

City of Rockaway Beach

City Council Meeting Minutes



Date: Wednesday, July 13, 2022
Time: 6:00 P.M.
Location: Rockaway Beach City Hall, 276 HWY 101 -Civic Facility

Zoom Meeting

<https://us06web.zoom.us/j/86114819660?pwd=TkZpc2JzdHBobmp1NTdaSE8wUHRidz09>

Meeting ID: 861 1481 9660

Passcode: 341328

CALL TO ORDER – Susan J. Wilson, Mayor

PLEDGE OF ALLEGIANCE

ROLL CALL

[Mayor - Sue Wilson: Present](#)

[Position #3 - Kristine Hayes: Present](#)

[Position #4 - Terry Walhood: Present](#)

[Position #1 - Mary McGinnis: Present](#)

[Position #5 - Penelope Cheek: Present](#)

[Position #2 - Tom Martine: Present](#)

CONSENT AGENDA

Walhood made a motion, seconded by Martine to approve the June 8th, 2022, Minutes and June 2022 Check Register: Motioned Carried.

[Position #4 - Terry Walhood: Motion](#)

[Position #2 - Tom Martine: 2nd](#)

[Position #3 - Kristine Hayes: Approve](#)

[Position #4 - Terry Walhood: Approve](#)

[Position #1 - Mary McGinnis: Approve](#)

[Position #5 - Penelope Cheek: Approve](#)

[Position #2 - Tom Martine: Approve](#)

CITIZEN INPUT ON NON-AGENDA ITEMS

Daniel Howlett 132 N Grayling St. Spoke on the upcoming general elections in November 2022.

Steve Press 180 S Hwy 101 Shared his thoughts on short term rentals.

Charles McNeilly 123 N Harbor Spoke about concerns he had with fireworks, the sale of fireworks, and open burning and leadership of Rockaway Beach.

PRESENTATIONS, GUESTS & ANNOUNCEMENTS

Theresa Bruneau president of Meals for Seniors, Inc. spoke on how the community grant money was spent, and how much it helped to have this funding. Meals for Seniors were able to purchase food & containers with the grant money.

Jean Scholtz president of Friends of the Rockaway Beach library spoke about the funds that they received from the community grant money, they were able to replace the roof. Next on the list will be the inside of the library.

STAFF REPORTS

Fire Dept Chief Todd Hesse talked about call volume for the month of June. Hesse is working with state parks on how to educate the visitors and citizens on beach safety & beach fires. July is going to be an extremely busy month for the department with high call volumes, lots of training, education on beach safety and lots of extra activities going on throughout the month. There has been a signed conditional offer to hire a Firefighter with an onboarding date of July 25th. Burn ban starts Friday July 15th with no open burning including no burn barrels. Fire pits are allowed if the homeowner has a permit that has been signed. Fourth of July went well the vibe of town was amazing! McGinnis asked if the fire department could get an electronic reader board in front of the department? Shepard stated that there has been talk about purchasing an electronic reader board and asked if the council would like to see this happen so citizens could keep up to date with important information going on in town. Hayes asked about removing certain items from a demolition before burning, Hesse answered with no demo burning, no burning plastic or garbage, a person can only burn natural vegetation with a permit that has been inspected and signed by himself.

Undersheriff Kelly spoke on call volume during the month of June. The Fourth of July went well with minor incidents. Kevin Grogan is the new deputy on patrol in Rockaway, and he is now on his own as of July first.

Public Works Superintendent Dan Emerson talked about the Fourth of July weekend and how well public works did at keeping up with trash, general cleaning, watching water capacity with all the visitors that were in town. Emerson spoke on what public works focused on for the month of June, starting with the grant that was received for the rehab of 3rd Ave reservoir, this is a priority project and part of the water master plan, the engineers have finalized the plan and will be ready for bid soon. Public works also has been awarded a small city allotment grant and working with the engineers to repave Nehalem Street from Dolphin to Juniper and South Easy Street from South 3rd to Nehalem, this project is out for bid.

City Manager: Luke Shepard spoke on the Fourth of July and how well everything went, the paid staff did a great job usual, but the volunteers were incredible and are really what make it all possible. Shepard talked about working and maintaining operational control of Lake Lytle boat launch property, Shepard attended a county commissioner meeting, and they are working on a draft lease agreement. Shepard spoke on the Anchor St. parking/amenities project that was on the task list for city council to develop the lot, Shepard has been working with Scott the city planner and his staff with a concept that they have put together and will be presented at the next meeting, to get the councils take on the concept, before any of the actual design work is to be done. Shepard talked about the deposit that was in the check register from ODOT for the Salmon Berry IGA. This is just for the design work, instead of

constructing and designing the first segment, the city will design the entire segment through Rockaway Beach. Since there are so many variables to determine the actual amount, they will design the entire segment and then get the funding. Shepard spoke about the council packets, and council action form, and what it is used for, and asked if the council found them useful.

OLD BUSINESS

PUBLIC HEARING ON ORDINANCE NO. 22-442 AN ORDINANCE REGULATING SHORT TERM RENTAL OPERATIONS

Public Hearing opened at 6:48 PM.

Daniel Howlett 132 N Grayling St. stated short term rentals are out of control and there needs to be a moratorium on them because there are too many in Rockaway Beach.

Steve Press 180 S Hwy 101 The 30 minutes to respond to a home if there is a problem is too short and it needs to be couple hours or a couple of days to respond.

Public Hearing closed at 6:51 PM.

REQUEST FOR FIRST READING BY TITLE ONLY OF ORDINANCE NO. 22-442 AN ORDINANCE REGULATING SHORT TERM RENTAL OPERATIONS

Councilor Cheek stated that she believed Councilor Hayes should recuse herself from this agenda item. Councilor Hayes disagreed. Cheek spoke about what time the owner needs to be available, if they should have more then 30 minutes to call back or arrive at there home to acknowledge problems. McGinnis spoke about changing the wording on the homeowner's short term rental license's so personal information isn't posted everyone, how would this process take place? Shepard spoke about various ways the council could amending the ordinance.

McGinnis spoke on getting a document together that meets the homeowners, the community, and city's needs and not just one of them. McGinnis would like to send this document back to staff to work on the revisions and language in section 113.04, McGinnis would like to see personal information such as email or phone numbers be given to city hall or local sheriff's department, so that they can take care of problems that guest or neighbors may have, this would also eliminate the problem with personal information being made noticeable to the public. Shepard spoke about having an online database for personal information that can be on available on the city website where the information should someone need to reach the homeowner or vacation rental company. McGinnis would like to see this posted on an online database and not in the yard. Shepard confirmed with the city council the changes to be made.

Hayes made a motion seconded by McGinnis to send the ordinance back to staff for revision, including provisions for an online database, 7:00 AM-Midnight on-call hours, and response time increased to one hour: Motion Carried.

[Position #3 - Kristine Hayes: Motion](#)
[Position #1 - Mary McGinnis: 2nd](#)
[Position #3 - Kristine Hayes: Approve](#)

[Position #4 - Terry Walhood: Approve](#)
[Position #1 - Mary McGinnis: Approve](#)
[Position #5 - Penelope Cheek: Approve](#)
[Position #2 - Tom Martine: Approve](#)

NEW BUSINESS

REQUEST REAPPOINTMENT OF PLANNING COMMISSION MEMBERS BILL HASSELL AND ZANDRA UMHOLTZ

Cheek made a Motion Seconded by Walhood to reappointment Bill Hassell and Zandra Umholtz to the Rockaway Planning Commission: Motion Carried.

[Position #5 - Penelope Cheek: Motion](#)
[Position #4 - Terry Walhood: 2nd](#)
[Position #3 - Kristine Hayes: Approve](#)
[Position #4 - Terry Walhood: Approve](#)
[Position #1 - Mary McGinnis: Approve](#)
[Position #5 - Penelope Cheek: Approve](#)
[Position #2 - Tom Martine: Approve](#)

REQUEST TO APPOINT TO FILL VACANCY ON THE PLANNING COMMISSION

Hayes made a motion Seconded by McGinnis to request to appoint to fill vacancy on the planning commission: Motion Carried.

