



City of Rockaway Beach

Planning Commission Meeting Agenda

Date: Thursday, August 15, 2024
Time: 5:00 P.M.
Location: Rockaway Beach City Hall, 276 HWY 101 - Civic Facility

Watch live stream here: <https://corb.us/live-stream>
View meeting later here: <https://corb.us/planning-commission/>

Join here to attend remotely:

<https://us06web.zoom.us/j/82562701882?pwd=LYU0xHPaGRUZLzsjn5aiOPbH41Yqdg.1>

Meeting ID: 825 6270 1882

Passcode: 856758

Dial by your location

253 215 8782 US (Tacoma)

1. **CALL TO ORDER** – Bill Hassell, Planning Commission President
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
President: Bill Hassell
Commissioners: Pat Olson, Zandra Umholtz, Sandra Johnson, Georgeanne Zedrick, Stephanie Winchester, and Nancy Lanyon
City Councilors: Charles McNeilly, Mayor; and Mary McGinnis, Planning Commission Liaison
4. **APPROVAL OF MINUTES**
 - a. June 27, 2024 Special Meeting Minutes
 - b. July 18, 2024 Meeting Minutes
5. **PRESENTATIONS, GUESTS & ANNOUNCEMENTS** – None Scheduled
6. **STAFF REPORTS**
7. **PUBLIC HEARING**
 - a. CU #24-2: Consideration of an Application for Conditional Use at 362 North Pacific Street (Tillamook County Assessor’s Map # 2N1032CB Lot #6100) for a Duplex in the property on North C-1 Commercial Zone
8. **CITIZEN INPUT ON NON-AGENDA ITEMS**
9. **OLD BUSINESS**
 - a. Review of Draft Community Grant Programs Documents

10. NEW BUSINESS – None Scheduled

11. PLANNING COMMISSION COMMENTS & CONCERNS

12. ADJOURNMENT



City of Rockaway Beach Planning Commission Special Meeting Minutes

Date: Thursday, June 27, 2024

Location: Rockaway Beach City Hall, 276 HWY 101 - Civic Facility

1. CALL TO ORDER

Planning Commission President Hassell called the meeting to order at 5:01 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Start time: [05:01:30 PM \(00:00:20\)](#)

[Position #2 - Stephanie Winchester: Present](#)

[Position #3 - Pat Olson: Present](#)

[Position #7 - Georgeanne Zedrick: Present](#)

[Position #5 - Bill Hassell: Present](#)

[Position #1 - Zandra Umholtz: Present \(lost Zoom connection at 5:01 p.m., reconnected at 5:04 p.m.\)](#)

[Position #4 - Sandra Johnson: Present](#)

[Position #6 - Nancy Lanyon: Present](#)

President: Bill Hassell

Commissioners: Sandra Johnson, Nancy Lanyon, Pat Olson, Zandra Umholtz, Stephanie Winchester and Georgeanne Zedrick

Council Members Excused: Charles McNeilly, Mayor; and Mary McGinnis, Planning Commission Liaison

Staff Present: Mary Johnson, City Planner; and Melissa Thompson, City Recorder

4. APPROVAL OF MINUTES – None Scheduled

5. PRESENTATIONS, GUESTS & ANNOUNCEMENTS – None Scheduled

6. STAFF REPORTS – None Scheduled

7. PUBLIC HEARING

Start time: [05:04:20 PM \(00:03:10\)](#)

- a. CU #24-1: Consideration of an Application for Conditional Use at 137 South Beacon Street (Tillamook County Assessor's Map # 2N1032CC Lot #6300) for a Single Family Dwelling in the C-1 Commercial Zone.**

Hassell opened the public hearing at 5:04 p.m.

Hassell explained that the Commission held a Public Hearing on this matter on June 20, 2024, and after the staff report, receipt of correspondence, applicant's presentation, the opportunity for public testimony, and Commission questions, the Commission moved to close the Public Hearing and keep the record open until June 27, 2024 for additional written arguments. Hassell reviewed the order of business.

Hassell invited Commissioners to declare any bias or conflicts of interest. None were declared.

Hassell invited Commissioners to declare any ex-parte contact. None were declared.

City Planner Johnson reported that additional written testimony regarding was received from the applicants, Shannon and Alex Smith, and was included in the meeting packet.

Commission Discussion/Deliberation:

- Lanyon expressed concerns that the 50% minimum first floor be recognized. She stated that the other residential part is acceptable, but it was important to maintain the commercial element.
- Winchester commented that she appreciated the Applicants written testimony explaining the intent for possible future mixed-use, noting that might have been the intent when the property was rezoned commercial.
- Johnson also appreciated the Applicant's argument and noted that while commercial use was encouraged in the general plan, this property was practically surrounded by residential properties, and there seemed to be a lot of empty commercial buildings. Johnson stated that while she appreciated the concerns about the commercial zone, the requirement that this particular property be developed commercial was not one to be taken into consideration in the granting or denying of a variance of this type, and the benefits of allowing it outweighed the need for more commercial space at this time in Rockaway Beach.

Winchester made a **motion**, seconded by Umholtz, that, based on the findings of fact presented in the City Staff Report, and testimony received, the Planning Commission approve Conditional Use Application Number 24-01, and direct staff to prepare final findings and conclusions, and authorize the Chair to sign an order to that effect.

City Planner Johnson confirmed for the Commission that there were no conditions associated with the approval.

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

[Position #2 - Stephanie Winchester: Motion](#)

[Position #1 - Zandra Umholtz: 2nd](#)

[Position #2 - Stephanie Winchester: Approve](#)

[Position #3 - Pat Olson: Approve](#)
[Position #7 - Georgeanne Zedrick: Disapprove](#)
[Position #5 - Bill Hassell: Approve](#)
[Position #1 - Zandra Umholtz: Approve](#)
[Position #4 - Sandra Johnson: Approve](#)
[Position #6 - Nancy Lanyon: Disapprove](#)

b. PUD #24-1: Consideration of an Application from Nedonna Development LLC, for a modification to the Planned Unit Development that was approved by the City in 2008 for the property identified on Tillamook County Assessor's Map as 2N1020AB Tax Lots 10200, 10400, and 10500.

Start time: [05:12:30 PM \(00:11:20\)](#)

Hassell opened the public hearing at 5:12 p.m.

Hassell explained that the Commission held a Public Hearing on this matter on June 20, 2024, and after the staff report, receipt of correspondence, applicant's presentation, public testimony, and applicant rebuttal, the Commission moved to continue the Public Hearing until 5:00 p.m. on June 27, 2024.

Hassell invited Commissioners to declare any bias or conflicts of interest. None were declared.

Hassell invited Commissioners to declare any ex-parte contact since the Public Hearing on June 20, 2024. Lanyon declared that she was a member of the North Coast Citizens for Watershed Protection (NCCWP), whose mission is to prevent clearcutting and pesticide use in the watershed. Lanyon shared that she maintained membership and discussions for that purpose only. She stated that she had been contacted by the public and had referred the public to submit testimony directly to the Planning Commission.

Hassell declared a site visit to investigate tsunami evacuation and observed stairs that had been constructed many years ago, and a lot of signs pointing in two directions for evacuation.

Hassell read public hearing disclosure statements and procedures, and testifying instructions.

