



# CITY OF MANZANITA

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[ci.manzanita.or.us](https://ci.manzanita.or.us)

## COUNCIL REGULAR SESSION

Zoom Video Conference  
<https://ci.manzanita.or.us>

## AGENDA

May 4, 2022  
06:00 PM Pacific Time

**Video Meeting:** Council will hold this meeting through video conference. The public may watch live on the [City's Website: ci.manzanita.or.us/broadcast](https://ci.manzanita.or.us/broadcast) or by joining the Zoom webinar:

<https://us02web.zoom.us/j/87154091073>

Call in number:  
+1 253 215 8782

**Please note that a passcode is not required to enter the webinar.**

**Note:** agenda item times are estimates and are subject to change

**1. CALL TO ORDER (6:00 p.m.)**

**2. AUDIENCE PARTICIPATION (6:01 p.m.)**

Comments must be limited to city business topics that are not on the agenda. A topic may not be discussed if the topic record has been closed. All remarks should be directed to the whole Council. The presiding officer may refuse to recognize speakers, limit the time permitted for comments, and ask groups to select a spokesperson. **Comments may also be submitted in writing before the meeting, by mail, e-mail (to [cityhall@ci.manzanita.or.us](mailto:cityhall@ci.manzanita.or.us)), or in person to city staff**

**3. CONSENT AGENDA (6:15)**

Consent items are not discussed during the meeting; they are approved in one motion and any Council member may remove an item for separate consideration.

- A. Approval of Minutes
  - a. April 6, 2022 Work Session
  - b. April 6, 2022 Regular Session
- B. Approval of Bills

**4. ORDINANCE – 2<sup>nd</sup> Reading (6:20)**

- A.** Annexing and Zoning Property Following Consent Filed with the City Council by Landowners in Said Area Pursuant to ORS 222.120 AND ORS 222.170; Pine Grove Properties, Inc. – Ordinance – 2<sup>nd</sup> Reading

**5. NEW BUSINESS (6:30)**

- A.** Salary Schedule - Resolution  
Leila Aman, City Manager
- B.** Heart of Cartm – Resolution
- C.** TCVA Proposal for Continuing Services for the Visitor Center  
Leila Aman, City Manager
- D.** 470 North – Abatement Update and Discussion  
Erik Harth, Police Chief
- E.** Special Event Permit – Muttzanita
- F.** Special Event Permit – Little Apple Fireworks Stand
- G.** Special Event Permit – Emergency Volunteer Corps of Nehalem Bay

**6. CITY MANAGER REPORT (8:00)**

**7. INFORMATION AND ADJOURN (8:00)**

CITY OF  
MANZANITA



COUNCIL PACKET

**CITY OF MANZANITA**  
**April 6, 2022**  
**CITY COUNCIL WORK SESSION**

**CALL MEETING TO ORDER:** The meeting was called to order by Mayor Scott at 3:00 P.M. April 6, 2022 via Zoom.

**ROLL:** Members present were: Mike Scott, Linda Kozlowski, Steve Nuttall, Hans Tonjes, and Jerry Spegman. Staff Present: Leila Aman, Ashley Myers, Nina Aiello and Erik Harth.

**1. WORKFORCE HOUSING TAX ABATEMENT PROGRAM:**

Tillamook County Community Development Director Sarah Absher and Tillamook County Housing Coordinator TJ Fiorelli provided an overview of the new Tillamook County Workforce Housing Tax Exemption Program. Fiorelli presented the Tillamook County Housing Needs Assessment and highlighted program conditions, eligibility, support, and options. City manager Aman described the opportunity for Manzanita to adopt the Tax Exemption Program locally and create an incentive for the construction of new workforce housing in Manzanita. Council discussed the abatement program and directed the City Manager to move forward with working with the county to implement the Tax Exemption Program in Manzanita.

**2. EMERGENCY COMMUNICATION SYSTEM:**

Tillamook County Communications System Administrator John Spence and Tillamook County Chief of Staff Rachel Hagerty provided a presentation on the status of the Tillamook County Emergency Communication System, stating that while they have been working on this project for two years, they are still in the early stages of revamping the old disjointed system. The goal of revamping the Tillamook County Emergency Communications System is to develop a modern, county-wide radio system that provides efficient, reliable, and secure communication for the community as well as first responders and public entities. The system also aims to develop a new administrative structure to accommodate interoperability across agencies, and will require secure and stable funding for regular maintenance and eventual replacement.

Hagerty conveyed the need for reliable, county wide coverage and the County's responsibility to keep the old system running. There are multiple issues with the old system; It was built in pieces over time, old age, lack of coverage, lack of sustainable funding, high operating cost and disjointed implementation. Hagerty gave an overview of the timeline of this proposed project and a cost estimate during its construction. An anticipated budget summary and forecast was presented, as well as various potential revenue models where the user fee could vary based on levels of use. Administrative structure options were also presented. Cost estimates will be updated soon.

**3. SALARY SURVEY AND FEE DISCUSSION:**

Results of the LGPS salary survey were presented. City Manager Aman led a presentation on the salary survey and fee discussion. A current staff organization chart was shown, where the City Manager directly oversees Public Works, Police, and all other departments. Changes to the staff organization chart were proposed.