[Position #3 - Kristine Hayes: Motion](#)
[Position #1 - Mary McGinnis: 2nd](#)
[Position #3 - Kristine Hayes: Approve](#)
[Position #4 - Terry Walhood: Approve](#)
[Position #1 - Mary McGinnis: Approve](#)
[Position #5 - Penelope Cheek: Approve](#)
[Position #2 - Tom Martine: Approve](#)

COUNCIL CONCERNS

Councilor McGinnis thanked all for participation regarding short term rentals. McGinnis thanked all that helped on Fourth of July. McGinnis talked about the Recycling center by the waste plant being used quite a bit and would like to see it emptied more often, Public Works could investigate getting this done. Councilor Walhood thanked all staff and volunteers for helping with the Fourth of July. Councilor Cheek thanked all Volunteers that worked around the Fourth of July and all events that took place went over great. Councilor Martine thanked all staff and volunteers for all the time and effort they put in on the Fourth of July. Councilor Hayes spoke about the Fireworks and enjoyed the quite fireworks the most.

MAYOR'S REPORT

Mayor Susan J. Wilson thanked all the staff and volunteers that helped around the Fourth of July and was very impressed on how the weekend turned out.

ADJOURNMENT

Hays made a motion seconded by Walhood to adjourn the meeting: Motioned Carried.

Position #3 - Kristine Hayes: Motion

Position #4 - Terry Walhood: 2nd

Position #3 - Kristine Hayes: Approve

Position #4 - Terry Walhood: Approve

Position #1 - Mary McGinnis: Approve

Position #5 - Penelope Check: Approve

Position #2 - Tom Martine: Approve

Adjourned at 7:50 PM

**MINUTES APPROVED THIS
10TH DAY OF AUGUST 2022**

Mayor, Susan J. Wilson

City Manager, Luke Shepard



TILLAMOOK COUNTY SHERIFF'S OFFICE

CONSERVATORS OF THE PEACE

Sheriff Joshua Brown

Rockaway Beach Patrol

Month of Aug 2022

June

Prescription meds stolen from mailbox

Male in tan van throwing antisemitic flyers into driveways, eventually arrested

Domestic violence/assault

Several car break ins in various spots

Littering complaints

July

July 4 disturbance involving pepper spray, multiple people.

Assault on motel manager by transient

Domestic assault by family member

Numerous citations to one local for dog at large ordinance

Overdose death at motel

Stolen purse from vehicle, credit card used at Dollar General, suspects apprehended on Munson Cr. Rd.

Nude 65-year-old female wandering the beach disoriented. Was a local violent mental suspect released from jail the previous day. High on too many edibles.

Male on transit bus from Rockaway inappropriately touching himself while looking at a juvenile

New restaurant owner accusing locals and business owners of theft, harassment, and littering. These have been unfounded, possible mental issue. May escalate.

Undersheriff Matt Kelly

Rockaway Beach Fire Rescue

276 Hwy 101 S
PO Box 5
Rockaway Beach OR 97136
503-374-1752



Date August 1, 2022

Honorable Mayor, City Council and City Manager of Rockaway Beach

Fire Department Council Report:

The following is a summary of the activities and operations of the Rockaway Beach Fire Rescue Department for the month of July 2022.

The Department responded or participated in 99 events during the month of July, the breakdown is listed below.

911 calls for Service: 47	Trainings: 11	Non-Emergent: 41
34- Medical	Drone\Water	17- Beach Safety
2- Fire Alarm	Tactics	1- Public Assist
4- Structure Fire	Hose/Nozzles	1- Lift Assist
7- Water Rescue	Medical	15- Burn Complaints
0- MVA		4- Radio call-ins
0- Outside Fire		3- Special Assignments
0-Vehicle Fire		

Year to Date	<u>2021</u>	<u>2022</u>
911 Calls	242	231
Non-Emergent	131	138
Trainings	61	77
Total	434	446

Training update- The department focused July Thursday night trainings on hose and nozzle practice, preparing and practicing with water rescue equipment for summer emergency responses, and ocean rescue training. The Apparatus Operator /Officer development training program continues, and is going well, I have 2 in the class each Wednesday advancing their skills. A live wildland fire exercise in Garibaldi was conducted for certification as a wildland FF2. Medical training with our Physician advisers and in house medical training conducted as well.

Beach Safety continues to be a priority of the department. The focus continues to be on education and safety. During the month of July crews were on the beach 17 times providing information to citizens and visitors.

	July	YTD
Fire safety\Educational Moments-	17	54
Water Safety Messages\Out of Water-	67\187 persons	124\242
Stickers to kids-	7	14
Educational signs reset-	4	9
Education Signs Replaced-	2	2
Fires extinguished-	17	23
Volunteer Hours	98	186

Fire Crews actively participated with the 4th of July festivities. Emergency responses parades, patrols, safety messages, information and shirt sales highlighted the weekend. Sparky the Fire Dog even made an appearance.

I am pleased to announce the full-time firefighter position has been filled. Ryan Boos began working for the Department on August 1st.

Emergency Preparedness group and Radio group continue to meet and train. An information booth was set-up in the wayside during the 4th and was well attended. A sign-up sheet with those interested in joining gathered over 30 names of potential volunteers. A monthly training is held each month to increase the skills of the group. Last month a stop the bleed class was held, this month will focus on water safety and the September training will be a GO bag class.

Overall, my mission and goals have not changed. I continue to take care of the immediate safety of my crew and public needs as my highest priorities. If you have any questions, concerns or thoughts please let me know.

Respectfully submitted,



Todd Hesse
Fire Chief
Rockaway Beach Fire Rescue



August 3rd, 2022

Dear Mayor and City Council Members,

Cleaning parks and public spaces are a major focus for summer, as we continue to experience high traffic in town and high demands on public facilities, tourists can't help but love the City of Rockaway Beach. Public Works crew relocated 8 water services 1 on NE 18th and 7 in Nedonna Beach. This was done due to the old pipe failing several times and leaving customers with no water. Public works crew is very thankful for how nice and understanding the residents in Nedonna were during this project. City engineers are working on a plan for a booster system to be installed on Scenic View Dr. With higher demand from more development the public's water supply at the top of Scenic View drive will need to be boosted to meet minimum state requirements for distributions systems. For this project Public Works is working with PUD and the County Road department they have really made this process go smooth, so thanks to PUD and the County.

Public works closed the wayside parking lot and parking lots next to Hwy 101 for parking lot painting on July 25th at 7am. This parking lot paint dried fast and looks great. As you can tell Big River finished their seal coat on south 3rd this is the final piece to the project. Seal Coat is a thin liquid layer added over paved surfaces to seal asphalt cracks preventing water from entering cracks and creating potholes. Paving season has started and first on the list is in Lake Lytle picking up were the last paving stopped and tying into good asphalt on Charlotte St. we expect this to be done August 3rd.

I want to give a shout out to our Plant Operator Caleb Smith, he recently got approved to take a state exam for his Water Treatment 1 certificate. This required him to have a high school diploma and work at a treatment plant for 12 months to be approved to take his exam. And yes, he passed as we expected he would. Public Works, City Hall, and Fire Department staff meet monthly for safety committee meeting the goal is to improve awareness of safety conditions and resolve safety issues in a coordinated effort. I'm happy to report no injuries.

Are there any questions?

Thank you,

Dan W. Emerson, Superintendent
City of Rockaway Beach Public Works
P: 503.374.0586 / C: 503.457.6094
PublicWorks@corb.us

**CITY OF ROCKAWAY BEACH, OREGON
ORDINANCE NO. 22-442**

**AN ORDINANCE REGULATING THE IMPACTS OF SHORT-TERM RENTALS
WITHIN THE CITY OF ROCKAWAY BEACH AND CREATING A NEW CODE
CHAPTER 113**

RECITALS:

1. The City Council is concerned for the health and welfare of the residents of Rockaway Beach and find that short-term vacation rentals can impact residents' enjoyment of the City and their property.
2. The City Council is also concerned with the health and welfare of visitors to the City that may stay in a private home acting as a short-term vacation rental.
3. In order to balance the interests of neighbors, vacationers, and vacation rental owners, the City Council finds that this ordinance strikes the correct balance and directs the implementation of this ordinance to also take into account the proper balance between these interests.

Now, therefore, the City of Rockaway Beach ordains as follows:

Section 1. The City of Rockaway Beach Code of Ordinances is hereby amended to add a new Chapter 113 as follows:

CHAPTER 113: SHORT-TERM RENTALS

§ 113.01 Definitions.

