



City of Rockaway Beach

Planning Commission Meeting Agenda

Date: Thursday, September 19, 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/88280277194?pwd=0KkBnNF8L95MBm4hjGEwMwZKnEylQY.1>

Meeting ID: 882 8027 7194

Passcode: 803016

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. August 15, 2024 Meeting Minutes
5. **PRESENTATIONS, GUESTS & ANNOUNCEMENTS**
 - a. Presentation – Zoning Code & Comprehensive Plan Updates Needed to be Made in Response to Senate Bill 406 (SB406) – Cascadia Partners
6. **STAFF REPORTS**
7. **PUBLIC HEARING** – None Scheduled
8. **CITIZEN INPUT ON NON-AGENDA ITEMS**
9. **OLD BUSINESS**
 - a. Consideration of Updates to the Community Grant Program
10. **NEW BUSINESS** – None Scheduled
11. **PLANNING COMMISSION COMMENTS & CONCERNS**
12. **ADJOURNMENT**



City of Rockaway Beach

Planning Commission Meeting Minutes

Date: Thursday, August 15, 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 5:00 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Start time: [05:00:52 PM \(00:00:48\)](#)

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

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

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

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

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

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

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

President: Bill Hassell

Commissioners: Sandra Johnson, Nancy Lanyon, Pat Olson, and Georgeanne Zedrick

Commissioners Excused: Zandra Umholtz, Stephanie Winchester

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

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

4. APPROVAL OF MINUTES

Start time: [05:01:23 PM \(00:01:19\)](#)

a. June 27, 2024 Special Meeting Minutes

Hassell stated that the City Recorder distributed amended minutes to the Commission for approval, which showed a correction in red on page 2 that was called to her attention.

Zedrick made a motion, seconded by Olson, to approve the June 27, 2024 Special Meeting Minutes as corrected.

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

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

b. July 18, 2024 Meeting Minutes

Hassell stated that the City Recorder distributed amended minutes to the Commission for approval, which showed a correction in red on page 5, to reflect that Zandra Umholtz was re-elected as Vice-President.

Johnson made a motion, seconded by Zedrick, to approve the July 18, 2024 Meeting Minutes as corrected.

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

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

5. PRESENTATIONS, GUESTS & ANNOUNCEMENTS – None Scheduled

6. STAFF REPORTS

Start time: [05:03:35 PM \(00:03:31\)](#)

City Planner Johnson provided updates on current projects and permit approvals, FEMA Biological Opinion (BiOp) pre-implementation compliance options, the Salmonberry Trail, and Lake Lytle Oregon Parks and Recreation Department (OPRD) grant.

7. PUBLIC HEARING

Start time: [05:08:11 PM \(00:08:06\)](#)

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

McNeilly and McGinnis left the meeting room at 5:08 p.m.

Hassell opened the public hearing at 5:08 p.m.

Hassell read opening statements, public hearing disclosure statements and procedures, and testifying instructions. He explained that the applicant is Dan Kalen. Hassell stated the applicant is seeking approval for conditional use of 362 North Pacific Street. The applicant owns the property on North Pacific Street which is zoned C1 – Commercial. Hassell explained the applicant seeks to demolish the current residential structure and construct a new, duplex on the property for residential use, and the Rockaway Beach Zoning Ordinance requires a duplex to be permitted conditionally in the C1 zone.

Hassell invited Commissioners to declare any bias or conflicts of interest. None were declared and there were no challenges from the audience on the basis of bias.

Hassell invited Commissioners to declare any ex-parte contact. Lanyon reported a site visit and observed that there were duplexes and condominiums in the general area. Commissioner Johnson declared that she drove by the property that day to look at the general area. Olson also declared a site visit, noting that the structure had been there many years.

City Planner Johnson presented the Staff Report, along with a PowerPoint presentation. (A copy of the presentation is included in the hearing record.) City Planner Johnson explained that staff recommended approval of the application.

Hassell invited Commissioners to ask questions of staff regarding the application.

Zedrick inquired about setbacks. City Planner Johnson stated that setback standards would be addressed through a variance request.

Hassell invited public testimony.

Dan and Carmen Upshaw, owners of a lot adjacent to the applicant's property, testified that they were neutral to the application and were in attendance to understand what was being considered for approval. They indicated that they agreed with staff findings, and appreciated the Commission's hard work.

City Planner Johnson reported that no written testimony was received.

The applicant was not present.

Staff had no final comments.

There were no requests to continue the hearing or submit additional written argument.

Olson made a **motion**, seconded by Johnson, to close the record and the Public Hearing.