Results of the LGPS salary survey were presented. Aman stated that LGPS reviewed data from 8 comparator organizations and evaluated job duties as well as program and supervisory responsibilities to address insufficient job matches. Pay as well as benefits were evaluated. Building on the results of the survey, Aman proposed a revised salary schedule to bring all

positions closer to the market median max. Aman recommended life insurance benefits and also a 7% COLA for staff, based on the Consumer Price Index. Aman also recommended increasing the .5 FTE utility worker position in public works to a .6 FTE, making the position eligible for benefits. Aman emphasized the area's median household income compared to cost of living, massive inflation, and local affordability.

Nuttall spoke to the revenue that comes from short-term rentals and the need for a code enforcement position to provide field oversight of the program, particularly in the summer season. Nuttall also discussed his concerns about on-call pay for our police officers.

City Manager Aman led a discussion of potential resources to meet the demands of growth in the City, and the importance of additional revenue sources to accomplish City Council goals. Aman stated that the City is not currently set up to achieve its goals without additional revenue, and encouraged Council to consider new revenue sources such as a short-term rental operator fees, technology fees, and utility fees, all of which can be accomplished by Resolution.

**Mayor Scott adjourned the meeting at 5:05 pm**

**MINUTES APPROVED THIS  
4<sup>th</sup> Day of May, 2022**

Attest:

\_\_\_\_\_  
Michael Scott, Mayor

\_\_\_\_\_  
Leila Aman, City Manager

**CITY OF MANZANITA**  
**April 6, 2022**  
**CITY COUNCIL REGULAR SESSION**

- 1. CALL MEETING TO ORDER:** The meeting was called to order March 9, 2022 at 6:00 PM. via Zoom by Mayor Mike Scott.

**ROLL:** Members present were: Mayor Mike Scott, Linda Kozlowski, Steve Nuttall, Hans Tonjes, and Jerry Spegman. Staff present: City Manager Leila Aman, Public Works Director Dan Weitzel, Finance & Administrative Specialist Nina Aiello, Municipal Court Clerk Ashley Myers, and License and Ordinance Specialist Judy Wilson.

- 2. AUDIENCE PARTICIPATION:** There were 48 people in attendance. There were two comments from the public regarding the effect increased development has on our fresh water within the City, limited comment time during public meetings, and insufficiencies of the webinar meeting platform.

**3. CONSENT AGENDA:**

- A. APPROVAL OF MINUTES – March 9, 2022 City Council Special Workshop, and March 9, 2022 City Council Meeting**
- B. APPROVAL OF BILLS FOR PAYMENT**

**A motion was made by Tonjes, seconded by Nuttall, to approve the consent agenda that includes approval of the March 9, 2022 City Council Special Workshop and March 9, 2022 City Council Meeting; approve payment of bills and all subsequent bills subject to approval by the Mayor or Council President and City Manager; Motion passed unanimously.**

**4. PUBLIC HEARING:**

- A. Ordinance 22-01 Annexing and Zoning Property Following Consent Filed with the City Council by landowners in Said Area Pursuant to ORS 222.120 AND 222.170; Pine Grove Properties, Inc. - Morgan CPS City Planner Walt Wendowski** - City Planner Wendowski presented the staff report of the application by Pine Grove Properties, Inc. to annex approximately 4.06 acres into the City limits and establish the Medium Density Residential Zone (R-2) on the newly annexed property. The City is subject to provisions in ORS 222.111 and 222.177. The application meets the statutory requirements for annexation. It was the recommendation of the Planning Commission to approve the annexation.

**Mayor Mike Scott opened the Public Hearing at 6:29 PM and closed it at 6:50 PM. Ten comments were made.**

**A motion was made by Kozlowski, seconded by Nuttall, to approve the first reading of Ordinance 22-01 An Ordinance of the City of Manzanita, Oregon, annexing and zoning**



**property following consent filed with the City Council by landowners in said area pursuant to ORS 22.120 and ORS 22.170; Pine Grove Properties, Inc; Motion passed 3-5 with Tonjes recusing himself and Spegman objecting.**

## **5. NEW BUSINESS:**

**A. Tillamook Bay Community College Bond Update – TBCC President Ross Tomlin** – TBCC President Ross Tomlin presented the bond update, which will afford TBCC a new building to focus on healthcare education. The 22.4-million-dollar building will provide specialized lab space for existing and new healthcare programs and a community event center. The bond will be for \$14.4 million, costing the taxpayer approximately \$0.19 per thousand dollars taxed annually.

**B. Architecture Contract for City Hall – Resolution – City Manager Leila Aman** – City Manager Aman presented Resolution 22-04 authorizing the City Manager to execute an agreement with Bearing Architecture for architectural services in an amount not to exceed \$399,845.00. Seven applicants responded to the Request for Proposal, and Bearing Architecture was selected unanimously by the RFP Committee.

