



City of Rockaway Beach

City Council Workshop Agenda

Date: Wednesday, January 10, 2024
Time: 4:30 P.M. – 5:40 P.M.
Location: Rockaway Beach City Hall, 276 HWY 101 – 2nd Floor Conference Room

Watch live stream here: corb.us/live-stream
View meeting later here: corb.us/city-council

Join here to attend remotely:

[City Council Workshop](#)
Meeting ID: 876 2185 6029
Passcode: 746885
Dial by your location
253 215 8782 US (Tacoma)

What is a City Council Workshop? *Workshops are intended to allow for preliminary discussions by the City Council and staff. Workshops are held to present information to the Council so that the Council is prepared for upcoming regular meetings. Workshops are subject to Oregon’s public meeting law and must be noticed accordingly. No final City Council decisions are made during workshops. The public is encouraged to attend workshops but may not participate unless expressly asked.*

Note: Agenda item times are estimates and are subject to change.

1. CALL TO ORDER (4:30 p.m.)

2. ROLL CALL

3. COUNCIL BRIEFING/DISCUSSION

- a. Discussion Regarding City Council Election Process (4:31 p.m.)**
- Christy Biggs, Tillamook County Clerk
 - Review of Draft Ordinance Prescribing Manner for Election Nominations

- b. Discussion Regarding Elected Official Stipend (4:50 p.m.)**

- c. Review of Draft Resolutions Setting Short-Term Rental (STR) Cap & Establishing Fees for STR Waiting List Requests (5:00 p.m.)**

- d. Review of Friends of the Library Community Grant Applications (5:25 p.m.)**

4. ADJOURNMENT (5:40 p.m.)

Rockaway Beach City Hall is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to City Hall at 503-374-1752.

**CITY OF ROCKAWAY BEACH, OREGON
ORDINANCE NO. 2024-XX**

**AN ORDINANCE PRESCRIBING THE MANNER FOR A PERSON TO BE
NOMINATED TO RUN FOR MAYOR OR A CITY COUNCILOR POSITION**

RECITALS:

1. The Charter of the City of Rockaway Beach, Chapter VII, Section 25, states that “City elections must conform to state law except as this charter or ordinances provide otherwise. All elections for city offices must be nonpartisan;” and
2. The Charter of the City of Rockaway Beach, Chapter VII, Section 27, states “The council must adopt an ordinance prescribing the manner for a person to be nominated to run for mayor or a city councilor position”; and
3. State law (ORS 249.020) provides that candidates may file for candidacy by filing a declaration of candidacy (filing by fee) or by nominating petition (filing by obtaining voter signatures); and
4. The City Council wishes to establish filing by nominating petition as the manner for a person to be nominated to run for Mayor or a City Councilor position.

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

Section 1. A new Chapter 36 titled Elections is added to the City of Rockaway Beach Code of Ordinances as follows:

§36.01 NOMINATING PETITION. Prospective candidates shall file a nominating (prospective) petition to be nominated to run for Mayor or a City Councilor position.

§36.02 NOMINATING PETITION FORM. Nominating petitions shall be submitted to the City Elections Officer on the official candidate filing forms provided by the State in the manner prescribed by State law. The filing form must specify the office and position for which the candidate is filing. The number of signatures required on the nominating petition is set by State law.

§36.03 NOMINATING PETITION DEADLINE. The nominating petition deadline is established by State law. Candidates are advised to submit materials to the City Elections Officer for verification allowing sufficient time for the verification process to be completed prior to the filing deadline.

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 _____.

Charles McNeilly, Mayor

City Council	Aye/Nay
Mary McGinnis	/
Tom Martine	/
Kristine Hayes	/
Alesia Franken	/
Penny Cheek	/

Attest:

Melissa Thompson, City Recorder

RESOLUTION NO. 2024-0X

A RESOLUTION ESTABLISHING LIMITS (CAP) ON THE NUMBER OF SHORT-TERM RENTAL (STR) LICENSES THAT MAY BE ISSUED

WHEREAS, the City of Rockaway Beach regulates the licensing and operation of STRs through the City of Rockaway Beach Code of Ordinances (Code) Chapter 113; and

WHEREAS, the City Council adopted amendments to Code Section 113.02 by Ordinance 2024-01 on _____, authorizing, among other things, the City Council to establish by Resolution limitations on the total number of STR licenses that can be issued; and

WHEREAS, the Council wishes to exercise the authority granted in Code Section 113.02 and set limits on the total number of STR licenses that can be issued at any one time.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

Section 1. Under the authority of City of Rockaway Beach Code of Ordinances Section 113.02, effective _____, a total of 450 licenses will be available at any one time.

Section 2. Except for licenses that may be granted to owners on the under-construction waiting list, the City will not issue more licenses than the total number of licenses established by the City Council.

Section 3. This Resolution shall be effective _____.