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

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

[Position #4 - Sandra Johnson: 2nd](#)

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

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

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

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

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

Staff confirmed that the applicant did not need to be present for the record to be closed.

Hassell declared the Public Hearing closed at 5:29 p.m.

Hassell invited the Commission to deliberate.

Lanyon shared that she respected the C-1 zone for the residential restrictions for size and layout, but as it is all duplexes in the area, it was consistent with that residential neighborhood, so she endorsed the application.

Commissioner Johnson commented that she was also in favor of the application, considering the need for housing in that area, as well as the current vacancies in the commercial district.

Johnson made a **motion**, seconded by Zedrick, 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.

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

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

[Position #7 - Georgeanne Zedrick: 2nd](#)

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

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

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

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

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

8. CITIZEN INPUT ON NON-AGENDA ITEMS

Start time: [05:32:17 PM \(00:32:12\)](#)

No audience members wished to comment.

McGinnis and McNeilly rejoined the meeting. McGinnis explained that since Planning Commission decisions could be appealed to the City Council, they recused themselves during application hearings to avoid bias and ex-parte contact.

9. OLD BUSINESS

Start time: [05:34:03 PM \(00:33:59\)](#)

a. Review of Draft Community Grant Programs Documents

City Planner Johnson explained that staff was proposing separating the Community Grant into a small and large program, and presented draft flyers, applications and scoring sheets for each program.

The Commission, McNeilly and McGinnis discussed and made comments and suggested changes to the draft materials. City Planner Johnson and Shepard answered clarifying questions. Shepard suggested that Commissioners could provide more comments to staff as desired, and staff will would update the grant program documents and bring them back to the Commission for further consideration at the next meeting.

10. NEW BUSINESS – None Scheduled

11. PLANNING COMMISSION COMMENTS & CONCERNS

Start time: [06:47:59 PM \(01:47:55\)](#)

Zedrick appreciated City Planner Johnson's work on the Community Grants. Zedrick commented on written testimony submitted by a member of the public regarding pedestrian safety in Nedonna Beach. Zedrick suggested that pedestrian safety was an issue in other areas in addition to Nedonna Beach. Zedrick expressed issues with staff emails going to her email junk folder.

Lanyon advocated for pursuing pedestrian safety improvements.

Olson had no concerns.

Commissioner Johnson shared that there was a good presentation at City Council Workshop regarding appeals and ethics, and suggested Commissioners reviewing the workshop recording. Shepard confirmed for Johnson that staff would send the Commissioners the workshop presentation slides and Department of Land Conservation and Development (DLCD) website links.

Commissioner Johnson encouraged all to review and share the Mayor’s State of City address.

McGinnis shared that the Planning Commission ordinance was scheduled to be included on City Council meeting agenda in September, and thanked the Commission for their work.

Hassell commended the Mayor’s State of City report and congratulated the Planning Commission, City Council and staff for working together to create an incredible city. Hassell commented on the pedestrian safety concerns and traffic speed in Nedonna Beach, suggesting that a possible solution could be a stand in the center of the crosswalk indicating that state law requires stopping for pedestrians. Hassell thanked the Planning Commission for their work.

12. ADJOURNMENT

Start time:

[06:56:01 PM \(01:55:57\)](#)

Olson made a **motion**, seconded by Johnson, to adjourn the meeting at 6:56 p.m.

The **motion carried** unanimously.