**A motion was made by Kozlowski, seconded by Tonjes, to approve the Resolution 22-04 A Resolution of the City Council of the City of Manzanita, Oregon, Authorizing the City Manager to execute an agreement with Bearing Architecture for architectural services in an amount not to exceed \$399,845.00; Motion passed unanimously.**

**C. Special Event Permit – CERT Training – Jo Cooper** – Jo Cooper was absent. City Manager Aman presented the Special Event Permit, which will allow Emergency Volunteer Corps of Nehalem Bay the use of Underhill Plaza on June 4, 2022, 10:00 AM to 1:00 PM. The event anticipates 30 participants. Tonjes and Nuttall suggested that Staff explore methods to streamline the process of special event permit applications.

**A motion was made by Kozlowski, seconded by Nuttall, to approve the CERT Training Special Event Permit; Motion passed unanimously.**

**D. Tillamook PUD – Franchise Agreement Renewal – City Manager Leila Aman** – City Manager Aman presented the Tillamook PUD Franchise Agreement renewal and has been working closely with them on the terms of the agreement. Tillamook PUD has requested to extend the terms of the agreement from 5 to 10 years. Aman has requested Tillamook PUD contact the City prior to the removal of any tree with a diameter of 6 inches or larger; the request was denied. Council formed a consensus for Aman to renegotiate with Tillamook PUD, keeping the terms of the Agreement renewal at 5 years, and requesting again that they notify the City prior to the removal of any tree with a diameter of 6 inches or larger.

**E. Revenue Diversification Committee Discussion – Mayor Mike Scott** – Mayor Scott stated the City's need to diversify revenue. Council formed a consensus for Aman to coordinate with Spegman to begin the process of forming a Revenue Diversification Committee. The committee will be charged with working with a consultant to develop a strategic plan to

diversify the city's resources

## **6. OLD BUSINESS:**

**A. Short Term Rental Freeze – Resolution – City Manager Leila Aman** – City Manager Aman presented Resolution 22-05 Suspending the Processing and Issuance of New Short Term Rental Licenses in The City for a Period Not to Exceed 36 Months. Council discussed various language edits that would make this Resolution clearer, with a focus on the difference between the use of the words “additional” versus “new”. After discussion and public input, most Councilors agreed that the R-4 and Commercial zones – which are not included under the 17.5% short term rental cap – be excluded from this Resolution and that the number of short-term rental licenses in the capped zones be frozen at the existing number.

**A motion was made at 8:32 pm by Tonjes, seconded by Nuttall, to extend the meeting by 30 minutes. Motion passed unanimously.**

**A motion was made by Nuttall, seconded by Tonjes, to approve Resolution 22-05 Suspending the Processing and Issuance of New Short Term Rental Licenses in the Capped Zones City for a Period Not to Exceed 36 Months as amended to exclude the R-4 and Commercial zones. Motion passed 4-1 with Spegman objecting.**

## **7. CITY MANAGER REPORT:**

**A. City Manager Leila Aman** – City Manager Aman gave an update on the foredune application that was denied by the State, and Aman is working with the City Attorney on next steps for the moratorium. The City's website now has 60 new subscribers. Lastly, Aman encouraged listeners to apply for the Short-Term Rental Committee and to submit their nominations for Citizen of the Year.

## **8. INFORMATION AND ADJOURN:**

1. Manzanita Municipal Court will be held on April 8, 2022 at 1:30 pm. Court continues to remain closed to the public.
2. Planning Commission will be held April 18, 2022 at 4:00 pm through video conference. The meeting agenda, materials and link can be found on the City website.
3. Budget Committee Meeting will be held April 18, 2022 at 1:00 pm through video conference. The meeting agenda, materials and link can be found on the City website.

**Mayor Scott adjourned the meeting at 8:43 PM.**

**MINUTES APPROVED THIS  
4<sup>th</sup> Day of May, 2022**



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Michael Scott, Mayor

Attest:

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Leila Aman, City Manager

## BILLS FOR APPROVAL OF PAYMENT

**From 04/01/2022 - 04/30/2022**

[illegible]

## BILLS FOR APPROVAL OF PAYMENT

From 04/01/2022 - 04/30/2022

VENDOR	TOTAL	ADMIN	POLICE	BLDG	COURT	PARKS	CH Expansion	ROADS	Visitors Center	WATER
ONE CALL (STATE LOCATE FEES)	\$74.40									\$74.40
ONE ELEVEN (IT SERVICES)	\$3,560.00	\$2,375.00		\$140.00			\$525.00		\$350.00	\$170.00
ONE ELEVEN (EQUIPMENT)	\$582.00	\$299.00							\$49.00	\$234.00
OLD REPUBLIC SURETY (ANNUAL BOND INS)	\$300.00									\$300.00
OR DEPT OF REVENUE (FINES & ASSESSMENTS)	\$502.25				\$502.25					
PACIFIC OFFICE (COPY/POSTAGE SERVICE)	\$174.72	\$106.22		\$13.70	\$27.40					\$27.40
RECOLOGY (GARBAGE SERVICE)	\$1,032.91									\$1,032.91
RHYNO NETWORKS (IT SERVICES)	\$770.77	\$444.00	\$132.00							\$194.77
RTI (PHONE SERVICE)	\$494.71	\$62.14	\$101.05	\$19.12	\$14.34					\$298.06
SHELDON OIL CO. (FUEL)	\$2,380.15		\$1,510.33	\$132.92		\$36.85		\$184.23		\$515.82
STAPLES (OFFICE SUPPLIES)	\$228.61	\$228.61								
SWEET SEPTIC (POTRABLE RESTROOMS)	\$485.00								\$485.00	
SURPLUS CASHIER (EQUIPMENT & SUPPLIES)	\$5,443.00	\$1,135.00								\$4,308.00
TILLAMOOK CO (FINES & ASSESSMENTS)	\$144.00				\$144.00					
TILLAMOOK PUD (ELECTRIC SERVICE)	\$3,847.86	\$251.19	\$270.59	\$19.97	\$14.29	\$77.31	\$60.41	\$609.00	\$130.41	\$2,414.69