City Planner Johnson reported that new written testimony received from the following and included in the meeting packet: Albert LePage, Delta Holderness, Gary Corbin, Goldea See, Janet Teshima, Kathie Raisler, Nancy Webster, the Applicant, Oregon Coast Alliance, and Oregon Shores Conservation Coalition. City Recorder Thompson read aloud additional written testimony received from Susan Norris.

City Planner Johnson read-aloud the Ordinance standards that apply to the application.

Testimony in support of the application: None

Testimony in opposition to the application:

- Nancy Webster shared concerns about the water quality and wells in Nedonna Beach.

- Gary Corbin referred to his written testimony and stated there are bald eagles nesting in the development area, that Jackson Street is a wetland, and that the Applicant did not provide garages on the homes that are already built. For these reasons, he believed the application should be denied.

Testimony that is neutral or a question:

- Tom Holderness inquired about open spaces and asked the consequences for open space violations. Delta Holderness commented that her written testimony provided more information about the open space in question. City Planner Johnson replied that she would review the written testimony and would provide a response.

Hassell invited the Applicant to provide rebuttal.

Dean Alterman, attorney for the Applicant, provided rebuttal to the opposing testimony. Alterman stated that the public seems to have a misconception of ORS 194.040. He continued that this ORS applied to subdivision applications and that it did not apply to the revision to the PUD application the Applicant is seeking. Alterman clarified that the Applicant has not done any recent excavation work, but that areas had been cleared to allow the wetland expert to view the property and determine where wetlands are located. He further stated that the Applicant is not proposing to fill any wetlands with this application, but that the City had previously approved the filling of wetlands with the original approval and that work had been completed. In response to the testimony that had been received regarding bald eagles nesting, Alterman stated that is regulated by the Federal government, not by the City's land use code and therefore is not criteria subject to this application. Alterman addressed testimony regarding the City's sewer and water systems potentially being inadequate, stating that the City's engineer had addressed these concerns in their comments, which the City staff had incorporated into the staff report conditions. Alterman stated that the Applicant would be addressing these conditions, however the Applicant was only willing to make the improvements to the sewer force main for the development's portion of the impacts and would not be willing to take on the full cost of this improvement. Other than the cost of the sewer force main improvement, all other recommended conditions were acceptable to the Applicant.

Lanyon and Commissioner Johnson both expressed that they needed additional time to consider the written testimony that was received.

Commission Questions:

- Umholtz asked why the Applicant is requesting to complete Phase 2 in two sub-phases instead of one. Alterman responded that the sub-phasing would allow the Applicant to create two smaller developments, instead of one larger one at the same time. This development style would allow the Applicant to front the development costs in phases, instead of all up front. Winchester further questioned what advantage the sub-phasing would bring. Alterman responded the sub-phased would dictate how much capital the Applicant needed to expend at one time. He elaborated that the Applicant had made a substantial amount of the required improvements for Phase 2 during the construction of Phase 1.

- Umholtz noted that the City’s engineers did not comment on emergency evacuation routes and stated she would like an expert to comment on the application as part of the conditions of approval.
- Umholtz asked questions of staff regarding ownership and maintenance responsibility of culverts and utilities. City Planner Johnson explained that the responsibility was dependent on the location. City Planner Johnson confirmed that all the proposed homes within the PUD would be connected to City sewer and water services.
- Winchester asked questions of staff regarding road frontage being reduced from the original application. City Planner Johnson confirmed that the application had been reviewed by the City’s Public Works Department, who had no concerns regarding the road frontages.
- Umholtz asked staff if a recommendation for a traffic study is included as a recommended condition. City Planner Johnson confirmed this was included as a recommended condition, noting that the traffic study should include peak and summer impacts. Commissioner Johnson asked further questions regarding how a traffic study’s findings would be implemented.

City Planner Johnson referenced items included in the staff report, noting that stakeholder comments would be added as conditions of approval. She added that the City Engineer and Public Works confirmed that the City has adequate water to supply the 22 homes. City Planner Johnson noted that legal counsel agrees that ORS 92.040(3) does not allow the City to deny the application outright and she added supportive case law to staff report. City Planner Johnson reviewed the proposed conditions of approval that would address concerns raised in public testimony.

City Planner Johnson recommended changes to the proposed conditions. Removal of condition 15.c. and addition of the following two conditions:

- The prior to applying for final plat approval, Applicant shall work with the City of Rockaway Beach and the City’s Engineers to come to an agreement regarding the construction and expense associated with extension of the White Dove sanitary sewer force main from NW 23rd Ave to the pump station at NW 17th Ave.
- The Applicant shall obtain comment from the Silver Jackets, Oregon Emergency Management, regarding the tsunami evacuation needs for the proposed development.

Chair Hassell noted that the Applicant has withdrawn the request for the vacation of the stub of Riley Street.

The Agents for the Applicant retained the right to submit final written arguments by July 4, 2024.

Johnson made a **motion**, seconded by Winchester, to close the Public Hearing and keep the record open until July 4, 2024 for the Applicant’s final written argument and to deliberate at the next regularly scheduled meeting on July 18, 2024.

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

[Position #4 - Sandra Johnson: Motion](#)
[Position #2 - Stephanie Winchester: 2nd](#)
[Position #2 - Stephanie Winchester: Approve](#)
[Position #3 - Pat Olson: Approve](#)
[Position #7 - Georgeanne Zedrick: Approve](#)
[Position #5 - Bill Hassell: Approve](#)
[Position #1 - Zandra Umholtz: Approve](#)
[Position #4 - Sandra Johnson: Approve](#)
[Position #6 - Nancy Lanyon: Approve](#)

8. CITIZEN INPUT ON NON-AGENDA ITEMS – None Scheduled

9. OLD BUSINESS – None Scheduled

10. NEW BUSINESS – None Scheduled

11. PLANNING COMMISSION COMMENTS & CONCERNS

Start time: [06:42:43 PM \(01:41:33\)](#)

Lanyon thanked City Planner Johnson for her work.

Olson and Hassell commented that they appreciated having more time.

12. ADJOURNMENT

Start time: [06:43:27 PM \(01:42:17\)](#)

Olson made a **motion**, seconded by Zedrick, to adjourn the meeting at 6:43 p.m.

The **motion carried** unanimously.

MINUTES APPROVED THE
15TH DAY OF AUGUST 2024

William Hassell, President

ATTEST

DRAFT



City of Rockaway Beach

Planning Commission Meeting Minutes

Date: Thursday, July 18, 2024

Location: Rockaway Beach City Hall, 276 HWY 101 - Civic Facility

1. CALL TO ORDER

Planning Commission President Hassell called the meeting to order at 5:03 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Start time: [05:03:18 PM \(00:03:14\)](#)

[Position #2 - Stephanie Winchester: Present](#)

[Position #3 - Pat Olson: Present \(arrived at 5:21:42 p.m.\)](#)

[Position #7 - Georgeanne Zedrick: Present](#)

[Position #5 - Bill Hassell: Present](#)

[Position #1 - Zandra Umholtz: Present](#)

[Position #4 - Sandra Johnson: Present](#)

[Position #6 - Nancy Lanyon: Present](#)

President: Bill Hassell

Commissioners: Sandra Johnson, Nancy Lanyon, Pat Olson, Zandra Umholtz, Stephanie Winchester and Georgeanne Zedrick

Council Members: Charles McNeilly, Mayor

Staff: Luke Shepard, City Manager; and Mary Johnson, City Planner

4. APPROVAL OF MINUTES

Start time: [05:04:01 PM \(00:03:57\)](#)

Umholtz noted a correction to the June 20, 2024 meeting minutes.