MINUTES APPROVED THE
19TH DAY OF SEPTEMBER 2024

William Hassell, President

ATTEST

Melissa Thompson, City Recorder



ROCKAWAY BEACH

Middle Housing Code Update

Draft Code Concepts

Planning Commission | September 19, 2024



AGENDA

1	Background + SB 406 Overview	5 min
2	Code Concepts + Discussion	30-45 min
3	Next Steps	5 min

OUR TEAM: Working on Housing Across Oregon

PARTNERS

ALEX JOYCE



IRENE KIM



JAMIN KIMMELL



ALEX
STEINBERGER



SACHI
ARAKAWA



ASSOCIATES

RACHEL COTTON



VICTOR TRAN



PAULINE RUEGG



PAUL RUNGE



AYANO HEALY



SARA GOLDSTEIN



FINLEY HEEB



SHELLEY DENISON



RHEY HAGGERTY



ANGELICA MARTINEZ
SULVARAN



LYDIA NESS



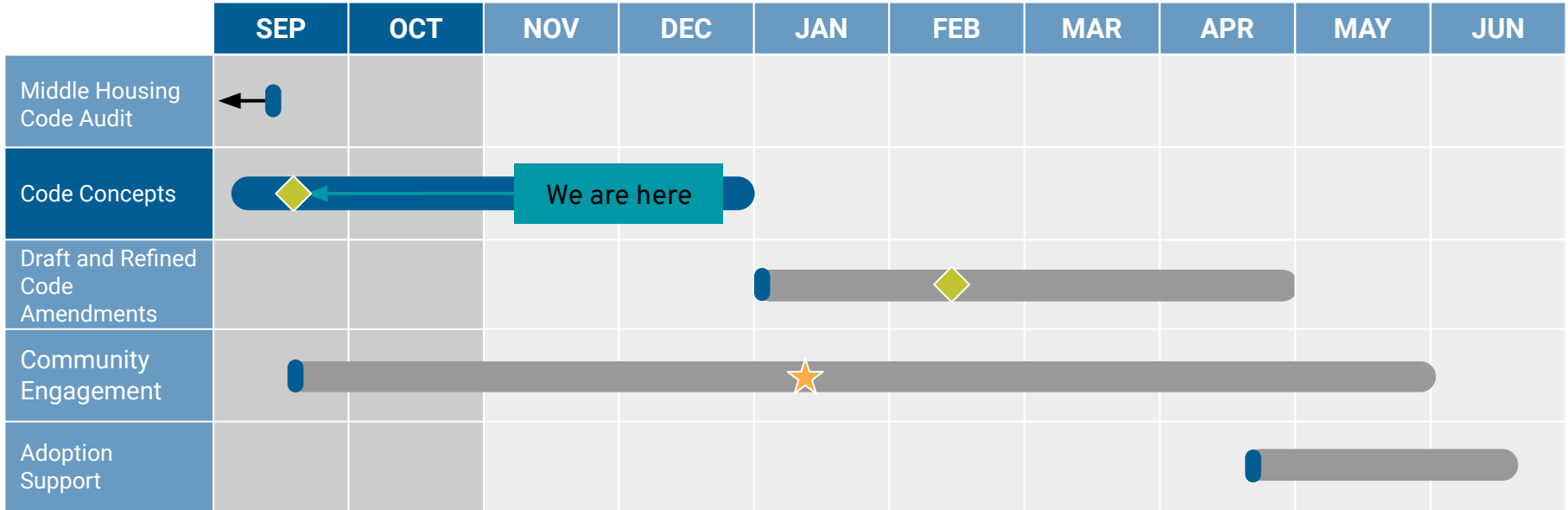
TARA SORRELS



LANIER HAGERTY



TIMELINE



◆ Planning Commission Work Sessions

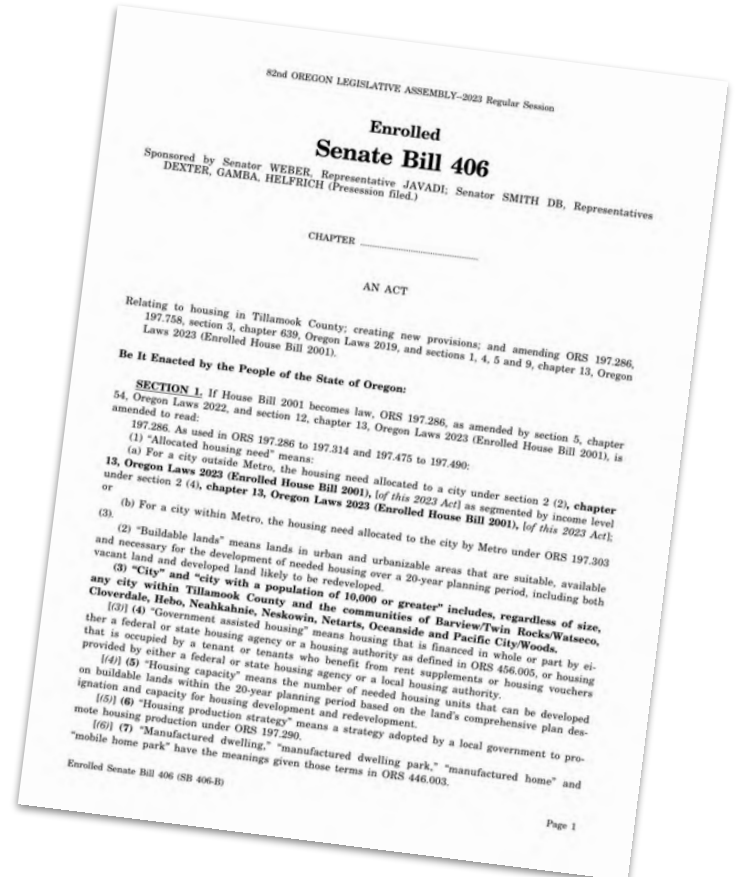
★ Community Workshop

Background

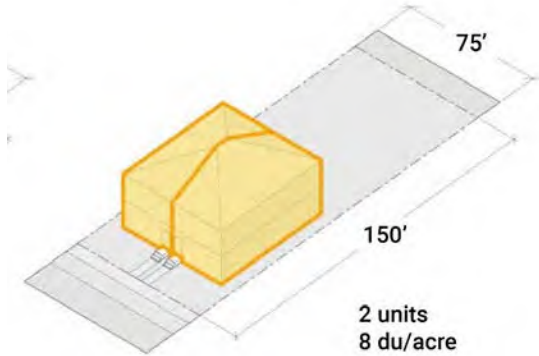
LEGISLATIVE HISTORY & DEFINITIONS

BACKGROUND: LEGISLATION AND RULES

- Senate Bill 406 (“SB 406”) enacted in 2023. Spearheaded by Rockaway Beach City Council and leadership throughout Tillamook County.
- Requires jurisdictions in Tillamook County, regardless of size, to comply with state rules to allow middle housing (“HB 2001”)
- OAR 660-046, “Middle Housing” guides implementation (“Division 46”)
- Changes must be implemented by June 30, 2025



GOALS: OPTIONS, SUPPLY, DIVERSITY



Options

Smaller units in more locations



Supply