## BILLS FOR APPROVAL OF PAYMENT

From 04/01/2022 - 04/30/2022

VENDOR	TOTAL	ADMIN	POLICE	BLDG	COURT	PARKS	CH Expansion	ROADS	Visitors Center	WATER
US BANK (CITY VISA)	\$7,919.30	\$1,482.08	\$4,324.41			\$33.97				\$2,078.84
WASHINGTON FEDERAL (BOND PAYMENT)	\$25,433.76								\$25,433.76	
VERIZON (TELEPHONE)	\$1,161.21	\$299.44	\$344.39	\$114.98					\$64.99	\$337.41
<b>TOTALS</b>	<b>\$107,730.70</b>	<b>\$25,928.89</b>	<b>\$6,941.78</b>	<b>\$9,252.41</b>	<b>\$2,663.28</b>	<b>\$148.13</b>	<b>\$5,298.91</b>	<b>\$1,792.50</b>	<b>\$26,623.13</b>	<b>\$28,449.27</b>



## COUNCIL ORDINANCE No. 22-01

**AN ORDINANCE OF THE CITY OF MANZANITA, OREGON, ANNEXING AND ZONING PROPERTY FOLLOWING CONSENT FILED WITH THE CITY COUNCIL BY LANDOWNERS IN SAID AREA PURSUANT TOORS 222.120 AND ORS 222.170; PINE GROVE PROPERTIES, INC.**

**WHEREAS**, the City of Manzanita received a submission by written request for annexation of real property to the City of Manzanita, herein described in Exhibit "A"; and

**WHEREAS**, on January 24, 2022, the Planning Commission for the City of Manzanita conducted a hearing on said application submitted by Pine Grove Properties, Inc., making findings recommending annexation of the subject property and establishment of the Medium Density Residential (R-2) zone; and

**WHEREAS**, after conducting the hearing and considering all objections or remonstrance with reference to the proposed annexation, and further considering the recommendation of the Manzanita Planning Commission, the City Council finds that this annexation is in the best interest of the City and of the contiguous territory.

**Now, Therefore, the City of Manzanita does ordain as follows:**

Section 1. **Findings.** In addition to the findings referred to above, the City Council further adopts and finds those matters contained in Exhibit "B", which is incorporated herein by this reference as if fully set forth at this point.

Section 2. **Annexation Area.** Based upon the findings contained above and in Exhibit "B", the contiguous territory described in Exhibit "A" and incorporated herein by this reference as if fully set forth at this point is hereby proclaimed to be annexed to the City of Manzanita, and zoned as indicated in accordance with the Manzanita Ordinance 95-4 and assigned the zoning of Medium Density Residential (R-2).

Section 3. **Record.** The City Recorder shall submit to the Oregon Secretary of State a copy of this Ordinance. The City Recorder is further ordered to send a description by metes and bounds, or legal subdivision, and a map depicting the new boundaries of the City of Manzanita within ten (10) days of the effective date of this annexation ordinance to the Tillamook County Assessor, Tillamook County Clerk and the Oregon State Department of Revenue.

Read the first time on \_\_\_\_\_, and moved to second reading by \_\_\_\_\_ vote of the City Council.

Read the second time and adopted by the City Council on \_\_\_\_\_.

Signed by the Mayor on \_\_\_\_\_.

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Michael Scott, Mayor

ATTEST:

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Leila Aman, City Manager/Recorder

## EXHIBIT A

### PROPERTY DESCRIPTION

#### ONION PEAK DESIGN

11460 Evergreen Way Nehalem OR 97131

Ph. 503-440-4403

FEBRUARY 15, 2022

#### LEGAL DESCRIPTION FOR ENCORE INVESTMENTS, LLC FOR PHASE 5 ANNEXATION

A portion of that tract of land as described in Deed Book 346, Page 194, Tillamook County Deed Records, situated in the Southwest one-quarter of Section 28, Township 3 North, Range 10 West of the Willamette Meridian, Tillamook County, Oregon, further described as follows:

**Beginning** at the Northwest corner of said Deed Book 346, Page 194, said point also being the West one-quarter corner of Section 28, Township 3 North, Range 10 West of the Willamette Meridian;

Thence South  $01^{\circ}54'14''$  West 377.88 feet along the West line of said Section 28;

Thence South  $82^{\circ}55'52''$  East 45.65 feet;

Thence North  $29^{\circ}35'21''$  East 44.84 feet;