Johnson made a **motion**, seconded by Umholtz, to amend the June 20, 2024 minutes as corrected.

The **motion carried** unanimously.

Johnson made a **motion**, seconded by Umholtz, to approve the June 20, 2024 minutes as amended.

The **motion carried** unanimously.

5. PRESENTATIONS, GUESTS & ANNOUNCEMENTS

a. Presentation: Strategic Plan – SSW Consulting

Sara Singer Wilson, SSW Consulting, gave a presentation providing an overview of the Strategic Plan. Wilson encouraged all to take the Strategic Plan survey. Shepard noted that there were nearly 400 survey responses thus far. Wilson answered clarifying questions.

6. STAFF REPORTS

Start time: [05:14:09 PM \(00:14:05\)](#)

City Planner Johnson provided updates on a zoning permit issued in June, the Salmonberry Trail project, and the FEMA Biological Opinion (BiOp).

7. PUBLIC HEARING – None Scheduled

8. CITIZEN INPUT ON NON-AGENDA ITEMS

Start time: [05:21:20 PM \(00:21:16\)](#)

Ross Dodge referred to his submitted written testimony and expressed concerns regarding zoning permit #23-56 approving use of a food cart.

9. OLD BUSINESS

Start time: [05:27:06 PM \(00:27:02\)](#)

McNeilly recused himself from the meeting room.

a. **PUD #24-1: Consideration of an Application from Nedonna Development LLC, for a modification to the Planned Unit Development (PUD) that was approved by the City in 2008 for the property identified on Tillamook County Assessor's Map as 2N1020AB Tax Lots 10200, 10400, and 10500.**

Hassell explained that the Commission held a Public Hearing on this matter on June 20, 2024, and after the staff report, receipt of correspondence, applicant's presentation, public testimony, applicant rebuttal, the Commission moved to continue the Public Hearing until June 27, 2024.

Hassell stated the commission held a continued Public Hearing on this matter on June 27, 2024, and after the receipt of correspondence, public testimony, applicant rebuttal, and Commission questions, the Commission moved to close the Public Hearing and keep the record open until July 4, 2024 to allow for final written arguments from the applicant. Hassell reviewed the order of business.

Hassell invited Commissioners to declare any conflicts of interest. None were declared.

Hassell invited Commissioners to declare any ex-parte contact since the last hearing. Lanyon reported that she visited the site that day and she identified herself to a homeowner who inquired, indicating that she was looking at the land as it related to the maps. Commissioners Johnson, Umholtz, Lanyon and Hassell disclosed that they attended the July 17, 2024 City Council meeting and heard comments from two people who had previously testified at the Planning Commission meeting regarding the application. None of the Commissioners spoke with the people who testified.

City Planner Johnson provided an overview of the application and the Staff Report with a PowerPoint presentation. (A copy of the presentation is included in the hearing record.) It was noted that the Staff Report was available on the website.

Winchester asked questions of staff regarding how to assess the request to allow Phase 2 to be completed in two sub-phases. City Planner Johnson responded that there is little in the code to assess this request, however the PUD code states that a schedule be provided if the development is to be completed in stages. In this case, no such schedule had been provided by the Applicant. Lanyon stated that it would be challenging for the Applicant to provide a schedule, considering the amount of work that would need to be completed before final plat approval. Commissioner Johnson asked if a condition of approval could be added to provide a timeline in which the requested sub-phases were to be completed. City Planner Johnson responded the approval could be conditioned in such a manner to require the Applicant complete the sub-phasing in a reasonable timeframe. She further elaborated that many of the required permits also have their own expirations which would dictate how quickly the Applicant needed to complete the sub-phases or obtain new permits, should they expire. City Planner Johnson did note that the City's code does not provide any deadlines after the first phase had been completed.

Umholtz stated that she believed many of the concerns shared by the public would be addressed by the reports required to be completed prior to final plat approval.

Zedrick asked questions of staff regarding how the final plat approval would happen for the sub-phases. City Planner Johnson responded that the Applicant could bring forth both sub-phases for final plat approval at the same time or the Applicant could bring forth the first sub-phase for approval, followed by the second sub-phase at a later time.

Commissioner Johnson asked staff to explain what the purpose of a PUD is. City Planner Johnson responded that a PUD is an overlay to the underlying subdivision. PUDs allow developers more flexibility to build housing that does not need to meet the standards of the underlying zoning designation, with the exception of density of the parent zone. This type of development style requires more open space than the underlying subdivision and allows developers to avoid impacts to sensitive areas, such as wetlands.

Zedrick stated that she thought the requests to create two lots instead of one, and four lots instead of three should be denied.

Winchester stated that the Applicant did not provide a schedule of the phasing, as required by our code, nor did the Applicant provide an adequate response to this question when she asked questions regarding the phasing during the hearing as to why this request was needed. For these reasons, she felt this request should be denied. She continued that due to the density of the PUD not yet having been met during the previous approval, she believed they were obligated to allow the Applicant to create an additional two lots. Umholtz asked Winchester to elaborate on why she would not support the requested sub-phasing. Winchester responded that the Applicant had been granted a phased PUD in 2008 and that since this old approval is carrying over, she did not want to see the application continued out even further through the granting of additional sub-phases. She did not want to see the

granting of the sub-phasing, since the Applicant provided no schedule for the phasing, as the Applicant could simply apply for final approval of the first sub-phase, then wait another fifteen-years before seeking final approval for the second sub-phase. Umholtz agreed with Winchester's comments, however she did not see the harm in allowing the phasing, as it would simply allow the current open space to remain undeveloped for a longer period of time and that the Applicant would likely have higher regulatory standards to adhere to as time passed. Umholtz further commented that she understood the Applicant had made the request for the sub-phasing for financial reasons, but that was not something they could take into their assessment.

Lanyon commented that the PUD had to be honored. Commissioner Johnson clarified for Lanyon that if the application was denied, the Applicant could proceed with their original approval, but would still be subject to final approval.

Commissioner Johnson stated that she had reviewed the ORS mentioned in the public comment and agreed with the City's attorney that it did not give the Planning Commission authority to deny the application based upon a ten-year statute of limitations. She stated that this was a good example of why the City should amend its code to put time limitations on all phases of PUD approvals, as none currently exist. She further commented that based upon the criteria, she believed the request for the additional building lots would need to be approved. There was further Commissioner discussion regarding the request to modify lots and concerns expressed that there wasn't criteria to support denial. Commissioner Johnson asked staff if the request for the additional building lots could be denied based on those lots not meeting the minimum lot size of the underlying zone. City Planner Johnson responded that due to the PUD overlay, the only criteria of the underlying zone that needed to be maintained was density.

Commissioner Johnson asked questions of staff regarding how CC&Rs are enforced. City Planner Johnson responded that the City does not enforce CC&Rs and that they are enforceable by private property owners or through a HOA.