More opportunities for housing development



Diversity/Equity

Mix of housing types in every neighborhood

BACKGROUND: MIDDLE HOUSING

GENERAL DEFINITION

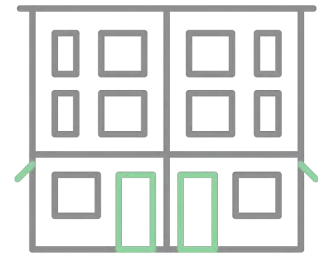
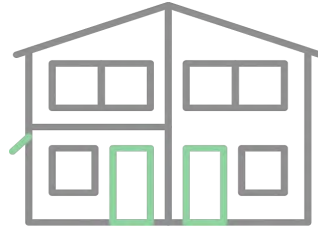
A wide range of housing types of a scale and density that fall between detached, single dwellings and multi-unit apartment buildings.



BACKGROUND: MIDDLE HOUSING

DLCD defines five specific middle housing types:

1. Duplex
2. Triplex
3. Quadplex
4. Townhomes
5. Cottage Cluster





DUPLEX

Two units on one lot

Must be allowed on all lots where single family homes are allowed.

Photo: Redfin



TRIPLEX

Three units on one lot

Must be allowed in areas
zoned for residential use.

Photo: The Sightline Institute



QUADPLEX

Four units on one lot

Must be allowed in areas zoned for residential use.

Photo: Zillow



TOWNHOMES

Attached units on individual lots

Must be allowed in areas zoned for residential use.



COTTAGE CLUSTER

Small detached units oriented around a courtyard

Must be allowed in areas zoned for residential use.

Local Implications

WHAT DOES THIS MEAN FOR ROCKAWAY BEACH?

PATHWAYS TO COMPLIANCE

There are four different ways to comply with “Middle Housing rules”:

- Model Code
- **Minimum compliance** ←
- Performance metrics
- Alternative standards



LOCAL IMPLICATIONS

We recommend the **minimum compliance** track to update the zoning code to:

Allow for duplexes on all lots where single family homes are allowed.