APPROVED AND ADOPTED BY THE CITY COUNCIL THE _____ DAY OF _____ 2024.

APPROVED

Charles McNeilly, Mayor

ATTEST

Melissa Thompson, City Recorder

RESOLUTION NO. 2024-_____

A RESOLUTION ESTABLISHING FEES FOR SHORT-TERM RENTAL WAITING LIST REQUESTS

WHEREAS, City of Rockaway Beach Code of Ordinances (Code) Section 113.02 provides that the City Council may establish a fee by resolution for submitting a short-term rental license waiting list request; and

WHEREAS, Code Section 113.02 further provides that the City Council may establish a fee by resolution for submitting a short-term rental license provisional application; and

WHEREAS, the City Council wishes to establish fees to recover certain administrative costs for services related to receiving and managing short-term rental license waiting lists and provisional applications.

NOW, THEREFORE, BE IT RESOLVED, that:

Section 1. The administrative fee for submitting a short-term rental license waiting list request shall be \$150.00.

Section 2. The administrative fee for submitting a short-term rental provisional application shall be \$150.00.

Section 3. Any additional short-term rental application fees shall still apply.

Section 4. Waiting list administrative fees are not refundable.

Section 5. This Resolution shall be effective _____.

APPROVED AND ADOPTED BY THE CITY COUNCIL THE _____ DAY OF _____ 2024.

APPROVED

Charles McNeilly, Mayor

ATTEST

Melissa Thompson, City Recorder

Community Grant Applications 2023-2024

Organization	Requested Amount	Project/Use for Funds	Letter Rcvd	Award Granted
Sea Turtles Forever.org	\$ 20,000.00	Beach filtration	✓	0
Meals for Seniors, Inc.	\$ 10,000.00	Food procurement & specialized containers for delivery	✓	\$ 10,000.00
Friends of the Rockaway Beach Library	\$ 8,200.36	Chair reupolstery; refinish deck balusters; move flagpole	✓	\$ 8,200.36
Rockaway Beach Volunteers	\$ 2,000.00	Purchase of t-shirts, sweatshirts, hats and equipment for core volunteers	✓	\$ 2,000.00
Rockaway Beach Writers Rendezvous	\$ 5,000.00	Rockaway Writers Rendezvous	✓	\$ 5,000.00
Brittney Bakes	\$ 7,000.00	Expansion of space and equipment to provide classes for kids	✓	0
Friends of the Rockaway Beach Library	\$ 5,577.50	Mailing project and updated flagpole estimate	✓	0
Tillamook County Developmental Disability Program	\$ 1,000.00	Program picnic - food, supplies, games and raffle prizes.	✓	\$ 1,000.00
Fulcrum Community Resources (for the benefit of North Coast Communities for Watershed Protection)	\$ 4,567.50	Speaker Series: Safeguarding and Restoring Drinking Watersheds, January-Mar 2024	✓	\$ 4,567.50
Friends of the Rockaway Beach Library	\$ 2,626.50	Updated flagpole with installation	✓	
Friends of the Rockaway Beach Library	\$ 2,951.00	Bulk Mailing for non-profit fundraising	✓	

Appropriated	\$ 60,000.00
Awarded	\$ 30,767.86
Remaining	\$ 29,232.14

30767.86

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: Friends of the Rockaway Beach Library
2. Non-Profit #: 93-122455(fed) 23419
3. Mailing Address: PO Box 185, Rockaway Beach, OR 97136
4. Telephone No.: 503- [REDACTED] Jean Scholtz. 503-355-2665 Library
5. Email: [REDACTED]@gmail.com
6. Contact Person: Jean Scholtz
7. Requested Amount: \$2,951
8. Project/Use for funds: Bulk Mailing
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.

Grant Proposal for Friends of the Rockaway Beach Library

Funds needed for Large Mailing Project

When I first became a member of the Friends of the Rockaway Beach Library in 2016 my task was to keep track of donors to the library. I kept a spreadsheet with the names, addresses and amounts (both memberships and donations). In 2016-2019 we averaged around 100 donors. In 2020 – 2022 we had an average of just over 50 / year due mostly to the pandemic. Donors in 2023 increased to over 110. These donors either reside in Rockaway Beach or visited the library when staying here and gave us a donation.

The city mailing list which goes out to all who live or own property in Rockaway Beach, has a total 2640 addresses. Only 850 of those reside in Rockaway Beach. It is apparent to us that we should reach out to more people who have an interest in Rockaway Beach as well as those who reside here but do not either contribute or even use the library. We have tourists who use the library for its internet connection, computers and printers. They also purchase our used books for beach reading and sometimes leave additional funds for the library. Given that we now have art shows that change every 6 weeks and have plans to do more classes and displays such as go bags, there should be more to appeal to more visitors as well as locals who do not often use the library. We would like to increase our visibility and one way is to provide information to those who own rentals in Rockaway Beach.