Commissioner Johnson asked questions of staff regarding developing wetland properties. City Planner Johnson responded that whenever a building application is received for a property with potential wetlands, she submits a wetland use notification to the Department of State Lands (DSL) for review and comment. DSL has 30 days to respond and inform the City if additional permitting or other restrictions are necessary to avoid or mitigate wetland impacts.

After discussion of desired action, Shepard suggested a recess for staff to draft a motion.

Hassell called for a recess at 6:29 p.m.

Hassell called the meeting back to order at 6:37 p.m.

Commissioner Johnson made a **motion**, seconded by Olson, that, based on the facts and evaluations presented in the City Staff Report, and testimony received, the Planning Commission approve modifications requested in the Planned Unit Development Application Number 24-01 to the following with the conditions outlined in the Staff Report:

- (1) Create two lots instead of one lot at the north end of Jackson Street, identified as lots 21 and 22 on the plans submitted with the Application; and

- (2) Create four lots instead of three lots at the northeast corner of Kittiwake Drive and Riley Street, identified as lots 13, 14, 15 and 16 on the plan submitted with the Application.

I further move that the Applicant's request to Develop Phase 2 in two sub-phases, instead of one phase be denied and direct staff to prepare findings and conclusions, and authorize the Chair to sign an order to that effect.

The Applicant's request to vacate the East stub of Riley Street was withdrawn by the Applicant during the public hearing and is not subject to consideration in this request.

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

[Position #4 - Sandra Johnson: Motion](#)
[Position #3 - Pat Olson: 2nd](#)
[Position #2 - Stephanie Winchester: Approve](#)
[Position #3 - Pat Olson: Approve](#)
[Position #7 - Georgeanne Zedrick: Approve](#)
[Position #5 - Bill Hassell: Approve](#)
[Position #1 - Zandra Umholtz: Approve](#)
[Position #4 - Sandra Johnson: Approve](#)
[Position #6 - Nancy Lanyon: Approve](#)

10. NEW BUSINESS

a. Election of Planning Commission President and Vice-President

Start time: [06:39:43 PM \(01:39:39\)](#)

Zedrick made a **motion**, seconded by Johnson, to continue with Bill Hassell as President and Sandra Johnson as Vice-President.

The **motion carried** unanimously.

b. Discussion Regarding Updates to Mobile Food Unit Pods

Start time: [06:40:40 PM \(01:40:36\)](#)

City Planner Johnson gave a presentation on suggested administrative updates for mobile food unit pods (multiple food trucks), explaining that the code needed to be clarified to address permitting challenges. She noted there was also an opportunity to better align the City's ordinance with the requirements of the Health Department to help streamline the process for applicants. Johnson stated that staff will prepare a draft of the proposed updates which will be presented at an upcoming Planning Commission meeting for consideration.

City Planner Johnson commented that the public testimony received regarding a mobile food unit that was permitted on Highway 101 and Hollyhock Street. She explained that the City had no jurisdiction over the traffic concerns and only provided zoning oversight in the UGB.

Shepard thanked the Planning Commission for their work, noting that have had to make difficult decisions in the past six months based on the regulations in place. Shepard explained that the Commission was in a good position to address any concerns in the ordinances and recommend changes.

City Planner Johnson noted that since the amendments to the sign regulations were within the Zoning Ordinance, it required a notice to DLCD and public hearing, so the Sign Ordinance would come before the Commission again.

11. PLANNING COMMISSION COMMENTS & CONCERNS

Start time: [06:53:08 PM \(01:53:04\)](#)

Umholtz commented that she loved the new Anchor Street parking lot and playground, and thanked everyone for their hard work.

Commissioner Johnson shared that it was great that the City heard and considered everyone's concerns about the PUD application and she appreciated the community for providing comments even though they might not agree with the decision.

Zedrick concurred with Johnson's comments. She inquired about recycling changes. City Planner Johnson confirmed that the DEQ survey was submitted.

Winchester expressed interest in working with staff and the Fire Department to evaluate tsunami evacuation routes. Shepard indicated that the City had tools the Fire Department could use in their analysis. Winchester reiterated that the PUD code and probably others needed attention.

Lanyon agreed that tsunami evacuation routes should be reviewed. Lanyon inquired how the Strategic Plan related to possible code updates. Shepard replied that all should be encouraged to take the Strategic Plan survey as the Strategic Plan would guide how resources are allocated in the next five years. He confirmed that updates to the Comprehensive Plan and Zoning Ordinance were likely to be a large focus.

Hassell concurred with comments to review tsunami evacuation routes. He shared that he was working with an Oregonian reporter who is working on an article on accessibility on the coast, which would include recent and future City projects.

12. ADJOURNMENT

Start time: [07:01:29 PM \(02:01:25\)](#)

Umholtz made a **motion**, seconded by Zedrick, to adjourn the meeting at 7:01 p.m.

The **motion carried** unanimously.

MINUTES APPROVED THE
15TH DAY OF AUGUST 2024

William Hassell, President

ATTEST

Melissa Thompson, City Recorder

DRAFT

City of Rockaway Beach, Oregon

276 S. Highway 101, PO Box 5
Rockaway Beach, OR 97136
(503) 374-1752 FAX (503) 355-8221
www.corb.us * cityhall@corb.us



CONDITIONAL USE APPLICATION

Applicant Name: Dan Kalen

Mailing Address: 12042 se sunnyside rd clackamas OR 97015

Email Address: Dan@kalendev.com - karnafel@gmail.com

Phone Number: 3605216442

+++++

Owner (If different than applicant): Same

Mailing Address: _____

Email: _____

Phone Number: _____

Property Location:

Map: 2N1032CB06100 Tax Lot: 38453R Block: Block 19, SEA VIEW PARK, Lots: 34&35

Street Address: 362 N Pacific St Rockaway Beach OR 97136

Description of Proposal:

I would like to propose a duplex on lot 34 & 35 total of two units with 5ft set backs on the neighbouring lots

Justification of the conditional use request. Explain how the request meets each of the following criteria for granting a conditional use per Rockaway Beach Zoning Ordinance #143, as amended, Article 6, Conditional Uses, Section 6.020, Conditional Use Review Criteria.

- 1. The proposed use is consistent with the policies of the Comprehensive Plan.
Proposed duplex is consistant wiht the Comprehensive Plan. This area consists of motels and ingle-family dwelling

2. The location, size, design and operating characteristics of the proposed use are such that the development will have a minimum impact on surrounding properties. This standard is not applicable to multi-family dwellings. Manufactured dwelling subdivisions and manufactured dwelling parks.

Not applicable to duplex design

3. The use will not generate excessive traffic when compared to the traffic generated by uses permitted outright and adjacent streets have the capacity to accommodate the traffic generated.

Existing lot currently has an existing house, this duplex will not generate excessive traffic compared to the current use

4. Public facilities and services are adequate to accommodate the proposed use.

City water and sewer is available and adequate for proposed duplex

5. The sites physical characteristics in terms of topography and soils is appropriate for the intended use.

Current site conditions does not restrict from building proposed duplex

6. The site has adequate area to accommodate the proposed use. The site layout has been designed to provide appropriate access points, on site drives, parking areas, loading areas, storage facilities, setbacks, buffers, utilities or other facilities that are required by City ordinances or desired by the applicant.