Dwelling Unit. A building or portion thereof which contains separate living facilities, including provisions for sleeping, eating, cooking and sanitation. A dwelling unit is evidenced by one or more of the following features: 1) refrigeration and cooking capabilities, 2) a sink intended for meal preparation, not including a wet-bar, 3) a dishwashing machine, 4) a separate and distinct entrance door, or 5) a separate utility meter.

Local Agent. Any Person who has been contracted by the owner and has full authority to act on the owner's behalf.

Off-Street Parking. A parking space designated to the dwelling unit not located in the public right of way or street and located within the property lines of the licensed property.

Owner. Any person who, alone or jointly, has title to or an ownership interest in any dwelling unit to be used as a short-term rental.

Overnight. A stay at a short-term rental that lasts for the duration of the evening/night.

Person. Every natural person, firm, partnership, association, social or fraternal organization, corporation, trust, estate, receiver, syndicate, branch of government, or any group or combination acting as a unit.

Rental Unit. A single dwelling unit that provides complete and independent living facilities.

Renter. A person or group of persons renting a dwelling unit for a period of less than thirty (30) consecutive days.

Short-Term Rental. - The use of a residential dwelling unit by any person or group of persons entitled to occupy the dwelling unit for rent for a period of less than thirty (30) consecutive days.

Short-Term Rental License. A permit to operate a short-term rental in accordance with this Chapter. The licensing year is July 1 to June 30 of the following year and the fee of which is not subject to proration.

§ 113.02 Short-Term Rental License Application and Application Procedures.

(A) Eligibility to apply for license. A property owner who holds title or a recorded land sale contract to a property with a dwelling unit may apply for a short-term rental license. A license application shall not be accepted or processed until fines related to any violation of the City Code related to the subject property are paid in full. A license application shall not be accepted or processed until all corrective actions related to any violation of the City Code related to the subject property are completed to the City's satisfaction. No person shall occupy, use, operate or manage, or offer or negotiate to use, lease or rent, a dwelling unit for short-term rental unless issued a short-term rental license by the City.

(B) Application. An application packet for a short-term rental license shall be completed and submitted to the City by the owner of the dwelling unit on forms provided by the City. If the dwelling unit is owned by a corporation or other entity, legal documentation, acceptable to the City, detailing the names of all persons with any ownership interest in the entity shall be submitted with the application. At the time of application, an application fee as determined by resolution of the City Council shall be paid to the City. Incomplete application packets shall not be accepted or processed. After one resubmittal, all additional resubmittals for the same property shall require payment of additional application fees. Failure of the owner to supply complete information for the short-term rental application process within 30 days of the initial application submission shall result in the expiration of the application. Applicants can request in writing for a one time only 30-day extension after receiving communication of an incomplete application.

(C) Separate Licenses; Non-Transferability. Each dwelling unit shall have a separate short-term rental license. More than one license may be issued for dwelling units on a single property. The short-term rental license is issued to the owner and does not transfer with the sale or conveyance of the property. All short-term rental license holders must report to the City any change of ownership of their short-term rental, in whatever form, before the transfer of ownership.

(D) License Renewals. All short-term rental licenses must apply for renewal annually for the period of one year from July 1 of the current year to June 30 of the following year. Renewals will be issued so long as all requirements in this Chapter continue to be met, a renewal application is submitted, and applicable fees are paid. If the owner is out of compliance with the provisions of this Chapter or other City Code regulation or requirement related to the licensed property, the City will not renew the license and the property shall no longer be used as a short-

term rental. A license shall not be renewed if fines related to a violation of this Chapter or Transient Lodging Taxes related to the licensed property are outstanding. A license shall not be renewed until all corrective actions related to any violation of the City Code related to the licensed property are completed to the City's satisfaction.

§ 113.03 Application and License Fees.

An annual license fee of \$250 is due prior to issuance of a short-term rental license or renewal. By Council resolution, the City Council shall establish an application fee, a renewal application fee, and any other appropriate administrative charges for the implementation and operation of this Chapter.

§ 113.04 Short-Term Rental Standards.

Owners shall cause each rental unit to meet the following standards:

(A) House Number. Each rental unit must have either a house number or address identifier visible from the street.

(B) On-line Database. The owner or local agent shall provide and maintain with the city either an email address or a contact telephone number for the owner or local agent. The city shall make this information publicly available through an on-line database. The contact information of all owners and local agents shall be kept current with the City.

(C) Parking. Each dwelling unit must provide the minimum off-street parking spaces shown in the chart below, based upon the date the building was constructed or legally converted to its current use. Parking spaces shall measure no smaller than 9' x 18' each. Such spaces shall not be blocked and shall be available to people using the short-term rental at all times. Location and design of parking spaces shall comply with all applicable City standards. Spaces in a garage may count but they must be available for the renter to park in at all times the rental unit is rented. Trailers for boats and all-terrain vehicles may be allowed, but must fit within an off-street parking space allocated to the rental unit used by the owner of the trailer. Renters shall not block nearby driveways or designated fire lanes. A parking plan map and notice, identifying the number and location of parking spaces, shall be posted in a conspicuous place within each short-term rental. Language shall be included in the notice that parking shall not, under any circumstances, hinder the path of any emergency vehicle or block neighboring driveways and that renters may be cited and fined if this requirement is not satisfied. A diagram of the parking plan and map shall be required as part of a license application. The maximum number of parking spaces available to the renter shall be conveyed to each renter before the visit.

Date constructed or legally converted	Number of spaces required
Prior to 7/30/1974	No off-street parking requirements
7/30/1974 – 3/24/1980	One off-Street per dwelling unit
On and after 3/25/1980	Two off-Street per dwelling unit

(D) Garbage. During periods of rental unit occupancy, the owner shall provide adequate covered and secured garbage containers in conformance with all related guidelines established by

the City. Cans must be secured to prevent animals from knocking them over or getting into them. All garbage must fit within the can and cannot overflow. Owner shall provide the City with evidence that the dwelling unit receives garbage service with each application. Garbage shall be removed a minimum of once per week. The owner or local agent shall notify renters that all garbage must be kept in the secured containers provided for that purpose. No garbage or rubbish may be permitted to leak from containers or vehicles or be strewn upon or scattered over the streets, sidewalks, or other public ways of the city.

(E) Noise. Renters shall not create or cause noise that is offensive to a person of ordinary sensibilities located on the property line of the licensed property between the hours of 10:00 p.m. and 7:00 a.m. on weekdays, and 10:00 p.m. and 10:00 a.m. on weekends.

(F) RVs and Other Temporary Shelters. No recreational vehicle is permitted to be used as a short-term rental unless the recreational vehicle or temporary shelter has been properly permitted as a dwelling unit in the RMD zone. No recreational vehicle, travel trailer or other temporary shelter shall be inhabited or used in conjunction with a short-term rental.

(G) Owner and Local Agent Responsibilities. The owner or local agent shall be able to respond via phone within 30-minutes to complaints and other issues and be able to access the short-term rental. Once a complaint or issue is reported by phone or email, the owner or local agent shall immediately make direct contact with the renter or appropriate entity by phone to resolve the reported problem. If the problem cannot be resolved or an immediate resolution is not achieved by phone, the owner or local agent shall make an in-person visit to the short-term rental to rectify the situation within 60-minutes. The owner or local agent shall maintain a telephone number listed within the rental unit and at the City by which to be reached between the hours of 7:00 a.m. and midnight, 7 days a week, year-round.

(H) Proof of Liability Insurance Coverage. Owner shall provide the City with proof of liability insurance covering the licensed property. The liability insurance coverage shall remain active and in effect during the entire time that the property is licensed as a short-term rental.

(I) Emergency Information. The Owner shall post in the dwelling unit information to assist renters in dealing with natural disasters, power outages and other emergencies. The City shall list in the short-term rental license application the minimum information and equipment to be provided by the owner in each dwelling unit.

§ 113.05 Violations and Penalties.

