



City of Waldport
OFFICE of the CITY MANAGER
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January 10, 2022

Michael Smith, Board Chair and Senitila McKinley, Director
PO Box 266
Waldport, OR 97394

Re: 265 N. Bay St operations

Dear Mr. Smith and Mrs. McKinley,

The City of Waldport has been made aware of multiple concerns regarding the operations at 265 N. Bay St, known as the Seashore Family Learning Center. I am reaching out to ask for your assistance in addressing these issues so that Seashore can return to doing good works and the associated services it provides. It is in everyone's interests these issues are fixed. The City will assist readily in every way it can to facilitate this.

The issues are as follows:

- 1) The building does not have a current Occupancy permit. This will need to be provided. This will entail both a fire and structural safety inspection of the facility, as well as building plumbing operational evaluation.
Solution: Lincoln County Planning – (541) 265-4192 (you will need to start with an occupancy permit)
- 2) The Kitchen has not been certified for several years by Public Health. This is a requirement for the kitchen to be used for any purpose. And will need to be maintained yearly.
Solution: licensing from Lincoln County Environmental Health – (541) 265-4127
- 3) The building is used both interior and exterior for children's programming. The state has no record of certification regarding the license to run a children's program out of either facility. This must be provided.
Solution: Start with Oregon Department of Education compliance: Svetlana.Dyachenko@ode.state.or.us
- 4) Both the DeNoble House and the SFCLC are located in commercial zoning. On record, neither property has any permits for operation of a non-profit service. Both buildings require a 'Conditional Use Permit', sign permits, etc and need to conform to the conditional use provisions for usage in the respected zones. We can provide details.
Solution: Once the above is done, please make an appointment to meet with myself and the city planner (new planner starts on the 18th). I will waive the considerable fees, but you will need to run the process through the Planning Commission as these are legal land use findings beyond my ability to grant outright or waive.
- 5) A City business license for operation needs to be secured yearly. This is FREE. It simply requires that the certifications are on file for the facility to be granted.
Solution: Once above has been completed, provide the documentation of above and submit <https://library.municode.com/or/waldport/munidocs/munidocs?nodeId=3a2fc1d79d3fc>

Until these issues are addressed, the Literacy Center building cannot be used or occupied for any purpose other than the inspection and correction of these issues, nor can Seashore operate within the city limits (even programs at the DeNoble house due to the non-licensure and non-conforming use). I wish to express my sincere hope we can assist and facilitate a swift resolution to these issues in order to get you back to full operations for the good of the community.

Sincerely,

Dann Cutter, City Manager
The City of Waldport