

City of Rockaway Beach

City Council Workshop Minutes



Date: Wednesday, October 8, 2025

Location: Rockaway Beach City Hall, 276 HWY 101 – 2nd Floor Conference Room

1. CALL TO ORDER

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

2. ROLL CALL

Council Members Present: Mayor Charles McNeilly; Councilors Penny Cheek, Kiley Konruff, Tom Martine, Mary McGinnis, and Pat Ryan

Staff Present: Luke Shepard, City Manager; Melissa Thompson, City Recorder; Abram Tapia, City Planner

McNeilly announced that there was a fiber cable outage. Shepard explained that since there was no internet, the Regular Session action items would need to be rescheduled.

3. COUNCIL BRIEFING/DISCUSSION

a. Preliminary Short-Term Rental (STR) Discussion – Abram Tapia, City Planner

Start time: 4:35 p.m.

- Tapia gave a presentation sharing data on short-term rental licenses.
- Request to see permit holder table broken out to include active and inactive.
- Interest to see out of state/in state/local mailing address ownership.
- Shepard reported 24/7 Complaint Hotline will launch on October 13th.
- Shepard explained unlicensed STRs would be pursued when code enforcement officer program was established.
- Discussion about accessibility and interest in drafting ordinance related to accessible STRs. Comments that there were no ADA requirements related to short-term rentals and "accessibility" is the appropriate term to use.
- Shepard will email Council links to Planning Commission meeting recordings where accessibility was discussed.
- There was general consensus to review Planning Commission recommendations related to accessible short-term rentals for consideration.
- Interest in addressing inactive STR licenses. Minimum 30 nights or other best practices. Perhaps Granicus could advise. Interest to see how other cities address use requirements.
- Interest in revising signage requirements. Same size and with 24/7 hotline number. Consider providing sign to property owners.

- Comments that there was no need to raise the cap.
- Any ordinance changes would be enacted with next renewal cycle.

b. Strategic Plan Progress Update

- No discussion on item due to limited time.

c. Review of Astound Broadband Franchise Agreement Amendments

Start time: 5:29 p.m.

- Shepard explained intent was to extend the Astound franchise agreement, but it was removed from the regular meeting agenda after staff reviewed revenue and noticed it had dropped drastically.
- Interest in investigating further before renewing.
- Councilors requested clarification regarding insurance property damage figures.

d. Review of Proposed City Manager Contract Amendment

Start time: 5:32 p.m.

- McNeilly explained political risk associated with City Manager positions.
- Proposed contract amendment was a common way to provide some security, adding payment of severance regardless of cause during 6-month window after a new council member is sworn in.
- Consensus to move the item forward for consideration.

e. Other Regular Session Agenda Items Review

Start time: 5:34 p.m.

- McNeilly stated he would open the regular meeting, explain fiber optic failure, and then adjourn regular meeting. Executive Session would be held following adjournment of the regular meeting.
- Comments on great experience at League of Oregon Cities conference, and Shepard commended for already accomplishing many things recommended at the conference.
- Discussion regarding availability for a possible special meeting.

4. ADJOURNMENT

Start time: 5:42 p.m.

Motion by Martine, seconded by Ryan, to adjourn the meeting at 5:42 p.m.

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

Yes: 5 (Cheek, Konruff, Martine, McGinnis, Ryan)

No: 0

MINUTES APPROVED THE
12TH DAY OF NOVEMBER 2025



Charles McNeilly, Mayor

ATTEST



Melissa Thompson, City Recorder