It is a violation of this Chapter for any person so required to fail or refuse to apply for a license, or operate without a license as required in this Chapter. Any person who violates any provisions of this Chapter is subject to a civil penalty of up to five hundred dollars (\$500) per violation, with each day of a continuing violation constituting a separate violation. The third violation within any consecutive twelve (12) month period shall result in revocation of the short-term rental license for twelve (12) months, after which time the owner may reapply for a new license

Revocation of a short-term rental license shall not constitute a waiver of short-term rental fees and taxes due at the time of revocation.

Section 2. Severability Clause. A determination of invalidity or unconstitutionality by a court of competent jurisdiction of any clause, sentence, paragraph, section or part of this ordinance shall not affect the validity of the remaining parts to this ordinance.

Section 3. Effective Date. Pursuant to the Rockaway Beach City Charter, this ordinance shall become effective on the thirtieth day after its adoption.

1st reading by the Rockaway Beach City Council _____.

2nd reading by the Rockaway Beach City Council _____.

Adopted and Approved by the Rockaway Beach City Council _____.

Susan Wilson, Mayor.

City Council	Aye/Nay
Mary McGinnis	/
Tom Martine	/
Kristine Hayes	/
Terry Walhood	/
Penny Cheek	/

Attest:

Luke Shepard, City Manager

Luke Shepard

From: City Hall
Sent: Thursday, July 14, 2022 4:01 PM
To: Luke Shepard
Subject: FW: STR ordinance STR -22-442

Kale Hesse
Admin. Assistant I
276 S. Hwy 101
P.O. Box 5
Rockaway Beach, OR 97136
P: 503-374-1752
mhesse@corb.us

From: Chris Seward <chris.seward@oregontool.com>
Sent: Thursday, July 14, 2022 2:47 PM
To: City Hall <cityhall@corb.us>
Subject: STR ordinance STR -22-442

July 13, 2022

City of Rockaway Beach, Oregon
City Council and City Manager

RE: Proposed Ordinance – STR – 22-442

Dear City of Rockaway Beach Council and Planning members,

My name is Chris Seward,

My wife and I own the townhome located at 110 N 3rd Ave. (Part of Seascape complex)

I am providing commentary on the proposed ordinance referenced above.

A) The required signage as addressed in §113.04 item (B).

As an owner of a licensed short-term rental, I am concerned about this requirement.

1. What is purpose of putting such signage in public view? I see NO benefit to town, residents and certainly not to me as an owner.
 - i. I Cannot attach a sign to the exterior of my unit. My Homeowner Association CCR's (Seascape Townhomes) prohibits attaching signage to the exterior or the doors of our homes. The exterior of our units is owned by HOA and we strictly enforce these rules to create water intrusion issues and warranty problems.
 - ii. From prior experience I know that the screens in the windows of this home are not conducive to allowing visible signage.
 - iii. Outdoor signs (on the corner of N. 3rd and N. Pacific) will not stand a chance against the coastal winds and will become both an eyesore and potentially litter in very short time.
 - iv. Window clings on the deck glass will not stand up to the coastal rains creating similar problems.
2. I am very concerned that advertising these locations as STR's makes them more vulnerable to break in or vandalism. This is a huge concern in this day and age.

I support the right for neighbors, officials, and other concerned parties to be able to locate accurate contact information for any residence in the community in case of emergency but do not feel that exterior signage is the appropriate mechanism due to the challenges it creates. I would instead suggest a searchable online database on the www.corb.us website where someone can input the address and see the contact information (and any STR license number, etc.).

B) RB already has a city noise ordinance. There is no need for a STR based noise requirement.

Thank you for allowing me to comment on these matters.

Regards,

Chris Seward P.E.

Director – Product Safety and Compliance

503.953.4614

Chris.Seward@oregontool.com

Oregon Tool Inc.

4909 SE International Way

Luke Shepard

From: City Hall
Sent: Wednesday, July 27, 2022 1:11 PM
To: Luke Shepard
Subject: FW: Testimony for Proposed Ordinance NO. 22-442 (for 2nd reading)

Kale Hesse
Admin. Assistant I
276 S. Hwy 101
P.O. Box 5
Rockaway Beach, OR 97136
P: 503-374-1752
mhesse@corb.us

From: Laura Drury <laura.drury@tabfocuseddirections.com>
Sent: Wednesday, July 27, 2022 12:37 PM
To: City Hall <cityhall@corb.us>
Cc: Steve Drury <steve.drury@tabfocuseddirections.com>; Laura Drury <laura.drury@tabfocuseddirections.com>
Subject: RE: Testimony for Proposed Ordinance NO. 22-442 (for 2nd reading)

Hello,

I own property in Rockaway Beach and am currently have a short term rental license (address: 516 Kesterson Ct.).

I have an additional concern about the trash requirements. One challenge we all face is a single source trash removal company, which means they have no competition and therefore the service may not always be what we would like. It seems unmanageable to me to have a punishable requirement of keeping the bungy cords on the trash cans. If the garbage company isn't responsible for ensuring that the bungy cords are return/reattached to the trash cans, then we will need to have someone check after the trash is collected every time ... otherwise we risk a fine and our license being revoked. This is an unreasonable request and burden. Even though something sounds good as an idea, we must take each requirement to the edge to test if it is truly supportable in practice. I believe this one is not.

I'm aware and I'm sure you're all are as well that we need to work together we all need to make this work and each of us plays a role, the property owners, the city and the vendors that provide the utility support required. City ordinances need to reflect this fact. None of us can be successful alone. I'm ready to do my part.

Thanks for considering my thoughts.
Laura Drury



Laura Drury, CEO/Owner
TAB Certified Facilitator
Executive Business Coach
303 809 8459

Laura.Drury@TABFocusedDirections.com
www.TABFocusedDirections.com



FOCUSED DIRECTIONS

Helping you make the right business decisions

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From: Laura Drury <laura.drury@tabfocuseddirections.com>

Sent: Wednesday, July 13, 2022 4:31 PM

To: cityhall@corb.us

Cc: Laura Drury <laura.drury@tabfocuseddirections.com>; Steve Drury <steve.drury@tabfocuseddirections.com>

Subject: Testimony for Proposed Ordinance NO. 22-442 (for 2nd reading)

Hello,

I own property in Rockaway Beach and am currently have a short term rental license (address: 516 Kesterson Ct.). I support the removal of the original Occupancy paragraph (D) and the other changes noted in the minutes from the June 8, 2022 meeting, except one.

I am concerned about paragraph (I) Emergency Information. Included in this paragraph is a statement about not only the information that must be provided (which makes sense) but also equipment that will need to be supplied. No information is provide about this equipment. What can be shared about this and how can it be managed fairly so that those with STR licenses can stay in compliance?

Thank you.

Laura Drury



Laura Drury, CEO/Owner
TAB Certified Facilitator
Executive Business Coach
303 809 8459

Laura.Drury@TABFocusedDirections.com
www.TABFocusedDirections.com



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Portland, OR 97222

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RESOLUTION NO. 22-976

**A RESOLUTION TO ENTER INTO A MEMORANDUM OF AGREEMENT WITH
TILLAMOOK COUNTY ON A MULTI-GOVERNMENTAL COORDINATED
HOMELESS RESPONSE PROGRAM**

WHEREAS, the lack of available housing, high rents and high home prices are driving rapid increases in housing instability and homelessness in Tillamook County and Rockaway Beach; and,

WHEREAS, Tillamook County and Rockaway Beach have experienced a significant increase in the number of people experiencing homelessness and unsheltered homelessness; and,

WHEREAS, the lack of housing affordability and availability in Tillamook County and Rockaway Beach cannot be addressed without cross-jurisdictional collaboration; and,

WHEREAS, communities require coordinated leadership and governance to identify local needs and centralize communication, policy and services to end homelessness; and,

WHEREAS, Tillamook County Board of Commissioners has formally accepted \$1,000,000 appropriated by House Bill 4123 to establish a coordinated homeless response system in Tillamook County and,

NOW, THEREFORE, THE CITY OF ROCKAWAY BEACH RESOLVES The City Council hereby enters into this MOA with Tillamook County for the purpose of a county-wide coordinated homeless response system, attached to this resolution as Exhibit A.

Passed and Adopted this 10th day of August, 2022 by the City Council of the City of Rockaway Beach, Oregon.