and

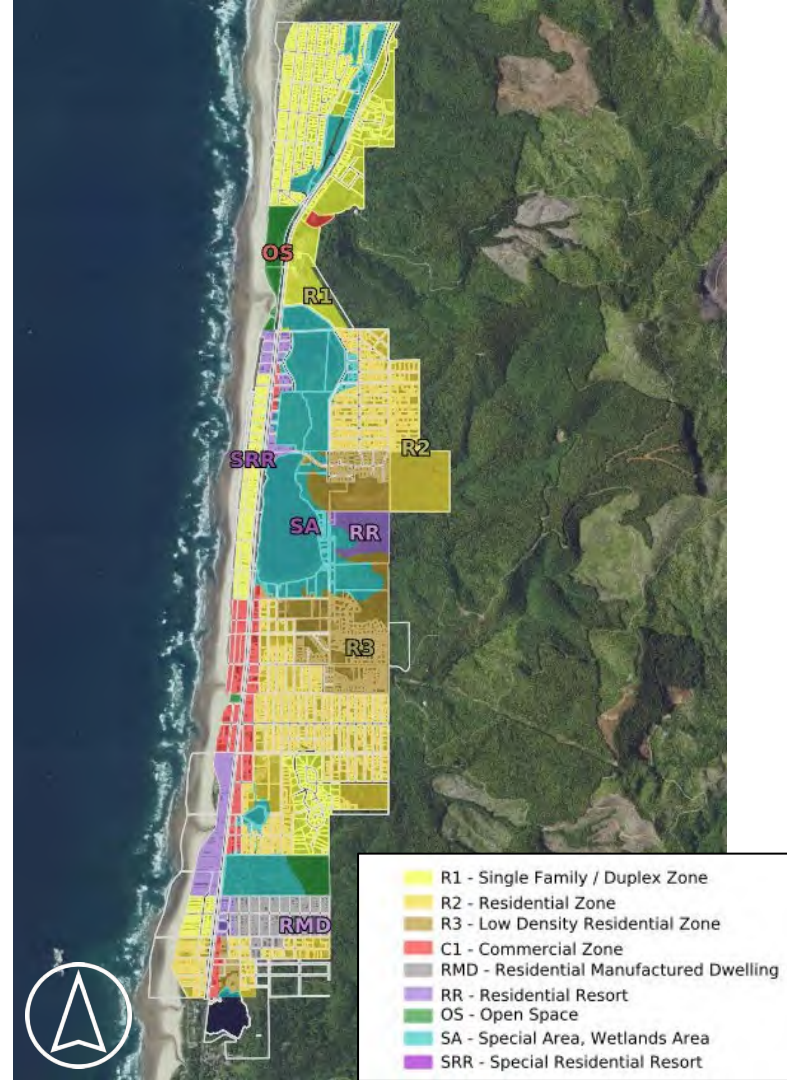
Allow other middle housing types in areas zoned for residential.

LOCAL IMPLICATIONS

Applicability: Where do the requirements apply?

Six zones in Rockaway where the regulations apply:

- R-1 - Single Family / Duplex
- R-2: Residential
- R-3 - Low Density Residential
- RMD - Residential Manufactured Dwelling
- R-R - Residential Resort
- S/R/R - Special Residential Resort



STATE RULES: FLEXIBLE IN LIMITED WAYS

Less flexibility

Duplex standards

Locations where middle housing types must be allowed

Off-Street Parking requirements

More flexibility

Design and dimensional standards that apply to middle housing

CODE CONCEPTS: SPECTRUM OF CHOICES

Less flexibility

- Regulates form of buildings and sites to respond to existing local context
- Provides more control over unit configuration, scale, dimensions, “look and feel”

**Control design,
scale, dimensions**



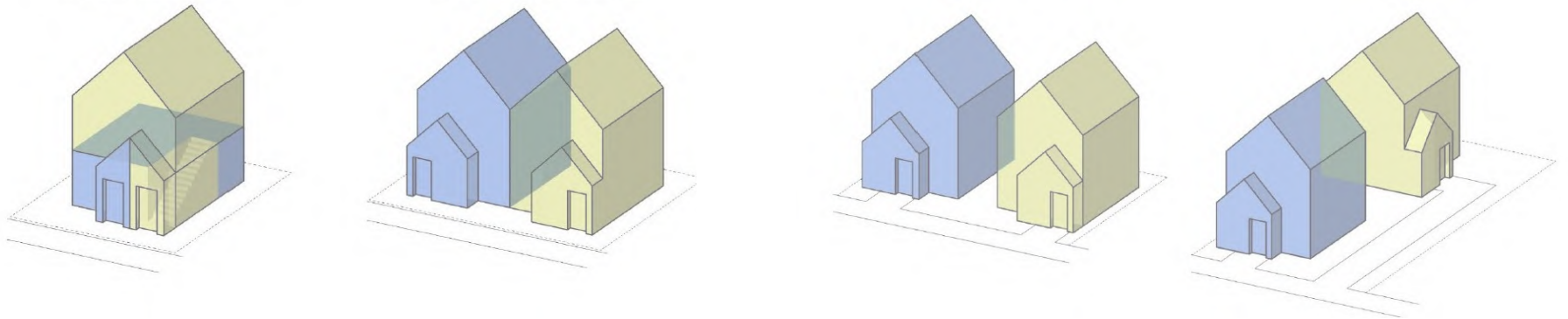
More flexibility

- Allows for different lot and building configurations
- Responsive to different lot conditions (wetlands, trees, etc)
- Lets developers innovate

**Provide more
options**

CODE CONCEPTS: PLEX CONFIGURATIONS

Duplexes, triplexes, and quadplexes are typically built in an “attached” configuration. However, Rockaway Beach could allow “detached” configurations which would provide greater flexibility in siting and design.



