



City of Rockaway Beach

City Council Workshop Minutes

Date: Wednesday, April 10, 2024
Location: Rockaway Beach City Hall, 276 HWY 101 – 2nd Floor Conference Room

1. CALL TO ORDER

Mayor McNeilly called the meeting to order at 4:30 p.m.

2. ROLL CALL

Start time: [04:30:44 PM \(00:00:06\)](#)

[Mayor - Charles McNeilly: Present](#)
[Position #3 - Kristine Hayes: Present](#)
[Position #4 - Alesia Franken: Present](#)
[Position #1 - Mary McGinnis: Present](#)
[Position #5 - Penelope Cheek: Present](#)
[Position #2 - Tom Martine: Present](#)

Staff Present: Luke Shepard, City Manager; and Melissa Thompson, City Recorder

3. COUNCIL BRIEFING/DISCUSSION

a. Review of Water/Sewer System Development Charge (SDC) Study Proposal

Start time: [04:31:06 PM \(00:00:29\)](#)

Shepard explained that the City Council would be considering an SDC Study Proposal from HBH Consulting Engineers at the regular meeting.

Robert Henry, HBH Consulting Engineers, provided an explanation of System Development Charges (SDCs). Henry and Shepard answered clarifying questions for the Council. In response to an inquiry from Franken, Shepard and Matt Del Moro, HBH Consulting Engineers, further explained that the study would take into consideration planned developments, capital improvement plans (CIP), and future capacity needs. McGinnis inquired whether having new master plans would make the study easier. Henry explained that there was much more involved in updating master plans. Shepard added that SDCs were last updated in 2009, and new master plans might push the SDC study one or two years. Henry stated that HBH recommended cities consider updating CIP and SDC plans at least every five years. Hayes expressed concern that fees will go up.

At 4:47 p.m., Hayes declared a potential conflict of interest because she is a developer.

McNeilly commented on the challenges other cities with low SDCs were experiencing and advocated for charging fees that would allow the City to maintain healthy, robust utility systems. Shepard noted that SDCs were one of the few ways to raise capital for projects that didn't involve utility rates. Hayes noted that most of her clients were families, not developers.

McGinnis commented on other cities that have had to stop development because the infrastructure couldn't support it. Hayes commented that the City shouldn't make a profit.

b. Community Grant Applications Review

Start time: [04:50:34 PM \(00:19:56\)](#)

McNeilly suggested that the Council ask the Planning Commission to review the grant programs for next year and provide recommendations for best practices, such as including a scoring matrix based on criteria. There was consensus to do so.

Franken proposed specific award allocations. Cheek noted that she was on the board for Meals for Seniors, and they were financially secure at this time. Hayes proposed using the Façade Grant for the Lion's Club application. McNeilly suggested the Lion's Club didn't meet the Façade Grant criteria. McGinnis stated she wanted to include non-profits in the Façade Grant, but rules needed to be changed first. Shepard explained that it might be possible to reopen the Façade Grant prior to the end of budget year, but rules need to be clear and be adopted.

McNeilly proposed a ranking process for allocating awards. The Council individually ranked each Community Grant application, and an average score was generated to sort the applications in rank order. The Council discussed and came to consensus to consider awards in the regular session for the following:

Hope Chest	Fixtures	\$8,206.64
Chamber of Commerce	Thursday Market	\$4,148.00
Chamber of Commerce	Kite fliers	\$1,600.00
Chamber of Commerce	Advertising	\$9,700.00

c. Discussion Regarding STR Code § 113.02(H) Under-construction waiting list

Start time: [05:24:02 PM \(00:53:25\)](#)

Shepard explained that when the City Council adopted the Short-Term Rental (STR) cap, the intent was not to harm those that were already far along in the process of developing a property to build an STR. He shared that two property owners have zoning permits, but didn't have time to get County building permit approval within the adopted deadline. He explained that if the Council wanted to consider it, staff could draft code changes to allow those that had City zoning permit by March 29th to qualify for the under-construction waiting list. After brief discussion, there was consensus to consider an amendment.

Hayes declared a potential conflict of interest.

d. Review of Draft Ordinance Amending Code Chapter 91, Section 91.01 – Wild Animals

Start time [05:30:44 PM \(01:00:06\)](#)

McGinnis proposed adding to the Wild Animals ordinance a reference to ORS 496.730 and ORS 496.731 regarding criminal penalties. Shepard noted that the City could add its own penalties.

McNeilly provided background information, explaining that a community member at the Coffee with Manager and Mayor had raised the issue of neighbors feeding wildlife. Hayes expressed concern that the ordinance would apply to people feeding squirrels at the Wayside. Shepard indicated that the ordinance would be presented again at another workshop.

Martine inquired about a Code Enforcement officer. Shepard explained that code violations were being regularly enforced by City staff and the Sheriff's Office.

McGinnis commented that the state re-defined bicycles and recommended the City update its bicycle ordinance.

e. Discussion Regarding Proclamation for High School Class

Start time: [05:27:01 PM \(00:56:24\)](#)

Shepard explained that topic of acknowledging the Nea-Kah-Nie High School graduating class had come up several times, and asked if Council was interested in considering a proclamation. After discussion, there was Council consensus to have the City Manager put together a proposal for honoring graduating high school students.

4. ADJOURNMENT

Start time: [05:38:51 PM \(01:08:13\)](#)

Hayes made a **motion**, seconded by Martine, to adjourn the meeting at 5:39 p.m.

The **motion carried** by the following vote:

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

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

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

[Position #4 - Alesia Franken: Approve](#)

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

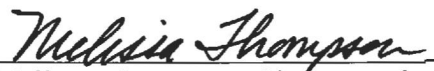
[Position #5 - Penelope Cheek: Approve](#)

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

MINUTES APPROVED THIS
8TH DAY OF MAY 2024


Charles McNeilly, Mayor

ATTEST


Melissa Thompson, City Recorder