APPROVED

ATTEST

Susan Wilson, Mayor

Luke Shepard, City Manager

EXHIBIT A

Rockaway Beach Community Grant Application

276 S Hwy 101 | PO Box 5 Rockaway Beach OR 97136 | Ph. (503) 374-1752 | www.corb.us



The City of Rockaway Beach may provide community grants to non-profit entities and organizations that serve the Rockaway Beach community. Community entities and organizations that serve the Rockaway beach community, but are not designated non-profits, will need to meet at least one of the following criteria to be eligible for a grant:

- Provides assistance for essential utilities, food, medical needs, clothing or shelter.
- Provides educational or recreational opportunities for children or seniors.
- Generates/supports economic activities in Rockaway Beach.



In evaluating requests, the city will consider the following criteria:

- The requesting organization's history of success and fulfilment of previous grant obligations.
- The organizational and financial stability of the requesting organization.
- The number and types of community members served by the request.
- The ability to measure and track effectiveness of the project or service.
- Grant funds will not be used for travel, budget deficits or for routine operating expenses.

Please type or print clearly:

1. Organization: Meals for Seniors, Inc.
2. Non-Profit #: 90-0097197
3. Mailing Address: PO Box 852 Rockaway Beach, OR 97136
4. Telephone No.: 503-317-8967
5. Email: mealsforseniorsinc@gmail.com
6. Contact Person: Theresa Bruneau, President
7. Requested Amount: \$6,000
8. Project/Use for funds: To purchase food and home delivery containers

9. Attach a letter explaining how the funds will be used, how the evaluation criteria will be met, and any other information relevant to the request and Community Grant Policy guidelines.

Return completed applications and letters to one of the following:

- 1) CityHall@Corb.us
- 2) City of Rockaway Beach
Community Grants
276 S Hwy 101, PO Box 5
Rockaway Beach OR 97136

For additional information please contact the City Hall at CityHall@corb.us or by calling 503-374-1752.

City of Rockaway Beach

Policy: Community Grant Criteria

Number: CG2022

Effective Date: 2022

Approval: City Council

- I. **Policy:** It is the policy of the City of Rockaway Beach to provide assistance to non-profits and for-profit entities and organizations, who serve the Rockaway Beach community.

Community entities and organizations that serve the Rockaway Beach community, but are not designated non-profits, will need to meet at least one of the following criteria to be eligible for a grant:

- Provides assistance for essential utilities, food, medical needs, clothing or shelter.
- Provides educational or recreational opportunities for children or seniors.
- Generates/supports economic activate in Rockaway Beach.

In evaluating requests from non-profit and for-profits entities and organizations the city will consider the following:

- The requesting organization's history of success
- The organizational and financial stability of the requesting organization.
- The number and types of the community members served by the request.
- The ability to measure and track the effectiveness of the project or service.
- The community grant funds will not be used for travel, budget deficits or for routine operating expenses.

- II. **Purpose:** To set forth the procedures, terms and conditions under which the City will consider making grant awards to community entities & organizations as budgeted funds allow.

III. **Procedures:**

City of Rockaway Beach

- ❖ In reviewing the annual budget, the City Budget Committee will set an amount targeted for community assistance grants.
- ❖ Publish an announcement on the City Website announcing the city will be accepting Community Grant applications. The announcement will continue to run until the application due date.
- ❖ Collect date stamped applications until the deadline.
- ❖ Create a spreadsheet of all the community grant requests received.
- ❖ Schedule a regular City Council meeting for the City Council to discuss and determine who the grant recipients will be and the dollar amount of the grant. The City Council approves the grant recipients and amounts.

- ❖ The City Council approves the City Budget. The grant award is contingent on the Council's approval of the budget and appropriation of funds for the community grants for the upcoming fiscal year.
- ❖ Send a letter to the entities confirming grant amount awarded.
- ❖ Send a letter of regret to entities that were not chosen to receive grants.

Community Grant Applicant

- ❖ Submit a Community Grant application prior to the deadline along with a letter supporting the request. The letter should include how the funds will be used, including the benefit to citizens, number, and types (children, seniors etc.) of community members served, positive impacts to the community and any other information relevant to the request. Each evaluation criteria should be addressed for the application to be consider complete.
- ❖ Provide a letter to the City of Rockaway Beach upon completion of the project/or fiscal year end detailing how the funds were used. This shall include a leger of expenses and including recipes for all grant expenditures.
- ❖ Attend a City Council meeting and present how the money was spent, and how it benefitted the community.

"Our mission is to enable the senior citizens of North Tillamook County to continue living independently in their own homes by providing access to nutritious meals and social occasions."



*Meals for Seniors, Inc.
P.O. Box No. 852
Rockaway Beach, Oregon 97136
503-317-8967*

Tax ID Number 90-0097197

July 28, 2022

Mayor Wilson and Members of the Council
Mr. Luke Shepard, City Manager
City of Rockaway Beach
PO Box 5
Rockaway Beach, Oregon 97136

Dear Mayor Wilson, Council Members and Mr. Shepard:

Meals for Seniors, Inc. of Rockaway Beach is pleased to submit an application for funding through the 2022 Community Grant Program. This application is in the amount of \$6,000 and would be used for two purposes:

- The purchase of food for our program. Our 2022 budget for the purchase of food is \$18,000 and we are requesting \$3,403 to assist in the purchase of food. We do receive donations from local hatcheries, Tillamook's Fred Meyer and Garibaldi's Bay Market, farmers, and in the summer from gardeners, and gleaners. However, because of the sheer number of meals we prepare, we must purchase a significant amount of our food. The Tillamook Regional Food Bank is an important source of food for us. We also purchase large quantities of food from Costco and US CHEF'STORE, both in Warrenton. Since mid-2021 our food costs have gone up about 22% and we are increasing our efforts to look for food sources that are even more cost-effective.
- For the procurement of specialized meal packaging containers for our homebound deliveries. We are requesting \$2,597 for the purchase of these containers. Because our food is freshly prepared and still hot upon delivery, we must use special food containers and vacuum-seal them, so that the food is hot when received by our seniors. While the food inside remains hot, the container is not hot to the touch; an important feature for our elderly. We also package meals in these same types of containers so that they can be frozen and then re-heated easily, either in a micro-wave or traditional oven. When we deliver meals to our home-bound patrons three times a week, we also deliver four additional frozen meals in these containers and snacks so they have a nutritious, freshly prepared meal for every day of the week. For some of our patrons, this is the only meal they will have on a given day. In order to obtain the best pricing for these containers, we try to order a year's supply of these specialized containers. They cannot be re-used, but are recyclable.

We have only a few month's supply of these specialized containers remaining. We purchase these containers from a company founded in 1890 in Grand Rapids, Michigan (Oliver Packing Equipment Company), which focuses on bakery equipment and meal packaging. There are no known suppliers in Oregon. Attached you will find a cost sheet for the purchase of 7,200 containers, enough to last about a year. We purchase two types of containers; one has two compartments and the other has three compartments. We use a particular type of machine to vacuum seal the meals and must also purchase a specialized type of film to seal the meal. We have an adequate supply of the sealing film. We obtained a quote dated July 22, 2022 (attached) in which the cost for 3,200, three compartment containers and 4,000 two compartment containers is \$2,597.31. We have confirmed that they have adequate supplies to ship within 1-2 days.

We believe Meals for Seniors meets the following **Program Criteria**:

- **Provides assistance for essential utilities, food, medical needs, clothing or shelter.**

Food

Meals for Seniors, Inc. provides food for senior citizens; most of whom are on fixed incomes and many of whom are homebound. We prepare freshly cooked, hot and nutritious meals three days a week, 52 weeks a year. In 2021 we prepared 8,301 meals, of which 5,223 were delivered and 3,078 served in our dining hall. Due to COVID restrictions, we did not re-open our in-dining services until July, 2021. However, in 2021, our volunteer services continued unabated and our volunteers gave 4,606 hours of their personal time to the community to fulfill our mission and our volunteer drivers logged in 6,708 miles to get meals to the homebound.

Medical Needs

- We conduct a Flu Shot Clinic every fall.
- We provide flyers for health assistance such as for Medicare and Medicaid, flyers for fitness and access to COVID-19 vaccinations, etc.
- Our volunteer drivers offer to drive our seniors to obtain COVID related vaccinations and boosters.
- We have a close working relationship with Tillamook Adventist Health Social Services where they refer patients to us who may be in need of food during rehabilitation, after surgery, etc. and we are then able to deliver food and do welfare checks.