Two lots combined have adequate space for driveway, parking spaces and approved setbacks.

Note: Use extra sheets, if necessary, for answering the above questions.

Attach a scale drawing showing the dimensions of the property, adjacent street(s), dimensions of existing structure(s) and dimensions of proposed development.

Applicant Signature: _____



Date: _____

06/17/24

Property Owner Signature: _____



Date: _____

06/17/24

If the applicant is other than the owner, the owner hereby grants permission for the applicant to act on his/her behalf.

Please attach the name, address, email, phone number and signature if any additional property owners.

Non-refundable fee (Any additional expenses will be billed accordingly.)

The City of Rockaway Beach is an Equal Opportunity Employer and TTY accessible at <http://www.oregonrelay.com>



**CITY OF ROCKAWAY BEACH
PLANNING COMMISSION ACTION**

STAFF REPORT

Case File #CU-24-2
Date Filed: June 27, 2024
Hearing Date: August 15, 2024

APPLICANT: Dan Kalen

REQUEST: The Applicant is seeking approval for conditional use of 362 North Pacific Street. The Applicant own the property on North Pacific Street which is zoned C1 – Commercial. The Applicant seeks to demolish the current residential structure and construct a new, duplex on the property for residential use. The Rockaway Beach Zoning Ordinance requires a duplex to be permitted conditionally in the C1 zone.

A. REPORT OF FACTS

1. Property Location: The property is 362 North Pacific Street, Rockaway Beach and is further identified on Tillamook County Assessor's Map # 2N1032CB Lot #6100.
2. Lot Size: approximately 4,231 square feet.
3. Zoning Designation: C1 (Commercial Zoning).
4. Surrounding Land Use: The subject property is surrounded by residential uses, and one undeveloped property to the East.
5. Existing Structures: There is a single-story, residential building on this property, which the Applicant intends to demolish.
6. Utilities: The following utilities serve the subject property:
 - a. Sewer: City of Rockaway Beach
 - b. Water: City of Rockaway Beach
 - c. Electricity: Tillamook P.U.D.
7. Development Constraints: None.

B. EVALUATION OF THE REQUEST

1. General Description of the Proposal: The Applicant is requesting approval for conditional use of 362 North Pacific Street, which is zoned C1 – Commercial. The Applicants seek to demolish the current residence and construct a new duplex on the property for residential use.
2. Background: Single family dwellings, duplexes and multi-family dwellings are allowed upon conditional approval in the C-1 zone. There are examples of other duplexes on the blocks to the North this property, which are also located in the C-1 zone.
3. Agency Comments: None.
4. Ordinance Standards: The following ordinance standards apply to this request:



Rockaway Beach Zoning Ordinance

Article 3. Use Zones.

Section 3.050. Commercial Zone (C-1).

1. **Uses Permitted Outright:** In a C-1 zone, the following uses and their accessory uses are permitted outright:
 - a. Retail activities.
 - b. Services such as banks, barber and beauty shops, small repair shops, printing shops, laundries.
 - c. Eating and drinking establishments.
 - d. Amusement activities.
 - e. Business and professional offices.
 - f. Motels, hotels, and bed and breakfast.
 - g. Churches or community meeting halls.
 - h. Hospital, sanitarium, nursing home or rest home.
 - i. Arts or craft studios.
 - j. Public utility structure such as a substation.
 - k. Parks and publicly owned recreation areas.
 - l. Government or municipal structure.
 - m. Home occupation (See Section 4.090).
 - n. Private recreation uses such as tennis courts, and swimming pools or racquetball facility, when not in conjunction with another permitted use.
 - o. Family day care center and day care center.
 - p. Residential home.
 - q. Residential facility.
 - r. Signs in accordance with Section 4.050.
 - s. Mobile Food Unit.
 - t. A manufactured dwelling or recreational vehicle used during the construction of a permitted use for which a building permit has been issued, but not to exceed 6 months duration.
 - u. Structural shoreline stabilization.
 - v. Residential Use, limited to the second story or above, and no more than 50% of the ground floor, on the condition that a commercial use be located on at least 50% of the area of the ground floor
2. **Conditional Uses Permitted.** In a C-1 zone, the following conditional uses and accessory uses are permitted:
 - a. Service stations, car lots, lumber yards, mobile home dealerships, public or private parking facilities, boat dealers, farm equipment dealers, or similar uses which require large land areas. These uses are intended to be outside of the immediate downtown area (between N. 4th to S. 3rd, the oceanfront and Beacon Street) and located on U.S. Highway 101. The Planning Commission or City Council shall consider this when issuing conditional use permits.
 - b. Cabinet or wood working shops, plumbing, heating, electrical, paint or other contractor storage, retail or sale shops.
 - c. Secondhand sales with all merchandise enclosed within a structure.



- d. Wholesale warehouse or storage establishments.
 - e. Tire retreading, welding or machine shops.
 - f. Single family dwellings including modular housing and manufactured homes, duplexes and multiple family dwellings. Manufactured homes shall be subject to the standards of Section 4.091.
3. **Standards.** In a C-1 zone, the following standards shall apply:
- a. Building setbacks shall be governed by fire protection standards administered by the Building Official.
 - b. Maximum building height shall be 45 feet, except that on the oceanfront from North Third Avenue to North Sixth Avenue the maximum building height shall be 20 feet.
 - c. Where a 45 foot building height is permitted, the first story shall be a minimum of 12 feet in height as measured from grade and shall be designed to accommodate future potential commercial use.
 - d. Multiple story buildings shall use architectural design features to differentiate the first story and the first story shall be designed to accommodate future potential commercial use.
 - e. The height above grade of an overhang or awning shall be a minimum of 10 feet above the sidewalk grade and 12 feet above the street grade where no sidewalk exists.
 - f. For commercial uses, permanent landscaping consisting of native vegetation is encouraged. Hardscape features such as benches, walkways, and outdoor seating areas shall be compliant with the American with Disabilities Act Accessibility Guidelines.
 - g. Where a commercial use abuts a residential zone, the commercial use shall provide a sight-obscuring fence or hedge of at least 5 feet in height. Floodlights shall be shielded so as not to cast glare on an adjacent residential use.
 - h. Storage of merchandise, waste disposal equipment, or similar material shall be screened from view.
 - i. Automobile service stations shall have a minimum lot size of 10,000 square feet, with a minimum width of 100 feet.
 - j. Commercial uses shall have permanent facilities, such as an office, which are connected to City services including water and sewer.

Article 6. Conditional Uses.

Section 6.010. Authorization to Grant or Deny Conditional Uses

Conditional uses listed in this ordinance may be permitted, enlarged, or otherwise altered upon authorization by the Planning Commission in accordance with the standards and procedures set forth in Section 6.010 through Section 6.030. In the case of a use existing prior to the effective date of this ordinance and classified in this ordinance as a conditional use, any change in use or lot area or an alteration of structure shall conform with the requirements dealing with conditional uses.