Thence Northeasterly along the arc of a 275.00 foot radius non-tangent curve to the right (radius bears South  $47^{\circ}46'44''$  East) through a central angle of  $47^{\circ}34'36''$  a distance of 228.35 feet (chord bears North  $66^{\circ}00'34''$  East 221.85 feet);

Thence North  $89^{\circ}47'53''$  East 67.33 feet;

Thence Southeasterly along the arc of a 350.00 foot radius curve to the right through a central angle of  $22^{\circ}40'18''$  a distance of 138.49 feet (chord bears South  $78^{\circ}51'58''$  East 137.59 feet) to a point of compound curve;

Thence Southeasterly along the arc of a 1625.00 foot radius curve to the right through a central angle of  $03^{\circ}44'04''$  a distance of 105.91 feet (chord bears South  $65^{\circ}39'47''$  East 105.89 feet);

Thence Northeasterly along the arc of a 940.00 foot radius non-tangent curve to the left (radius bears North  $64^{\circ}18'49''$  West) through a central angle of  $06^{\circ}01'21''$  a distance of 98.81 feet (chord bears North  $22^{\circ}40'30''$  East 98.76 feet) to a point of reverse curve;

Thence Northeasterly along the arc of a 25.00 foot radius curve to the right through a central angle of  $92^{\circ}33'27''$  a distance of 40.39 feet (chord bears North  $65^{\circ}56'33''$  East 36.14 feet) to a point of reverse curve;

Thence Southeasterly along the arc of a 200.00 foot radius curve to the left through a central angle of  $25^{\circ}36'51''$  a distance of 89.41 feet (chord bears South  $80^{\circ}35'09''$  East 88.67 feet);

Thence North  $03^{\circ}23'35''$  West 40.00 feet;

Thence Northwesterly along the arc of a 160.00 foot radius non-tangent curve to the right (radius bears North  $03^{\circ}23'35''$  West) through a central angle of  $29^{\circ}16'43''$  a distance of 81.76 feet (chord bears North  $78^{\circ}45'13''$  West 80.87 feet) to a point of reverse curve;

Thence Northwesterly along the arc of a 25.00 foot radius curve to the right through a central angle of  $77^{\circ}04'30''$  a distance of 33.63 feet (chord bears North  $25^{\circ}34'37''$  West 31.15 feet) to a point of reverse curve;

Thence Northeasterly along the arc of a 520.00 foot radius curve to the left through a central angle of  $13^{\circ}42'30''$  a distance of 124.41 feet (chord bears North  $06^{\circ}06'23''$  East 124.12 feet);

Thence North  $00^{\circ}44'52''$  West 22.69 feet to the East-West center line of said Section 28;

Thence North  $89^{\circ}44'44''$  West 632.70 feet along said East-West center line to the **Point of Beginning**.

Containing 4.19 Acres.

*The purpose of this legal description is to describe an area to be annexed and not create a separate tax lot.*

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REGISTERED  
PROFESSIONAL  
LAND SURVEYOR

OREGON  
APRIL 28, 2014  
ERICK M. WHITE  
78572

RENEWALS: 6/30/20 22



## EXHIBIT B

### I. BACKGROUND

- A. APPLICANT: Pine Grove Properties, Inc. (Owner - James P. Pentz).
- B. PROPERTY LOCATION: The property is approximately located at the north end of Seaview Drive and Meadows Drive. Necarney City County Road border the site along the south. There is no site address and the County Assessor places the property within Township 3 North; Range 10 West; Section 29D; Tax Lot #100; Township 3 North; Range 10 West; Section 29AD; Tax Lot #200 and Township 3 North; Range 10 West; Section 28; Tax Lot #1401.
- C. MAPPED AREA: 64.18 acres.
- D. EXISTING DEVELOPMENT: The vacant subject area fronts two public streets and public services are available.
- E. ZONING: Special Residential/Recreation Zone (SR-R) – Tax Lot 100; Medium Density Residential (R-2) – Tax Lot 1401; and Commercial (C-1) – Tax Lot 200.
- F. ADJACENT ZONING AND LAND USE: Property to the east is located in Tillamook County and designated R-2. To north lies C-1 zoned land located along US Highway 101 and containing a mix of commercial uses. All remaining adjacent property is zoned SR-R and contains a mix of open space and residential development.
- G. REQUEST: Application to Annex 4.19 acres into the City limits of Manzanita, and along with existing property within the City, create a 30-lot Single-Family Subdivision on approximately 9.82-acres (Highlands Subdivision Phase 4 and 5).

*Findings contained in this Exhibit are limited to the proposed Annexation.*

- H. DECISION CRITERIA: The Annexation request is evaluated against the Oregon Revised Statute Chapter 222.

### II. ANNEXATION

- A. The applicant wishes to annex approximately 4.06 acres of R-2 designated land. The subject area is located in the northwest corner of the property identified as Tax Lot #1401. Upon annexation, the land would automatically be zoned Medium Density Residential (R-2).
- B. The City development regulations do not include annexation provisions. By default, the City is subject to provisions in Oregon Revised Statutes Chapter 222, Sections 222.111 to 222.177.
- C. ORS 222.111 Authority and procedure for annexation; specifying tax rate in annexed territory. This Section allows the boundaries of any city may be extended by the annexation of territory that is not within a city and that is contiguous to the city or separated from it only by a public right of way or a stream, bay, lake or other body of water. Such territory may lie either wholly or partially within or without the same county in which the city lies. Further, a proposal for annexation of territory

to a city may be initiated by the legislative body of the city, on its own motion, or by a petition to the legislative body of the city by owners of real property in the territory to be annexed.