Essential Utilities/Clothing

Since the Fall of 2021, we are also providing utility, clothing and holiday assistance to families who might otherwise “fall through the cracks”. For 20 years, one of our board members had been working with businesses, friends and family - raising funds to assist families during the holiday season and assisting with electricity and water utility bills to avoid shut off at other times during the year. Finding the need great in Tillamook County the Board discussed bringing this on-going project into Meals for Seniors, Inc. as it was felt more donations could be obtained for this effort if the donation was made to a 501 (c) (3) corporation. Several long-time donors to this effort agreed.

The MFS, Inc. Board reviewed its Articles of Incorporation and By-Laws and both documents provide the authority to create a fund for broader purposes. In November, 2021 the Board adopted this project, established a separate fund and appointed a three-member committee of Board members to oversee what is now called the Family Fund. To be clear as to our primary mission, the Board formally approved a motion that no general donations to MFS, Inc. would be put into this special fund; providing good food to our valued seniors remains our highest priority. The Family Fund is funded solely through special donations or grants.

Electricity and water utilities notify us when they see customers with serious need; we review the need and provide help where we can, in order to avoid utility shutoff.

For clothing and food assistance during the holiday season our Family Fund committee members work with CARE, Inc. in Tillamook to vet families. In December, 2021 we selected 11 families. There were 33 children in these families, ranging from new born to 16 years of age. Items purchased were jackets, shoes, pants, shirts, blouses, hoodies, dresses, a bicycle, dolls, trucks, learning games, canvass and paints, model car, toys, science projects, soccer ball, basketball, bike helmets and a weighted blanket for a child with autism. In addition, each family received a significant holiday food basket and a Fred Meyer Gift Card from \$50 to \$100. The outpouring of gratitude from these families was very humbling and we look forward to doing the same in late Fall of 2022.

- **Provides educational or recreational opportunities for children or seniors.**

Having open dining room service provides critical socialization for our senior citizens – both among themselves and interaction with our volunteers. We are open Monday, Wednesday and Friday, 52 weeks of the year and seniors join us for about two hours each of those days, or close to 6 hours a week.

- **Generates/supports economic activity in Rockaway Beach**

St. Mary by the Sea Church is about the only facility in Rockaway Beach that has a commercially approved kitchen with adjacent dining room. In addition to hosting our meals, we use these facilities to host our eight fundraisers each year (1 Roast Beef Dinner, 5 French Toast Breakfasts, 2 Silent Auctions). In addition, we host a free community-wide Thanksgiving Dinner. The five French Toast Breakfasts are held on holiday weekends and are legendary for attracting second homeowners and visitors, thus helping to support the community economically. Our recent July 4th weekend breakfast brought in 260 people. Next month we will host a community-wide Ice Cream Social.

Since 2003 we have continuously provided a part-time job, with benefits for one employee

We are also pleased to address the **Evaluation Considerations** by the City:

- **The requesting organization's history of success.**

Meals for Seniors, Inc. has been in continuous business in Rockaway Beach as a registered non-profit for 19 years. We provide services 52 weeks of the year. The need for our services increases each year. In 2003 we served 3,387 meals and in 2021 we served 8,301 meals. Given the number of meals we have already served in 2022, we expect to prepare, serve and deliver 11,657 meals; a 39% increase over 2021. Our consistent reputation allowed us to receive two unsolicited grants in 2021 and 2022 to replace a badly needed new refrigerator and stove.

- **The organizational and financial stability of the requesting organization.**

In 2003, Meals for Seniors, Inc. was registered as a Federal 501 (c) (3) corporation. We have a 13-member board of directors, one of whom has been on the board since its inception. Board members not only serve on the Board but are also active in all aspects of managing and operating the organization – from managing our coin cannister fundraising program to supervising volunteer drivers, to managing the kitchen operations, to fundraising, to managing our finances and beyond.

Meals for Seniors, Inc. derives its revenues from 1.) donations from those who partake in meals, 2.) donations from individuals, businesses, and the community at large, and 3.) grants and 4.) our own fundraising activities. We do not receive on-going state, national or federal funding, nor are we affiliated with any state or national organization. We believe a diversified income strategy serves us well over time, and to date, that strategy has worked. Our 2022 budget is \$98,800.

In addition to these metrics we have a number of financial metrics that we measure on a monthly basis. Since our inception we have contracted with Marilyn Phegley, CPA, PC to review our financials on an annual basis, manage our payroll, prepare taxes, and report to the State or Oregon on our corporation and non-profit status. Upon her retirement we now contract with Weitman & Simpson, LLC in Tillamook for these services.

- **The number and types of community members served by the request.**

Meals for Seniors, Inc. serves senior citizens, including those who are active enough to come to our dining facility to partake of meals and visit with their friends and neighbors. A key component of our services is to deliver meals to our most vulnerable home bound senior citizens. Geographically, we serve senior citizens from Nehalem to Bay City, while the majority are within Rockaway Beach. No one is ever turned away. We keep our statistics by the number of meals served each month, as our service population shifts from time to time. In 2021 we served 8,301 meals. From January-June, 2022 we have served 5,774 meals, of which 2,432 meals were served in our dining facility and 3,342

were delivered to the home bound. Based on these numbers we anticipate preparing, serving and delivering 11,547 meals in 2022. Also, as previously mentioned, our Family Fund provides help to families.

- **The ability to measure and track the effectiveness of the project or service.**

On a monthly basis the Treasurer reports to the Board the following information:

- Total number of meals prepared.
- Total number of meals delivered to the homebound.
- Total number of meals served in the dining room or picked up.
- The number of volunteer hours by all volunteers.
- The number of volunteer hours provided by the Board of Directors.
- The number of miles driven by our volunteer drivers.

Related to our fundraising activities we also measure the following:

Number of people served at the French Toast Breakfasts and Roast Beef Dinner.

On a periodic basis we conduct a *Customer Satisfaction Survey*, where we ask our seniors the following questions:

- What are your three favorite entrees?
- What is your least favorite entrée?
- What items would you like to see more of?
- What items would you like to see less of?
- What town do you live in?
- Additional comments.

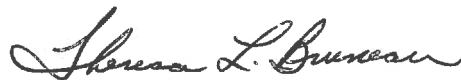
We plan to conduct this survey again in Fall, 2022.

- **Community grant funds will not be used for travel, budget deficits or for routine operating expenses.**

We commit that any granted funds will not be used for travel, budget deficits or routine operating expenses, such as rent, insurance, etc. Funds would be used to purchase the specialized containers we must use for the delivery of meals to the homebound. Funds would also be used for the purchase of food.

Thank you for the opportunity to apply for these Community Support funds.

Sincerely,



Theresa Bruneau, President

Attached: Rockaway Beach Community Grant Application
Cost proposal from Oliver Packaging & Equipment Co.

7/22/2022 3:09:59 PM

Estimate No: E000006431

Quote Date: 7/22/2022

Expiration Date: 8/21/2022

Invoice To: 24568
 Bob
 Meals For Seniors Inc
 PO Box 852
 Rockaway Beach OR 97136-0852
 United States

Deliver To:
 Bob
 Kathleen Lengle
 Essential Business- Open Please Deliver
 380 N Ocean St
 Rockaway Beach OR 97136-9918
 United States
 Phone:503-812-2073

Salesperson: 114

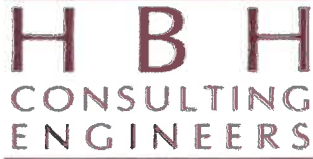
No.	Item	Description	Quantity	U/M	Unit Price	Net Amount	
1	58103T	Tray 3C Fiber 18/7/7oz Turn Flange	4.000	CA	288.59000	1,154.36	USD
2	7230-6262T	Tray 2C Fiber 22/11oz Turn Flange	5.000	CA	288.59000	1,442.95	USD

Remit To:

Sale Amount: 2,597.31
Order Disc(0.0000%): 0.00
Surcharge: N/A
Sales Tax: 0.00
Misc Charges: 0.00
Total Amount: 2,597.31

Wire To: Citizens Bank
Bank Transit Number: 03607615
Account Number: 6232743222
Payment Terms: Net 30