Section 6.020. Conditional Use Review Criteria

Before a conditional use is approved, findings will be made that the use will comply with the following:

1. The proposed use is consistent with the policies of the Comprehensive Plan;



2. The location, size, design and operating characteristics of the proposed use are such that the development will have a minimum impact on surrounding properties. This standard is not applicable to multi-family dwellings, manufactured dwelling subdivisions and manufactured dwelling parks;
3. The use will not generate excessive traffic when compared to the traffic generated by uses permitted outright and adjacent streets have the capacity to accommodate the traffic generated;
4. Public facilities and services are adequate to accommodate the proposed use;
5. The site's physical characteristics in terms of topography and soils is appropriate for the intended use; and
6. The site has adequate area to accommodate the proposed use. The site layout has been designed to provide appropriate access points, on site drives, parking areas, loading areas, storage facilities, setbacks, buffers, utilities, or other facilities which are required by City ordinances or desired by the applicant.

C. STAFF SUMMARY

As outlined below, the Applicant has met the criteria for granting the variance request to construct a duplex in the commercial zone.

1. The proposed use is consistent with the policies of the Comprehensive Plan;

FINDING: This criteria has been met. The Comprehensive Plan outlines a need for additional residential housing, as well as a need to encourage appropriate redevelopment of existing commercial areas. While the Applicants intend to use the property residentially, they are required by the City's Zoning Code to construct the duplex so that the first story is a minimum of 12 feet in height, shall use architectural design features to differentiate the first story, and shall be designed to accommodate future potential commercial use.

2. The location, size, design and operating characteristics of the proposed use are such that the development will have a minimum impact on surrounding properties. This standard is not applicable to multi-family dwellings, manufactured dwelling subdivisions and manufactured dwelling parks;

FINDING: This criteria is not applicable.

3. The use will not generate excessive traffic when compared to the traffic generated by uses permitted outright and adjacent streets have the capacity to accommodate the traffic generated;

FINDING: This criteria has been met. The proposed duplex would likely generate less traffic than most commercial uses.

4. Public facilities and services are adequate to accommodate the proposed use;

FINDING: This criteria has been met. This property is already serviced with City sewer and water services. Additional SDC and hookup fees will need to be paid by the Applicant for the second dwelling unit, prior to connecting to the City's sewer and water services. The City's sewer and water services are adequate to meet the demand of the Applicant's proposed duplex.



5. The site's physical characteristics in terms of topography and soils is appropriate for the intended use; and

FINDING: This criteria has been met. The property's topography and soils are appropriate for the intended use of developing a duplex.

6. The site has adequate area to accommodate the proposed use. The site layout has been designed to provide appropriate access points, on site drives, parking areas, loading areas, storage facilities, setbacks, buffers, utilities, or other facilities which are required by City ordinances or desired by the applicant.

FINDING: This criteria has been partially addressed. The site has adequate area to accommodate the proposed duplex, however no site layout has been provided for consideration. This criteria is typically reviewed at the time the Applicant submits for zoning approval.

D. CONCLUSION

If, after hearing the evidence at the hearing, the Planning Commission agrees that sufficient facts exist to grant the conditional use, they should direct staff to write findings based on the evidence to permit the conditional use. If they do not find that sufficient evidence exists to allow the conditional use, they should direct staff to write findings for denial of the conditional use.

E. STAFF RECOMMENDATION

Approval of the Applicant's request for conditional use to construct a duplex in the C-1 (commercial) zone.

In the event of an approval, Staff offer the following suggested motion for the Planning Commissioner's consideration:

I move that based on the facts and evaluations presented in the City Staff Report, and evidence presented, the Planning Commission approve Conditional Use Application 24-2 to construct a duplex for residential use in the C-1 zone, subject to the Standards outlined in the City's Zoning Ordinance, and direct staff to prepare findings and conclusions, and authorize the Chair to sign an order to that effect.



APPLICATION LOCATION:



SMALL COMMUNITY GRANT



GRANT FUNDS AVAILABLE: \$<>
MAXIMUM GRANT REQUESTS: \$4,999.99

Applications open <>, 2024
Deadline to apply:
<>day, <>, 2024 at 12:00 pm

Questions? Need assistance?
Grant Manager , <>
<>@corb.us
(503) 374-1752 ext. <>



OVERVIEW

The Small Community Grant program provides support to non-profit, not-for-profit organizations, and community entities that serve the Rockaway Beach community. This grant program accepts applications twice per fiscal year. Organizations and entities may only submit one application for consideration per funding cycle.

Grant funds are available to support organizations and entities which provide:

- Assistance for essential utilities, food, medical or mental health needs, clothing, or shelter.
- Educational, cultural, social, or recreational opportunities for residents.
- Positive volunteerism that enhances city aesthetics, promotes positive community engagement, or support city initiatives or projects.

ELIGIBILITY

Eligible Applicants:

- Non-profit and not-for-profit organizations
- Community entities

Eligible Applicants may not have any in-progress and must have satisfactorily completed all previous grants issued by the City of Rockaway Beach.

Examples of Eligible Projects:

- Healthy meals program
- Active living program
- Health services
- Early literacy program
- Youth development programs
- Small facility improvements or operational items with a lifespan of 3+ years.



GRANT TIMELINE

Applications open and publication of notice	<>, 2024
Applications due, 12:00 pm	<>, 2024
Planning Commission review and recommendations	<>, 2024
City Council award of decision	<>, 2024
Notification to Grantees; Contracts sent to grant recipients	<>, 2024
Project deadline - 36 months from City Council decision	<>, 2024



KEY PRINCIPLES

In the application, eligible Applicants are asked to describe how the proposed project contributes to a healthy, connected, charitable, and equitable community. The City of Rockaway Beach believes that in supporting its organizations and entities that encourage this type of community building it will make a better future for everyone.

Projects funded through the Small Community Grant must predominately support or be attended by the Rockaway Beach community.

FUNDING PRIORITIES

1.

Projects that serve and/or support the largest population of Rockaway Beach residents.

2.

Projects that fill an existing need that is not currently being met.

3.

Projects that bring the community together and create positive community engagement.

INELIGIBLE PROJECTS

- Tourism based/supported projects
- Day-to-day operational expenses and payroll
- Marketing and promotional project
- Projects which drive/support commerce

For profit businesses are encouraged to apply for the building improvement funds and/or marketing needs through the City's Business Facade Grant and/or Marketing Grant programs.

SELECTION CRITERIA

All applications for eligible projects will be rated and ranked based on the following criteria. While the following criteria has been deemed most important, additional relevant factors beyond the score may be worthy of consideration.

Healthy Community Score (25 points)

This score measures how well the project contributes to a healthier local community. A healthy community is one where access to fresh, healthy foods are available, educational resources are provided, recreational opportunities are encouraged, medical and mental health needs are met, and more!

- Does the project offer opportunities to improve physical or mental health?
- Does the project provide healthy opportunities to those who may not otherwise have access?
- Does the project promote healthy lifestyle changes to last a lifetime?

Connected Community Score (25 points)

This score measures how well the project strengthens the local sense of community. In a connected community social opportunities are plentiful, community involvement thrives, and residents work together to support city initiatives or projects.

- Does the project create new social opportunities for residents?
- Does the project strengthen the local sense of community?
- Does the project bring the community together to work towards a common goal?

Charitable Community Score (25 points)

This score measures how well the project supports local charitable efforts. Charitable communities value giving back to others, promote volunteer opportunities, and strive to meet the needs of the local community.