FINDINGS: The property owner submitted a request to annex the property. The subject property (Tax Lot 1401) is located within the City's Urban Growth Boundary and adjacent to and contiguous to the City limits (Tax Lot 100). Existing service districts (fire and sanitary sewer) will continue to serve the site. Based on agency comments, necessary services are available to serve the proposed project. In summary, this portion of Tax Lot 1401 is available for urban uses and meets the statutory requirements for annexation.

#### IV. CONCLUSION

Based on the above findings the Manzanita City Council finds the proposed Annexation is consistent with the relevant provisions in ORS Chapter 222.



## City of Manzanita

### COUNCIL RESOLUTION No. 22-06

#### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANZANITA, OREGON, SETTING SALARIES FOR CITY EMPLOYEES FOR FISCAL YEAR 2022-2023.**

**WHEREAS**, the City Manager commissioned a comparative salary study of all positions within the City of Manzanita; and

**WHEREAS**, the FY 2022-2023 salary schedule is within the 10% of the market median max as defined by the city's compensation policy; and

**WHEREAS**, the City Council has reviewed the findings from the salary study and recommended changes proposed by the City Manager and finds them reasonable; and

**WHEREAS**, the salary schedule includes a 7% Cost of Living Adjustment for FY 2022-2023;

**WHEREAS**, the proposed salary schedule provides a necessary adjustment to meet market conditions and provide livable wages;

**Now, Therefore, be it Resolved** that the salary schedule for city employees for the fiscal year 22-23 are hereby adopted as follows:

	A	B	C	D	E
Police Chief	7,395	7,765	8,152	8,560	8,988
Public Works Director	6,411	6,732	7,068	7,423	7,793
Development Services Manager	6,411	6,732	7,068	7,423	7,793
Accounting Manager	5,412	5,683	5,966	6,265	6,578
Police Officer	4,933	5,180	5,439	5,711	6,252
Assistant City Recorder	4,284	4,498	4,723	4,959	5,208
STR/TLT Program Manager	4,284	4,498	4,723	4,959	5,208
Planning and Permit Technician	4,093	4,297	4,512	4,738	4,974
Public Works Utility Clerk	4,049	4,251	4,464	4,687	4,921
Senior Utility Worker	4,284	4,498	4,723	4,959	5,208
Utility Worker	3,669	3,852	4,045	4,247	4,460

Introduced and adopted by the City Council on \_\_\_\_\_.

This resolution is effective on \_\_\_\_\_.

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Michael Scott, Mayor

ATTEST:

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Leila Aman, City Manager/ City  
Recorder



## City of Manzanita

### **COUNCIL RESOLUTION No. 22-07**

#### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANZANITA, OREGON, IN SUPPORT OF LEADING OUR COMMUNITY TOWARDS ZERO WASTE.**

**WHEREAS**, one of three County Solid Waste transfer facilities is located in the City of Manzanita; and

**WHEREAS**, the Manzanita Solid Waste Transfer facility was formerly managed by Cartm and was uniquely focused on waste diversion; and

**WHEREAS**, as the manager of the Manzanita Solid Waste Transfer facility the Cartm organization administered essential reuse programs and services and educational events including the annual Trash Bash Art Festival; and

**WHEREAS** reuse and recycling programs are important values to the community and are essential services that should be enhanced and expanded; and

**WHEREAS**, the city of Manzanita has seen a drastic increase in garbage, construction waste and a decrease in recycling and reuse resources for visitors and community members; and

**WHEREAS**, citizens and visitors must stay engaged in their own consumption and waste habits in order to effectively move towards zero waste; and

**WHEREAS**, engaging and educating our community and visitors about the importance of reducing their impact on our rural waste stream is a priority; and

**WHEREAS**, Heart of Cartm desires to bring back these essential programs and services including the annual Trash Bash Art Festival, as a way to engage and educate our community and visitors about the importance of reducing their impact on our rural waste stream; and

**WHEREAS**, Heart of Cartm is committed to rebuilding a reuse center in conjunction with community and governmental partners; now, therefore

**BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MANZANITA**

**Section 1:** Support policies that result in the diversion of waste from our waste stream, reducing waste from its source, and leading our community towards zero waste.

**Section 2.** The Mayor, City Council, and all City staff are committed to supporting the Heart of Cartm in providing critical education and outreach resources for increasing reuse and recycling and reducing overall waste .

**Passed by the City Council and signed by me in authentication of its passage this 15th day of March, 2021.**

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Michael Scott, Mayor

ATTEST:

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Leila Aman, City Manager/Recorder



## Tourism Proposal: City of Manzanita 2022-2023 fiscal year

Tillamook Coast Visitors Association (TCVA) has been asked by City Manager Leila Aman to propose a tourism management plan for fiscal year 2022-2023 for the following services:

- 1) visitor center administration
- 2) managing ExploreManzanita.com and social media
- 3) conduct a community-based sustainable tourism/destination management plan.