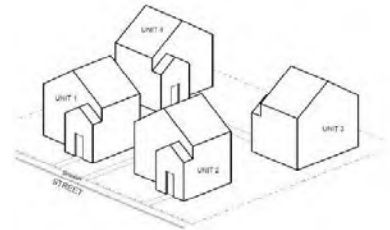
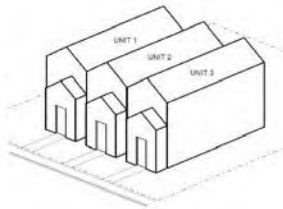
CODE CONCEPTS: PLEX CONFIGURATIONS



Attached plexes



Detached plexes



CODE CONCEPTS: PLEX CONFIGURATIONS

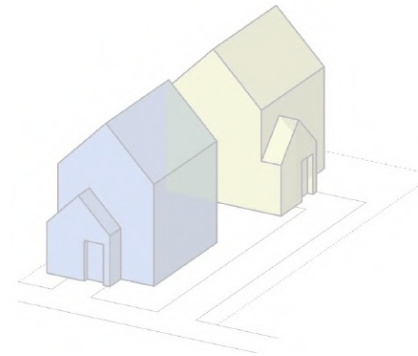
Detached plexes

Pros of allowing

- Building code requirements are typically less restrictive
- Allows more flexibility for site planning
- May provide more options for preserving existing single-family houses onsite
- May create more potential for preserving trees onsite
- May encourage developers to build housing for ownership if detached units are more marketable or easier to subdivide into fee simple lots

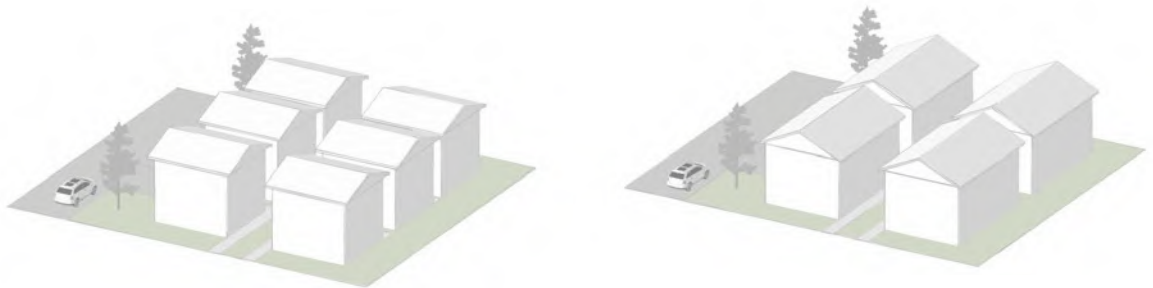
Cons of allowing

- Lots with multiple, detached structures are uncommon today so could be perceived as incompatible with existing neighborhood character
- Detached housing is generally less energy efficient than attached housing
- May create ambiguity in the definitions of ADU, plexes, and cottage clusters



CODE CONCEPTS: SIZE OF COTTAGES

Cottages are limited to under 900 square feet of “building footprint.”
Rockaway Beach may establish a maximum size limit between 900-1,800 sqft.



CODE CONCEPTS: SIZE OF COTTAGES



CODE CONCEPTS: SIZE OF COTTAGES

Up to 1,800 sqft.,
2 stories

Pros of allowing

- Larger units would not constrain housing development in cases where builders do not think there is enough demand for smaller homes

Cons of allowing

- Size limits may encourage smaller, more affordable units
- Size limits may encourage more units in each cluster, which adds to the supply of housing
- Size limits result in smaller buildings and the appearance of more open space on the site, which may be more compatible with the character of some neighborhoods



CODE CONCEPTS: MINIMUM LOT SIZES

Minimum lot sizes for residential development in Rockaway Beach vary between 3,500 and 5,000* square feet.

Rockaway Beach can require a minimum lot size of up to 5,000 square feet for triplexes and 7,000 square feet for cottage clusters and quadplexes, or allow the same lot sizes that apply to single-family homes.



* 7,000 sqft. in R-3 where sanitary sewer is not or will not be available

CODE CONCEPTS: MINIMUM LOT SIZES

7,000 sqft.

6,000 sqft.

5,000 sqft.

7,000 sqft.

6,000 sqft.

5,000 sqft.