- Does the project offer new opportunities for residents to volunteer to better the community?
- Does the project provide services or opportunities currently lacking in the community?

Equitable Community Score (25 points)

This score measures how well the project encourages equity throughout the local community. Equitable communities provide a helping hand to residents in need and meet the needs of underserved community members.

- Does the project assist residents who need additional support?
- Does the project provide new services or assistance to underserved community members?

SCORING OVERVIEW

Baseline Scoring

Up to

Healthy Community Score	25 points
Connected Community Score	25 points
Charitable Community Score	25 points
Equitable Community Score	25 points

GRANT REVIEW PROCESS

The City of Rockaway Beach staff will provide guidance on applications if presented a minimum of 14 days prior to the grant application deadline, <>, 2024.

Each application received will first be reviewed by the Grant Manager for completeness. If the application is incomplete or not received by the deadline, it will not be submitted to the Planning Commission for consideration.

The Planning Commission will review, score, rank all of the applications received and make initial scoring recommendations for funding. The Planning Commission's recommendations will be presented to the City Council at their workshop on <>, 2024.

The City Council will review the applications, the Planning Commission's recommendations, and make the award decision at their regular meeting on <>, 2024.



FUNDING PROCESS

Once the grant is awarded and contract is signed, Grantees can start on projects.

Grant funds will be issued within two weeks of contract execution via check.

Upon completion of the project, the Grantee shall complete the Project Expense Worksheet and Grant Close Out form. The Grantee shall be scheduled to make a five-minute presentation to the City Council to publicly share how the grant funds were spent. The presenter shall not be a member of the governing body.

SMALL COMMUNITY GRANT

APPLICATION

APPLICANT INFORMATION

Organization Name

Contact Name

Title

Phone Number

Email

Organization Type

Physical Address

Mailing Address

PROJECT CHECKLIST

- Complete Application**
- Attach Plans, as needed**
- Submit Application by 12:00 pm on <>, 2024**

Preferred delivery format is one combined PDF with all documents in order listed above. The City of Rockaway Beach will accept multiple PDF documents if titled in the following format; [Organization Name, Page X of X]. Paper copies will also be accepted. You will receive an email confirmation of receipt from the Grant Manager within 2 business days of submittal. It is the Applicant's responsibility to verify successful receipt of application. If confirmation is not received in the allotted time frame, contact the Grant Manager via email.

PROJECT OVERVIEW

Project Title

Grant Request

Total Project Cost

Questions? Need assistance?
Grant Manager, <>
<>@corb.us
(503) 374-1752 ext. <>



PROJECT DESCRIPTION

Answers must fit in the space with provided formatting.

Provide a complete description of the project's intended function and demographic(s) that will be served by the project. *If relevant, provide design drawings, plans, etc.*

DRAFT

HEALTHY COMMUNITY

Answers must fit in the space with provided formatting.

Explain how the project contributes to a healthier local community.

A healthy community can range from one where access to fresh, healthy foods are available, educational resources are provided, recreational opportunities are encouraged, medical and mental health needs are met, and more!

DRAFT

CONNECTED COMMUNITY

Answers must fit in the space with provided formatting.

Explain how the project assists the local community in connecting.

In a connected community social opportunities are plentiful, community involvement thrives, and residents work together to support city initiatives and projects.

DRAFT

CHARITABLE COMMUNITY

Answers must fit in the space with provided formatting.

Explain how the project supports local charitable efforts.

Charitable communities value giving back to others, promote volunteer opportunities, and strive to meet the needs of the local community.

EQUITABLE COMMUNITY

Answers must fit in the space with provided formatting.

Explain how the project encourages equity throughout the local community.

Equitable communities provide a helping hand to residents in need and meet the needs of underserved community members.

PROJECT BUDGET

Income	BUDGET
City of Rockaway Beach Large Community Grant	\$
Other Income	
<i>Matching amounts are NOT required, but if your project exceeds the grant fund limit, use this section to add additional funding resources</i>	
	\$
	\$
	\$
TOTAL INCOME	
	\$

Expenses		
Description	Estimate Obtained (Y/N)	Budget
<i>If estimates from tentative vendors have been obtained, please attach those to the application.</i>		
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
TOTAL BUDGET		
		\$

Total income should equal total expenses

AUTHORIZATIONS AND CERTIFICATIONS

Initial the following authorizations and certifications

I am an eligible Applicant and submitted an eligible project. Refer to above grant information for details.

I agree to comply with federal, state, and local rules and regulations, where applicable.

Legal title affirmation. I understand that legal title to the completed project must be held for at least 3 years following the project completion or that some other arrangement, satisfactory to the City of Rockaway Beach, will be put in place to protect the investment of public funds in this project for a 3-year period.

Required for facility improvement projects only.

I agree to enter into an agreement with the City of Rockaway Beach upon grant approval. The City of Rockaway Beach reserves the right to include such additional special conditions or requirements in each contract, as it might deem necessary or desirable to protect the public investment of tax dollars in the project.

I agree to provide a W9-Request for Taxpayer Identification Number and Certification. I certify that the Federal Employer Identification Number and business type provided in the above application is accurate and the organization is not subject to back-up withholding.

I agree to provide current, executed Articles of Incorporation or Organization for the non-profit or not for profit organization.

Not applicable to other community entities.

I give permission to the City of Rockaway Beach to use my project for public information, promotional, and educational purposes.

Hold harmless and Indemnification. I agree to hold the City of Rockaway Beach harmless for any liens, claims, damages, or other liabilities related to the project, and to indemnify and defend the City of Rockaway Beach from any claims, costs, damages, or expenses of any kind, including attorney's fees and other costs and expenses of litigation, arising out of the project.

Authorization. I certify to the best of my knowledge that all information contained in this application, including all attachments, certifications, is valid and accurate. I further certify that the application has been reviewed and approved by the authorized owner(s), manager(s) with appropriately delegated authority and/or in accordance with the organization's Articles of Incorporation or Organization.

Signature

Date

Printed Name

Title

7

SMALL COMMUNITY GRANT

Applicant & Project Title	Healthy Community (up to 25 points)	Connected Community (up to 25 points)	Charitable Community (up to 25 points)	Equitable Community (up to 25 points)	Additional Comments
Applicant #1 Project Name					
Applicant #2 Project Name					
Applicant #3 Project Name					
Applicant #4 Project Name					
Applicant #5 Project Name					
Applicant #6 Project Name					
Applicant #7 Project Name					

LARGE COMMUNITY GRANT



GRANT FUNDS AVAILABLE: \$<>
GRANT REQUESTS: \$5,000 - \$20,000

Applications open <>, 2024
Deadline to apply:
<>day, <>, 2024 at 12:00 pm

Questions? Need assistance?
Grant Manager, <>
<>@corb.us
(503) 374-1752 ext. <>



OVERVIEW

The Large Community Grant program provides support to non-profit and not-for-profit organizations that serve the Rockaway Beach community. This grant program accepts applications once per fiscal year. Organizations and entities may only submit one application for consideration.

Grant funds are available to support organizations and entities which provide:

- Assistance for essential utilities, food, medical or mental health needs, clothing, or shelter.
- Educational, cultural, social, or recreational opportunities for residents.
- Positive volunteerism that enhances city aesthetics, promotes positive community engagement, or support city initiatives or projects.