### Here's our proposal:

- TCVA will continue to contract with and oversee a contractor to manage the Manzanita visitor center from July 1, 2022 to June 30, 2023. TCVA will manage the monthly contract fees under a TCVA personal services agreement with the contractor, Carolyn Greenwood. Carolyn will also assist the city manager with Destination Management planning process and implementation.
- TCVA will update the website as needed and manage social media channels.
- TCVA will manage Manzanita's off-season marketing grant program to help businesses (we do this for Rockaway Beach, the county and our own marketing grant, and have excellent management systems in place). We will work with the city's off-season tourism committee and/or the destination management committee.
- Proposed budget (12 months), July 1, 2022 to June 30, 2023 (**with grant option**):

<b>Budget</b>		<b>\$66,340</b>
<i>Expenses</i>	Visitor center manager (contracted by TCVA)	\$37,200 (3,100 per month x 12 months)
	Website/Social Media	\$ 4,200
	Visitor Center brochure fixture	\$ 600 (remove large drafting table)
	Off-Season marketing grant	\$20,000 (\$2000 max grant per application)
	<b>Total Expenses</b>	<b>\$62,000</b>
	7% admin fee	\$ 4,340
	<b>Total expenses and admin fee</b>	<b>\$66,340</b>



- Proposed budget (12 months), July 1, 2022 to June 30, 2023 (**without grant option**):

<b>Budget</b>		<b>\$46,340</b>
<i>Expenses</i>	Visitor center manager (contracted by TCVA)	\$37,200 (3,100 per month x 12 months)
	Website/Social Media	\$ 4,200
	Visitor Center brochure fixture	\$ 600 (remove large drafting table)
	<b>Total Expenses</b>	<b>\$42,000</b>
	7% admin fee	\$ 2,940
	<b>Total expenses and admin fee</b>	<b>\$44,940</b>

### **Destination Management Planning Process – Fall, 2022**

TCVA will conduct a series of community meetings to develop a destination management plan for sustainable tourism:

- Workshop #1: Tourism trends (what visitors want); what is sustainable tourism and destination management; what does the community value; what are community assets; determine strengths, weaknesses, opportunities, threats (SWOT).  
Suggested workshop #1 date: Tuesday Oct. 4
- Workshop #2: Review of input from workshop #1; define what tourism initiatives are and what's possible per transient lodging tax; develop initiatives that align with values, assets and SWOT; list activities for each initiative.  
Suggested workshop #2 date: Tuesday Oct. 18
- Workshop #3: Review previous workshop input; determine vision and mission based on previous workshop input; describe what does success look like; define benchmarks –measuring accomplishments.  
Suggested workshop #3 date: Tuesday Nov. 1
- TCVA will provide a draft of the destination management plan to the city of Manzanita no later than Nov. 15, 2022.

TCVA conducts the planning process as part of the organization's services to county partners. *There is no fee for this work.* TCVA will provide materials for each workshop.

TCVA adopted a destination management plan in 2018, which focuses on community, environment and economic vitality. This is a community-based plan, based on multiple surveys and workshops throughout the county. This year, TCVA has helped Rockaway Beach and Garibaldi develop destination management plans – this is a change from focusing primarily on marketing. A destination management plan helps city council determine which projects can be funded by transient lodging tax as outlined in the state's ORS 300.320 criteria.

TCVA can also conduct Guest Service Gold training for business and city employees (many have already been trained). This service is provided free as well.

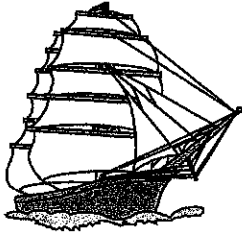
*Proposal developed by Nan Devlin, Executive Director, Tillamook Coast Visitors Association  
April 12, 2022*

*Tillamook Coast Visitors Association  
PO Box 1268  
Tillamook OR 97141  
[nan@tillamookcoast.com](mailto:nan@tillamookcoast.com)  
Cell: 971-235-9785*

RECEIVED

MAR 21 2022

CITY OF MANZANITA



City of Manzanita  
Application for Special Event Permit

Date of request: March 20, 2022

Person making request: Meghan Ruona

Mailing address: PO Box 781, Manzanita, Oregon 9

Phone number: 503-708-6047 Cel number: 503-708-6047

Organization (if applicable): Muttzanita

Type of event: Muttzanita Festival 2022

Date(s): Sept 10 to Sept 10, Hours: 10:00 am to 3:00 pm

Location: Front of Visitors Center, First Street, Parade down  
(check which apply) Public Event: ☒ Private Event: ☐ Charitable: ☒ Profit: ☐ *Laneda to beach*

Non-profit: ☐ Public Property Used: ☐ Private Property Used: ☒

Estimated attendance: 100

Police, Fire or Medical support available or needed? Yes: ☐ No: ☒

Restrooms Available: Yes ☒ No: ☐ Handicap Accessible: Yes ☒ No: ☐

Alcohol Served/Sold/Consumed: Yes: ☐ No: ☒ Type: \_\_\_\_\_

Live Entertainment: Yes: ☒ No: ☐ Type: TBD - would like to have a band if it makes sense.