Larger lots for tri and quadplexes, cottage clusters

Same as single family lot size



CODE CONCEPTS: MINIMUM LOT SIZES

Same as single family lot size

Pros of allowing

- Allowing smaller lots may encourage smaller, more affordable units
- Encourages efficient use of limited land

Cons of allowing

- Could be perceived as incompatible with existing neighborhood character



CODE CONCEPTS: DESIGN STANDARDS

Design standards often regulate elements including:

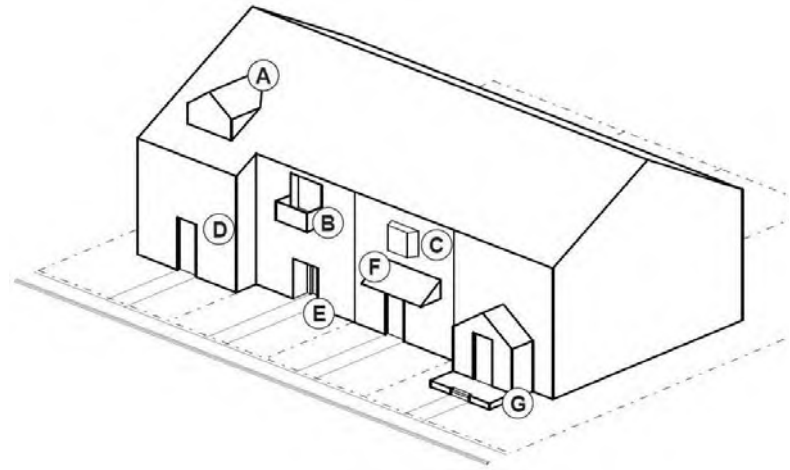
- Materials, detailing, and architectural style
- Roof type, pitch, and eaves
- Window area and proportions
- Facade articulation (limiting blank walls)
- Entrance location and orientation
- Size and location of garages and driveways

CODE CONCEPTS: DESIGN STANDARDS

There are three options for applying **design standards** to middle housing:

1. **Model Code:** Adopt the applicable design standards in the Model Code.
2. **Less Restrictive than the Model Code:** Adopt design standards that are less restrictive than those in the Model Code.
3. **Single-Family Detached Standards:** Apply the same clear and objective standards as applied to single-family detached dwellings.

Currently, Rockaway does not apply design standards to single-family and duplex units.

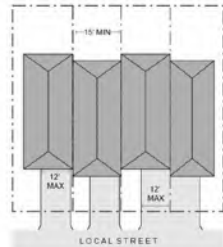


Townhouse Design Standards, DLCDC Model Code

DESIGN STANDARDS: DISCUSSION

1. What are some benefits of design standards?
2. What are some drawbacks?

CODE CONCEPTS: DRIVEWAY AND GARAGE STANDARDS



CODE CONCEPTS: DRIVEWAY AND GARAGE STANDARDS

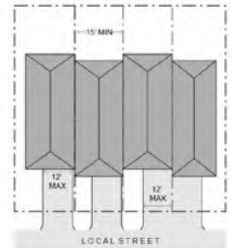
No standards for garages and driveways

Pros of allowing

- Provides the most flexibility to builders
- May reduce development costs

Cons of allowing

- Driveways and garages that are too closely spaced apart or too wide can have negative impacts
- Can affect safety and walkability for pedestrians
- May consume land that could be used for front yard landscaping or trees
- Large garages can result in an unappealing and monotonous streetscape