ELIGIBILITY

Eligible Applicants:

- Non-profit and not-for-profit organizations

Eligible Applicants may not have any in-progress and must have satisfactorily completed all previous grants issued by the City of Rockaway Beach.

Examples of Eligible Projects:

- Healthy meals program
- Active living program
- Health services
- Early literacy program
- Youth development programs
- Facility improvements with a lifespan of 10+ years.



GRANT TIMELINE

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City Council award of decision	<>, 2024
Notification to Grantees; Contracts sent to grant recipients	<>, 2024
Project deadline - 36 months from City Council decision	<>, 2024



KEY PRINCIPLES

In the application, eligible Applicants are asked to describe how the proposed project contributes to a healthy, connected, charitable, and equitable community. The City of Rockaway Beach believes that in supporting its organizations and entities that encourage this type of community building it will make a better future for everyone.

Projects funded through the Large Community Grant must predominately support or be attended by the Rockaway Beach community.

FUNDING PRIORITIES

1.

Projects that serve and/or support the largest population of Rockaway Beach residents.

2.

Projects that fill an existing need that is not currently being met.

3.

Projects that bring the community together and create positive community engagement.

INELIGIBLE PROJECTS

- Tourism based/supported projects
- Day-to-day operational expenses and payroll
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For profit businesses are encouraged to apply for the building improvement funds and/or marketing needs through the City's Business Facade Grant and/or Marketing Grant programs.

SELECTION CRITERIA

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Healthy Community Score (25 points)

This score measures how well the project contributes to a healthier local community. A healthy community is one where access to fresh, healthy foods are available, educational resources are provided, recreational opportunities are encouraged, medical and mental health needs are met, and more!

- Does the project offer opportunities to improve physical or mental health?
- Does the project provide healthy opportunities to those who may not otherwise have access?
- Does the project promote healthy lifestyle changes to last a lifetime?

Connected Community Score (25 points)

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Equitable Community Score (25 points)

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- Does the project assist residents who need additional support?
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SCORING OVERVIEW

<i>Baseline Scoring</i>	<i>Up to</i>
Healthy Community Score	25 points
Connected Community Score	25 points
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GRANT REVIEW PROCESS

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The City Council will review the applications, the Planning Commission's recommendations, and make the award decision at their regular meeting on <>, 2024.



FUNDING PROCESS

Once the grant is awarded and contract is signed, Grantees can start on projects.

Upon completion of the project, the Grantee shall complete the Grant Close Out form and Project Expense Worksheet. The Grantee shall be scheduled to make a five-minute presentation to the City Council to publicly share how the grant funds were spent. The presenter shall not be a member of the governing body. The Grantee shall be provided 15-days from their presentation to submit a written statement to respond to any questions raised by the City Council.

If approved by the City Council, the Grantee shall sign and return Grant Acknowledgement form. Reimbursements will be issued via check within two weeks of receipt of the Grant Acknowledgment form.

LARGE COMMUNITY GRANT

APPLICATION

APPLICANT INFORMATION

Organization Name

Contact Name

Title

Phone Number

Email

Organization Type

Physical Address

Mailing Address

PROJECT CHECKLIST

- ✓ **Complete Application**
- ✓ **Attach Plans, as needed**
- ✓ **Attach 3 Letters of Support**
- ✓ **Submit Application by 12:00 pm on <>, 2024**

Preferred delivery format is one combined PDF with all documents in order listed above. The City of Rockaway Beach will accept multiple PDF documents if titled in the following format; [Organization Name, Page X of X]. Paper copies will also be accepted. You will receive an email confirmation of receipt from the Grant Manager within 2 business days of submittal. It is the Applicant's responsibility to verify successful receipt of application. If confirmation is not received in the allotted time frame, contact the Grant Manager via email.

PROJECT OVERVIEW

Project Title

Grant Request

Total Project Cost

Questions? Need assistance?
Grant Manager, <>
<>@corb.us
(503) 374-1752 ext. <>



PROJECT DESCRIPTION

Answers must fit in the space with provided formatting.

Provide a complete description of the project's intended function and demographic(s) that will be served by the project. *If relevant, provide design drawings, plans, etc.*

DRAFT

HEALTHY COMMUNITY

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EQUITABLE COMMUNITY

Answers must fit in the space with provided formatting.

Explain how the project encourages equity throughout the local community.

Equitable communities provide a helping hand to residents in need and meet the needs of underserved community members.

PROJECT WORK PLAN

The project work plan highlights key objectives of your application, how you plan to achieve them, and how to intend to measure the impacts.

The work plan describes project goals. Each goal further defines the following:

- Budget amount per goal
- Key action steps
- Timeline to complete each step
- Expected outcome for each step
- Evaluation method for each step

Complete the template below. Limited to three goals in formatting provided.

Verify that "Budget to Complete Goals" total matches "Budget Totals"

GOAL #1:

Budget to Complete Goal:

Key Action Steps	Timeline	Expected Outcome	Evaluation Method

GOAL #2:

Budget to Complete Goal:

Key Action Steps	Timeline	Expected Outcome	Evaluation Method

GOAL #3:

Budget to Complete Goal:

Key Action Steps	Timeline	Expected Outcome	Evaluation Method

AUTHORIZATIONS AND CERTIFICATIONS

Initial the following authorizations and certifications

I am an eligible Applicant and submitted an eligible project. Refer to above grant information for details.

I agree to comply with federal, state, and local rules and regulations, where applicable.

Legal title affirmation. I understand that legal title to the completed project must be held for at least 10 years following the project completion or that some other arrangement, satisfactory to the City of Rockaway Beach, will be put in place to protect the investment of public funds in this project for a 10-year period.

Required for facility improvement projects only.

I agree to enter into an agreement with the City of Rockaway Beach upon grant approval. The City of Rockaway Beach reserves the right to include such additional special conditions or requirements in each contract, as it might deem necessary or desirable to protect the public investment of tax dollars in the project.

I agree to provide a W9-Request for Taxpayer Identification Number and Certification. I certify that the Federal Employer Identification Number and business type provided in the above application is accurate and the organization is not subject to back-up withholding.

I agree to provide current, executed Articles of Incorporation or Organization for the non-profit or not for profit organization.

I give permission to the City of Rockaway Beach to use my project for public information, promotional, and educational purposes.

Hold harmless and Indemnification. I agree to hold the City of Rockaway Beach harmless for any liens, claims, damages, or other liabilities related to the project, and to indemnify and defend the City of Rockaway Beach from any claims, costs, damages, or expenses of any kind, including attorney's fees and other costs and expenses of litigation, arising out of the project.

Authorization. I certify to the best of my knowledge that all information contained in this application, including all attachments, certifications, is valid and accurate. I further certify that the application has been reviewed and approved by the authorized owner(s), manager(s) with appropriately delegated authority and/or in accordance with the organization's Articles of Incorporation or Organization.

Signature

Date

Printed Name

Title



LARGE COMMUNITY GRANT

Applicant & Project Title	Healthy Community (up to 25 points)	Connected Community (up to 25 points)	Charitable Community (up to 25 points)	Equitable Community (up to 25 points)	Additional Comments
Applicant #1 Project Name					
Applicant #2 Project Name					
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