The friends applied in early 2023 for a mailing permit so that we could do mailings to a large list of people who either live in Rockaway Beach or own property here and would be interested in supporting our library. After the award was made (it cost us nothing to apply – just had to show we were a nonprofit) we were notified that we needed to do one bulk mailing in the first two years to maintain our nonprofit mailing. We have been able in the past to insert a paragraph or two in the city mailings but we mostly rely on people finding the library (either by visiting it or happening upon our website which was just developed last summer through a chamber grant).

At this point, I started investigating how much it would cost us to do any mailing as it needs to be done in 2024 to keep our bulk mailing status. There is very little about this that is publicly available, but I managed to talk to a person in the post office who is in charge of bulk mailings. He informed me that the cost per item currently is 28 cents per 1 oz mailing. However, he also told me that we must purchase a bulk mailing permit (good indefinitely) for \$370 (at the time I spoke with him in October).

We did a small mailing about a year ago. This was only for about 200 library patrons who had purchased memberships in the Friends. This mailing was done by most of the members of the Friends' board. The issue is that if we do the mailing to the city mailing list it will be well over 10 times as much work – both in preparation (printing out the actual documents to be mailed along with addresses for the envelopes – both return and to addresses) and the assembly (folding, stuffing envelopes applying labels). The biggest issue is that that only space we can work in would be in the library, thus limiting us to Sunday and Monday. And several of our members are gone during the winter months. I contacted the Beach Beagle in Garibaldi to get an estimate for helping with this. We will need to provide the envelopes and the address labels. The Beach Beagle will print the newsletter, fold, stuff, apply the Labels. This estimate is for a two-sided, one page color trifold.

- Printing, folding, stuffing, and applying labels (for an estimated 2700) will run \$1,635.
- In addition, we need to purchase a bulk mailing permit that will run \$370 (this only must be paid once).
- The cost of paper and envelopes will be \$190.

- The estimate I currently have for postage for non-profits is 28 cents/letter. So, I estimate the cost at \$756.
- Total cost (labor and materials and permits) is: \$2951

I do not anticipate repeating this very often. We will analyze how much this helped our donations and monitor the mailing list to see how much it changes over the next five or ten years. But doing this one time will help us determine if the many second homeowners/businesses/etc. are interested in helping to support the library.

Rockaway Beach Community Grant Application

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



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4. Telephone No.: 503-██████████ Jean Scholtz. 503-355-2665 Library
5. Email: ██████████@gmail.com
6. Contact Person: Jean Scholtz
7. Requested Amount: \$2,626.50
8. Project/Use for funds: February Mailing, installation of new flagpole
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
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Grant Proposal for Friends of the Rockaway Beach Library

Flag for the Library

This grant involves setting up an external flagpole in front of the library. The current flag is on PVC pipe that extends from a wooden holder attached to the deck. We recently had an issue with this falling over and ruining a flag. In our last grant you allocated some funding for us for a flagpole and installation. In considering this again we have decided that purchasing a higher-grade flagpole would be better. The issue is that the flagpole must be able to withstand our severe winds.

There are two issues involved in getting a flagpole. One is purchasing it (the easy part) and the second is getting it set up and installed. Flag poles that can withstand 120 mph winds are not manufactured near the Rockaway Coast so we must order it and have it shipped.

The best estimate we have for purchasing a flagpole that will stand up to our coastal winters with shipping is from Federal Flags in Atlanta Georgia. A 25 ft commercial Flagpole with clear anodized finish recommended for coastal weather is \$1,862.50 plus \$595 shipping for a total of \$2,456.50.

In addition, we will need to pay for materials and installation. This involves clearing away a structure that a blower for the furnace sat on, digging a 2.5 ft x 3 ft hole, and filling it with concrete, sand and gravel then inserting the flagpole. In addition, we will install a spotlight (there is an electrical box on the outside of the library just above where the flagpole will be installed).

- Sand and gravel cost: \$20 + delivery \$65 (unless we can find someone with a truck to pick it up)
- Concrete cost (mixed): \$385 (with delivery – already mixed).
- Spotlight: \$150 (estimate)
- Labor: removing the base that the old furnace blower sat on, digging the hole, putting in the sand, gravel, and mixed concrete, and raising up the flag:

Without labor: \$3,076.50

Labor: 10 hours @\$50 = \$500

Total: \$3,576.50

In our earlier proposal, we requested \$950 for a new flagpole and were given this money. This was done in a hurry and we underestimated what was needed for a flagpole that would last for some time. We also thought we could install it on top of the old blower pad, which turns out not to be feasible. So, we have subtracted the \$950 we already have received from the estimated cost of obtaining a sturdier pole and doing the installation.

\$3,576.50 - \$950 = \$2,626.50 Requested