Special Instructions: REMIT TO: PO Box 8506 CAROL STREAM, IL 60197-8506 Governed by Terms & Conditions found at: www.oliverquality.com

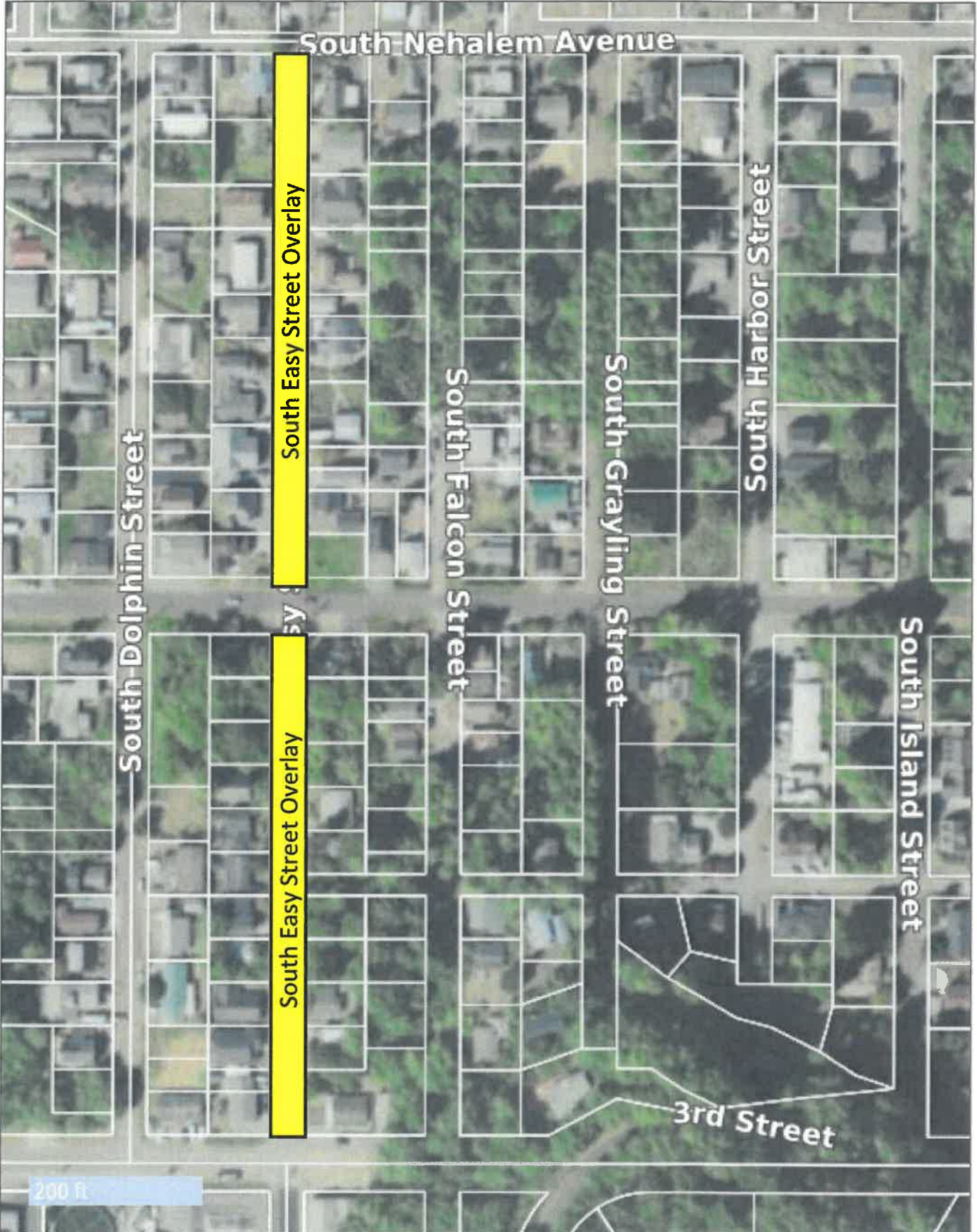


501 E 1st Street
 Newberg, OR 97132
 503-554-9553

Engineer's Estimate Bid Comparison

PROJECT: 2015-009	S. Nehalem Ave & S. East Street Overlay Improvements				
KIND OF WORK The project includes the following: <ul style="list-style-type: none"> - Overlay approximately 33,000 SF of existing AC pavement (1,680 LF roadway) with 3.5" of Level 2 HMAc Pavement -Adjust 7 manhole lids to match finished grade -Adjust 11 valve cans to match finished grade -11 transitions to existing paved driveways -6 transitions existing paved roads -110 CY of gravel shoulder rock 	DATE: 07/21/2022	Contractor			
	Engineer's Estimate	Bayview Asphalt			
ITEM NUMBER	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL
1	Mobilization	LS	1	\$ 17,400.00	\$ 17,400.00
2	Traffic Control	LS	1	\$ 11,000.00	\$ 11,000.00
3	Restoration and Cleanup	LS	1	\$ 2,600.00	\$ 2,600.00
4	Asphalt - 3.5" AC Overlay	Ton	950	\$ 162.00	\$ 153,900.00
5	Manhole Lid Adjustment	EA	7	\$ 165.00	\$ 1,155.00
6	Valve Can Adjustment	EA	11	\$ 155.00	\$ 1,705.00
7	Asphalt Street Transition	EA	6	\$ 650.00	\$ 3,900.00
8	Asphalt Driveway Transition	EA	11	\$ 750.00	\$ 8,250.00
9	Gravel Shoulder Rock	CY	0	\$ -	\$ -
Subtotal		\$175,000 - \$200,000		\$199,910.00	

South Easy Street Overlay



Disclaimer: The information contained in this GIS application is NOT ASSERTED, REPRESENTED, or GUARANTEED as being accurate, complete, or current. GIS applications are intended for visual display of data and do not constitute a legal authority to determine a boundary or the location of any work, including parcels of land. They are intended as a guide only for planning, information management and general reference only. The City of Newburyport disclaims any liability for any errors, omissions, or inaccuracies in the information provided. The City of Newburyport provides this map as an "as is" basis and does not accept any kind of liability or responsibility for any errors, omissions, or inaccuracies in the information provided.

Printed 6/16/2021



Nehalem Ave Overlay



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LIQUOR LICENSE APPLICATION

JUL 25 REC'D

Page 1 of 3

Check the appropriate license request option:

[New Outlet](#) | [Change of Ownership](#) | [Greater Privilege](#) | [Lesser Privilege](#)

Select the license type you are applying for.

More information about all license types is available [online](#).

Full On-Premises

- Commercial
- Caterer
- Public Passenger Carrier
- Other Public Location
- For Profit Private Club
- Nonprofit Private Club

Winery

- Primary location
- Additional locations: 2nd 3rd 4th 5th

Brewery

- Primary location
- Additional locations: 2nd 3rd

Brewery-Public House

- Primary location
- Additional locations: 2nd 3rd

Grower Sales Privilege

- Primary location
- Additional locations: 2nd 3rd

Distillery

- Primary location
- Additional tasting locations: 2nd 3rd 4th 5th 6th

Limited On-Premises

Off Premises

Warehouse

Wholesale Malt Beverage and Wine

INTERNAL USE ONLY

Application received:

4/25/22

Minimum documents acquired:

4/25/22

LOCAL GOVERNING BODY USE ONLY

City/County name:

Date application received:

Optional: Date Stamp

- Recommend this license be granted
- Recommend this license be denied

Printed Name

Date

Return this form to:

Investigator name:

S. Rudberg

Email:

susan.rudberg@oregon.gov

Littoral Lounge/Upper Crust Pizza

LIQUOR LICENSE APPLICATION

Page 2 of 3

APPLICANT INFORMATION

Identify the applicants applying for the license. This is the entity (example: corporation or LLC) or individual(s) applying for the license. Please add an additional page if more space is needed.