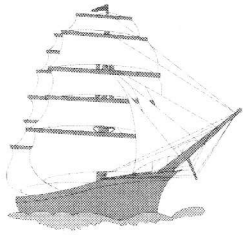
Describe Event Support Staff: Volunteers from the community

Describe Parking Conditions: Street parking

Briefly Describe Nature of Event (attach map if needed for clarification or if requested)

Muttzanita is an annual dog festival where all profits go local animal rescues. We are curren  
Animal Haven by the Sea.

The day will start off with a parade down Laneda (starting at Little Apple and ending at th  
contests and a silent auction for participants. We would like to be able to have music, ve



City of Manzanita  
Application for Special Event Permit

Date of request: April 26, 2022

Person making request: Chung & Judy Lee

Mailing address: PO Box 189, Manzanita, OR 97130

Phone number: 503-440-1644 Cel number: 503-440-1644

Organization (if applicable): S.A.F.E Class of 2023 Fundraiser

Type of event: Fireworks Booth

Date(s): 6/21/22 to 04/05/22 Hours: 10:00AM to 6:00PM

Location: Manzanita Grocery & Deli Parking Lot

(check which apply) Public Event: ☐ Private Event: ☐ Charitable: ☒ Profit: ☐

Non-profit: ☒ Public Property Used: ☐ Private Property Used: ☒

Estimated attendance: N/A

Police, Fire or Medical support available or needed? Yes: ☐ No: ☒

Restrooms Available: Yes ☐ No: ☒ Handicap Accessible: Yes: ☒ No: ☐

Alcohol Served/Sold/Consumed: Yes: ☐ No: ☒ Type: \_\_\_\_\_

Live Entertainment: Yes: ☐ No: ☒ Type: \_\_\_\_\_

Describe Event Support Staff: Parents/students from Class of 2023

Describe Parking Conditions: Manzanita Grocery & Deli parking lot.

Briefly Describe Nature of Event (attach map if needed for clarification or if requested)

Sell fireworks/patriotic merchandise as a fundraiser for the Class of 2023 Senior SAFE night.

Please see attached.

Chung & Judy Lee

Manzanita Grocery & Deli  
P.O.Box 189  
Manzanita, OR 97130  
(503) 368-5362  
manzanitamarket98@gmail.com

April 15, 2022

Leila Aman, City Manager  
City of Manzanita  
Manzanita, OR 97130

Hello Leila,

This is the annual letter to the City Council asking for permission to sell fireworks during a two week period in June and July 2022. We would be taking this project over from Patty Rinehart who donated the money made to a local non-profit organization.

It is our intention to donate this money made from the fireworks booth to Neah-Kah-Nie S.A.F.E. We will be using volunteers over the age of 16 to sell items. We propose to set up our booth in the parking lot of the Manzanita Grocery & Deli, 165 Laneda Avenue.

We would be working with the same company as was used in the past, Western Fireworks. They provide us with the paperwork to get a license from the State of Oregon. Our local Fire Department must sign off this also.

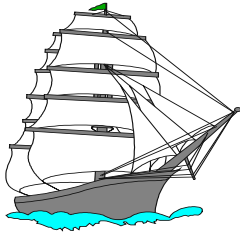
All the fireworks are legal here in the State of Oregon. We will also be selling other items associated with the 4<sup>th</sup> of July, such as patriotic hats, banners, and miscellaneous decorations.

We appreciate your consideration in this matter. Should you need more information please don't hesitate to call us.

Respectfully,

A handwritten signature in dark ink, appearing to be 'E 2 L', written over a horizontal line.

Chung & Judy Lee



**City of Manzanita**  
**Application for Special Event Permit**

Date of request: April 19, 2022

Person making request: Lee Hiltenbrand

Mailing address: PO BOX 67

Phone number: \_\_\_\_\_ Cel number: (503) 348-9205

Organization (if applicable): Emergency Volunteer Corps of Nehalem Bay

Type of event: Drills and community educational opportunities

Date(s): 5/5/2022 to 12/31/2022 Hours: 8 am to 7 pm

Location: Underhill Property on Manzanita Ave.

(check which apply) Public Event: ☒ Private Event: ☒ Charitable: ☐ Profit: ☐

Non-profit: ☒ Public Property Used: ☒ Private Property Used: ☐

Estimated attendance: 8-200

Police, Fire or Medical support available or needed? Yes: ☐ No: ☒

Restrooms Available: Yes: ☐ No: ☒ Handicap Accessible: Yes: ☐ No: ☒

Alcohol Served/Sold/Consumed: Yes: ☐ No: ☒ Type: \_\_\_\_\_

Live Entertainment: Yes: ☐ No: ☒ Type: \_\_\_\_\_

Describe Event Support Staff: Trained CERT volunteers

Describe Parking Conditions: Parking will be monitored and directed by trained CERT volun

Briefly Describe Nature of Event (attach map if needed for clarification or if requested)

a) various drills including erecting emergency tents, deploying emergency supplies and way-finding

b) June 14, 15 & 16 will involve State of Oregon Personnel, City of Manzanita Personnel EVCNB volunteers and members of the regional community to feature new emergency equipment as supplied by all three entities including deployment drills