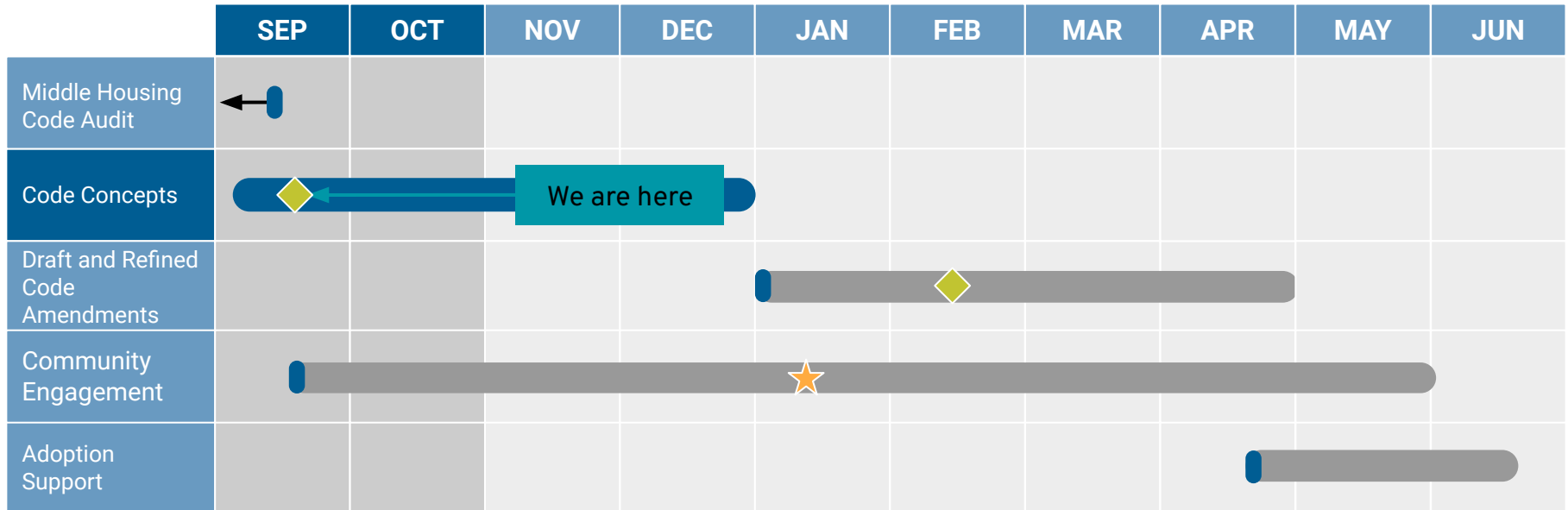


CODE CONCEPTS: DISCUSSION

Related to development of middle housing:

1. What are some benefits of providing more flexibility to builders and property owners?
2. What are some drawbacks?
3. Are there any example code concepts you heard about today that you would like to provide more input on?

NEXT STEPS



◆ Planning Commission Work Sessions

★ Community Workshop

CITY OF ROCKAWAY BEACH

2024/2025

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, **physical**, or recreational opportunities for residents.
- Positive volunteerism that enhances city aesthetics, **benefits the environment**, 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 grants 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 - 12 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, **inclusive connected**, charitable, and equitable community. The City of Rockaway Beach believes that supporting its organizations and entities that encourage this type of community building 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 **make the largest impact for the serve 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 projects
- Projects that drive/support commerce

For profit businesses are encouraged to apply for 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)

A healthy community is one where access to fresh, healthy foods are available, educational resources are provided, **physical fitness is promoted**, recreational opportunities are encouraged, medical and mental health needs are met, and **the environment is cared for. 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 **that last a lifetime?**

Inclusive ~~Connected~~ Community Score (25 points)

This score measures how well the project strengthens the local sense of community. In **an inclusive a-connected** community **diversity is valued**, 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 **or serve an underrepresented population?**
- 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
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Inclusive Connected Community Score	25 points
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Charitable Community Score	25 points
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Equitable Community Score	25 points
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GRANT REVIEW PROCESS

The City of Rockaway Beach staff will provide guidance on applications if presented a minimum of 14 **calendar** 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, and rank all of the applications received, then 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.

The City Council shall determine the grant complete through a motion at a public meeting.

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.*

HEALTHY COMMUNITY

Answers must fit in the space with provided formatting.

Explain how 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, **physical fitness is promoted**, recreational opportunities are encouraged, medical and mental health needs are met, and **the environment is cared for. more!**

INCLUSIVE ~~CONNECTED~~ COMMUNITY

Answers must fit in the space with provided formatting.

Explain how the project assists the local community in connecting.

In an inclusive ~~a connected~~ community diversity is valued, social opportunities are plentiful, community involvement thrives, and residents work together to support city initiatives and projects.

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 Small 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



CITY OF ROCKAWAY BEACH

2024/2025

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, **physical**, or recreational opportunities for residents.
- Positive volunteerism that enhances city aesthetics, **benefits the environment**, 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 grants 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

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 - 18 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, **inclusive connected**, charitable, and equitable community. The City of Rockaway Beach believes that supporting its organizations and entities that encourage this type of community building 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 **make the largest impact for the serve 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 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)

A healthy community is one where access to fresh, healthy foods are available, educational resources are provided, **physical fitness is promoted**, recreational opportunities are encouraged, medical and mental health needs are met, and **the environment is cared for. 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 **that last a lifetime?**

Inclusive Connected Community Score (25 points)

This score measures how well the project strengthens the local sense of community. In **an inclusive a connected** community **diversity is valued**, 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 **or serve an underrepresented population?**
- 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

<i>Baseline Scoring</i>	<i>Up to</i>
Healthy Community Score	25 points
Inclusive 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 calendar 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, and rank all of the applications received, then 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. ~~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.~~

~~The City Council shall determine the grant complete through a motion at a public meeting. If approved by the City Council, the Grantee shall sign and return a Grant Acknowledgement form. Reimbursements will be issued via check within two weeks of the Grant Acknowledgement 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**

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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

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

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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