Name of entity or individual applicant #1: Littoral LLC	Name of entity or individual applicant #2:
Name of entity or individual applicant #3:	Name of entity or individual applicant #4:

BUSINESS INFORMATION

Trade Name of the Business (name customers will see):

Littoral Lounge

Business phone number: 503-457-3439	Business email: info@littoral.bar
--	--------------------------------------

Premises street address (The physical location of the business and where the liquor license will be posted):

342 Highway N. 101

City: Rockaway Beach	Zip Code: 97136	County: Tillamook
-------------------------	--------------------	----------------------

Business mailing address (where we will send any items by mail as described in [OAR 845-004-0065\[1\]](#)):

P.O. Box 1142

City: Rockaway Beach	State: OR	Zip Code: 97136
-------------------------	--------------	--------------------

Does the business address currently have an OLCC liquor license? Yes No

Does the business address currently have an OLCC marijuana license? Yes No

APPLICATION CONTACT INFORMATION

Contact Name:

Shavaun Devlin

Phone number: 212-529-5903	Email: info@littoral.bar
-------------------------------	-----------------------------

Mailing address:

P.O. Box 1142 Highway 101 N.

City: Rockaway Beach	Zip Code: 97136	County: Tillamook
-------------------------	--------------------	----------------------

Please note: liquor license applications are public records.

LIQUOR LICENSE APPLICATION

ATTESTATIONS

By signing this form, you attest that each of the following statements are true. I understand the Commission may require a licensee to provide proof of any of the below or below referenced documents at any time.

I understand that marijuana is **prohibited** on the licensed premises. This includes marijuana use, consumption, ingestion, inhalation, samples, give-away, sale, etc. I attest that all answers on all forms and documents, and all information provided to the OLCC as a part of this application are true and complete.

I affirm that I have read [OAR 845-005-0311](#) and all individuals (sole proprietors) or entities with an ownership interest (other than waivable ownership interest per OAR 845-005-0311[6]) are listed as license applicants in #2 above. I understand that failure to list an individual or entity who has an un-waivable ownership interest in the business may result in denial of my license or the OLCC taking action against my license in the event that an undisclosed ownership interest is discovered after license issuance.

Shavaun Devlin	<i>SA Devlin</i>	4/25/22	
Print name	Signature	Date	Atty. Bar Info (if applicable)
_____	_____	_____	_____
Print name	Signature	Date	Atty. Bar Info (if applicable)
_____	_____	_____	_____
Print name	Signature	Date	Atty. Bar Info (if applicable)
_____	_____	_____	_____
Print name	Signature	Date	Atty. Bar Info (if applicable)
_____	_____	_____	_____



OREGON LIQUOR CONTROL COMMISSION
INDIVIDUAL HISTORY FORM

PRINT FORM

RESET FORM

1. Name (Print):	Devlin <div style="text-align: right; font-size: small;">Last</div>	Shavaun <div style="text-align: right; font-size: small;">First</div>	Alison <div style="text-align: right; font-size: small;">Middle</div>	
2. Other names used (maiden, other): Aly Devlin				
3. Do you have a Social Security Number (SSN) issued by the United States Social Security Administration? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, you must list your SSN: ██████████				
<p>SOCIAL SECURITY NUMBER DISCLOSURE: As part of your application for an initial or renewal license, Federal and State laws require you to provide your Social Security Number (SSN) to the Oregon Liquor Control Commission (OLCC) for child support enforcement purposes (42 USC § 666(a)(13) & ORS 25.785). If you are an applicant or licensee and fail to provide your SSN, the OLCC may refuse to process your application. Your SSN will be used only for child support enforcement purposes unless you indicate below.</p> <p>Based on our authority under ORS 471.311 and OAR 845-005-0312(6), we are requesting your <u>voluntary consent</u> to use your SSN for the following administrative purposes only: to match your license application to your Alcohol Server Education records (where applicable), and to ensure your identity for criminal records checks. OLCC will not deny you any rights, benefits or privileges otherwise provided by law if you do not consent to use of your SSN for these administrative purposes (5 USC § 552(a)).</p>				
4. Do you consent to the OLCC's use of my SSN as described above? Check this box: <input checked="" type="checkbox"/>				
5. Date of Birth (DOB):	██████ <div style="text-align: center; font-size: small;">(mm)</div>	██████ <div style="text-align: center; font-size: small;">(dd)</div>	██████ <div style="text-align: center; font-size: small;">(yyyy)</div>	
6. Driver License or State ID #: 9934202			7. State OR	
8. Contact Phone: 212-529-5903				
9. E-mail Address: info@littoral.bar				
10. Mailing Address:	P.O. Box 1142 <div style="text-align: center; font-size: small;">(Number and Street)</div>	Rockaway Beach <div style="text-align: center; font-size: small;">(City)</div>	OR <div style="text-align: center; font-size: small;">(State)</div>	97136 <div style="text-align: center; font-size: small;">(Zip Code)</div>
11. In the past 10 years, have you been convicted of a felony or a misdemeanor in a U.S. state outside of Oregon? No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> (If yes, explain in the space provided, below) Unsure <input type="checkbox"/> Choose this option and provide an explanation if, for example: you were arrested or went to court, but are unsure of whether there was a conviction; you paid a fine or served probation or parole, but are unsure of whether there was a conviction; or if you know you had a conviction, but you are unsure of whether the conviction has been removed from your record, etc.				

NO CCH/DMV
7/11/22 ~SR



**OREGON LIQUOR CONTROL COMMISSION
INDIVIDUAL HISTORY FORM**

12. Do you, or any entity that you are a part of, currently hold or have you previously held a recreational marijuana license in Oregon? (Note: marijuana worker permits are not marijuana licenses.)

No Yes Please list licenses (and year(s) licensed) below Unsure Please include an explanation:

13. Do you, or any entity that you are a part of, hold an alcohol license in a U.S. state outside of Oregon?

No Yes Please list licenses (and year(s) licensed) below Unsure Please include an explanation:

14. Do you or any entity that you are a part of, have any other liquor license applications pending with the OLCC?

No Yes Please list applications below Unsure Please include an explanation:

You must sign your own form (electronic signature acceptable). Another individual, such as your attorney or an individual with power of attorney, **may not** sign your form.

Affirmation

Even if I receive assistance in completing this form, I affirm by my signature below, that my answers on this form are true and complete. I understand the OLCC will use the above information to check my records, including but not limited to my criminal history. I understand that if my answers are not true and complete, the OLCC may deny my license application.

Name (Print):	Devlin Last	Shavaun First	Alison Middle
Signature:	<i>SA Devlin</i>		Date: 7/07/2022

This box for OLCC use ONLY

_____ Does the individual currently hold, or has the individual previously held, an OLCC- issued liquor license?



OREGON LIQUOR CONTROL COMMISSION BUSINESS INFORMATION

Please Print or Type

Applicant Name: Littoral Lounge LLC Phone: 212-529-5903

Trade Name (dba): Littoral Lounge

Business Location Address: 342 N. Highway 101

City: Rockaway Beach ZIP Code: 97136

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday 2 pm to 8 pm
 Monday 4 pm to 10 pm
 Tuesday closed to _____
 Wednesday closed to _____
 Thursday 4 pm to 10 pm
 Friday 4pm to 11pm
 Saturday 4pm to 11pm

Outdoor Area Hours:

Sunday _____ to _____
 Monday _____ to _____
 Tuesday _____ to _____
 Wednesday _____ to _____
 Thursday _____ to _____
 Friday _____ to _____
 Saturday _____ to _____

The outdoor area is used for:

- Food service Hours: 3 to 8
 Alcohol service Hours: 4 to 8
 Enclosed, how _____

The exterior area is adequately viewed and/or supervised by Service Permittees.

(Investigator's Initials)

Seasonal Variations: Yes No If yes, explain: Evening hours will shorten after Summer Season (Mid-

ENTERTAINMENT

Check all that apply:

- Live Music Karaoke
 Recorded Music Coin-operated Games
 DJ Music Video Lottery Machines
 Dancing Social Gaming
 Nude Entertainers Pool Tables
 Other: _____

DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday _____ to _____
 Monday _____ to _____
 Tuesday _____ to _____
 Wednesday _____ to _____
 Thursday _____ to _____
 Friday _____ to _____
 Saturday _____ to _____

SEATING COUNT

Restaurant: 10 Outdoor: 24
 Lounge: 30 Other (explain): _____
 Banquet: _____ Total Seating: 64

OLCC USE ONLY

Investigator Verified Seating: ____ (Y) X (N)
 Investigator Initials: sr
 Date: 7/11/22

I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: SA Devlin Date: 07/07/2022