	561	843				6,060
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>140</u>				<u>1,437</u>
	725	895	808	995	813	814	753	711	983				7,497
<b>GRAND TOTAL</b>	<b>6,718</b>	<b>6,675</b>	<b>5,495</b>	<b>6,139</b>	<b>5,606</b>	<b>5,909</b>	<b>5,783</b>	<b>5,410</b>	<b>6,078</b>				<b>53,813</b>
<i>Last Year</i>	<b>6,328</b>	<b>6,533</b>	<b>6,053</b>	<b>6,508</b>	<b>6,252</b>	<b>6,343</b>	<b>6,636</b>	<b>5,910</b>	<b>6,087</b>	<b>5,836</b>	<b>5,888</b>	<b>6,089</b>	<b>74,463</b>
Interlibrary loan In	43	36	45	34	51	37	42	45	46				379
Computer Sessions	1,344	1,346	1,193	1,224	1,010	1,038	1,091	1,016	1,197				10,459
WiFi estimate	237	251	188	255	178	208	179	164	187				1,847
Patrons added	30	40	35	33	34	31	32	25	45				305

**10 Programs for children and families. Attendance = 50 adults, 65 children**

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

# The Waldport Library presents: YOUNG WRITERS' COMPETITION 2015

UNMASK!

EVERY  
HERO

HAS A STORY

# HEROES

*This year, the Waldport Library's 2015 Young Writer's Competition asks young people in Lincoln County to explore a question: **What makes someone a hero to you?** This question can be answered in fiction or non-fiction format, and will be mentored by Lincoln County high school and middle school teachers as part of their curriculum before it reaches the Waldport Library for judging. Papers must have a minimum of 800 words and a maximum of 1500, and must be accompanied by an application with student, teacher, and parent signatures to qualify for judging. **Entries are due 5 p.m., Friday, April 17, 2015. Cash prizes will be awarded to top entries.** The results will be released at 5:30 p.m., on Thursday, May 7, 2015, 5:30 p.m., at the Waldport Library, 460 Hemlock, Waldport, OR 97394, 541 563-5880.*

*For applications, go online to [www.waldportlibrary.org](http://www.waldportlibrary.org), pick one up from your English teacher, or come by the Waldport Public Library.*

**City of Waldport  
2015 LAND USE / BUILDING PERMIT ACTIVITY**

<b>Date</b>	<b>Application/ Activity</b>	<b>Applicant</b>	<b>Zoning</b>	<b>Tax Map/Lot Location</b>	<b>Description</b>	<b>Status</b>
<b>For the Period <u>February 14, 2015</u> through <u>March 16, 2015</u></b>						
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
3/11/15	Building Permit	Susan Buntin & Don Hawley	C-1	13-11-18DD/2300 325 Spencer	New single family dwelling	Pending setback revision. Revision approved 3/16/15
3/11/15	Building Permit	Calapooya River, LLC	C-1	13-12-25AA/1128 290 Range Dr Waldport Clinic	New clinic building	Pending building height revision Revision approved 3/23/15



# City of Waldport

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

April 3, 2015

Subject: Monthly Report-March 2015

As of today, there have been 26 ordinance cases opened in 2015. Of these 17 have been worked to completion.

These cases breakdown into the following:

Attractive Nuisances	7 (Misc. junk on property)
Nuisance Vehicles	12 (Unlicensed/Inoperable vehicles left on public streets)
Structure/Buildings	4 (Dilapidated/Improperly Maintained)
Others	3 (Vegetation, Business License, Fences, Zoning, ect)

In addition to this there are still 7 cases open from 2014 for a total of 16 cases being actively worked at this time.

**185 NW Keady:** Ongoing problem with dead-end street being used for numerous inoperable vehicles being rotated in and out. Property owner stated renter had unauthorized roommate they had been unaware of running an auto shop and that they were grateful for the city bringing this to their attention.

