



# CITY OF MANZANITA

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ci.manzanita.or.us

## COUNCIL REGULAR SESSION

Pine Grove Community Center  
<https://ci.manzanita.or.us>

## AGENDA **updated**

October 4, 2022  
06:00 PM Pacific Time

**Council will hold this meeting at the Pine Grove Community Center**

**Video Information:** The public may watch live on the

[City's Website: ci.manzanita.or.us/broadcast](https://ci.manzanita.or.us/broadcast)

or by joining via Zoom:

<https://us02web.zoom.us/j/83295729319?pwd=M2J0a1ZoMTlvOHpVQmMwK0tKUmtDUT09>

**Meeting ID: 832 9572 9319 Passcode: 356207**

Call in number: +1 253 215 8782

**If you would like to submit written testimony to the City Council on items included on the agenda, please send your comments to [cityhall@ci.manzanita.or.us](mailto:cityhall@ci.manzanita.or.us) and indicate the agenda item and date of meeting.**

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

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

### 2. AUDIENCE PARTICIPATION

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

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. September 06, 2023, Regular Session

b. September 13, 2023, Work Session

#### B. Approval of Bills

### 4. CITY MANAGER REPORT

## 5. OLD BUSINESS

- A. Off Season Tourism Grants  
Nan Devlin, Executive Director, Tillamook Coast Visitors Association
- B. Amendment to Police Contract with Oregon Parks and Recreation Department  
Leila Aman, City Manager
- C. Revenue Diversification Timeline  
Leila Aman, City Manager

## 6. NEW BUSINESS

- A. **Public Hearing - Ordinance 23-03 - 1<sup>st</sup> Reading**  
Amending Goal 12 Transportation Policies, and Goal 11 Public Facilities Relating to Street Policies of the City's Comprehensive Plan, Rescinding the Downtown Transportation Plan and Replacing it with Volume 2 of the Nehalem Bay Transportation System Plan for Manzanita  
Leila Aman, City Manager
- B. **Public Hearing – Ordinance 23-04 - 1<sup>st</sup> Reading**  
Annexation and Zoning Property Following Consent Filed with the City Council by Landowners in Said Area Pursuant to ORS 222.120 and ORS 222.170; Manzanita Transfer Station -  
\*please note that the zone for the property to be annexed has been updated to reflect the correct zoning  
Leila Aman, City Manager
- C. Early Work Amendment to Cove Built/CMGC Contract for Hazardous Materials Abatement and Demolition of Structures on Underhill Plaza  
Leila Aman, City Manager
- D. Geotechnical Contract  
Leila Aman, City Manager
- E. Comprehensive Plan Advisory Committee  
Leila Aman, City Manager
- F. **Councilor Absence Discussion**  
**Linda Kozlowski, Council President**

**G.** Mayor Residency Discussion  
Jerry Spegman, Councilor

**7. COUNCIL UPDATES**

**8. ADJOURN (8:00)**

**Meeting Accessibility Services and Americans with Disabilities Act (ADA) Notice**

The city is committed to providing equal access to public meetings. To request listening and mobility assistance services contact the Office of the City Recorder at least 48 hours before the meeting by email at [cityhall@ci.manzanita.or.us](mailto:cityhall@ci.manzanita.or.us) or phone at 503-368-5343. Staff will do their best to respond in a timely manner and to accommodate requests. Most Council meetings are broadcast live on the [city's youtube channel](#).



## MEMORANDUM

To: Mayor and City Council

Date Written: September 29, 2023

From: Leila Aman, City Manager

Subject: **October 4, 2023, City Council Regular Session**

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### OLD BUSINESS

#### A. OFF SEASON TOURISM GRANTS

Nan Devlin, Executive Director of the Tillamook County Visitors Association will provide an overview of the City of Manzanita Off Season Tourism Grants. TCVA is managing the grant process and will be working with the city to administer the \$20,000 the City Council both requested and approved to be included in the FY 2023-2024 budget. Staff will also be requesting a member of City Council serve on the grant review committee. The application is included in the meeting packet.

#### B. AMENDMENT TO POLICE CONTRACT WITH OPRD

Staff is requesting approval of an Amendment to the Police Services Contract with OPRD. The Amendment adds the City's Code Enforcement Officer to the contract and enables the CEO to issue parking citations on State Park land. The contract is included in the packet.

#### C. REVENUE DIVERSIFICATION TIMELINE

The City Manager will provide a summary of the timeline associated with implementation of four additional revenue sources.

### NEW BUSINESS

#### A. PUBLIC HEARING – ORDINANCE 23-03

See attached staff report

#### B. PUBLIC HEARING – ORDINANCE 23-04

See attached staff report

#### C. EARLY WORK AMENDMENT TO COVE BUILT/CMGC CONTRACT

See attached staff report

#### **D. GEOTECHNICAL CONTRACT**

Requesting approval authorizing the City Manager to execute a contract with RhinoOne Consultants to provide the city of Manzanita with design services for the ground improvement scope for the police station on-site testing/observations which are required. There is sufficient funding in the contract services budget line item in the approved FY 2023-2024 budget. It should be noted that the proposed project budget anticipated geotechnical inspections for the foundations and site work, but it did not contemplate full time inspections for this type of groundwork. The foundations for the Police Station are far more complex than originally anticipated and require additional scope and monitoring. Staff is requesting the council make a motion to authorize the city manager to execute a contract up to \$53,505.50 with RhinoOne. Based on the scope of services and the proposal (included in the meeting packet) OAR 137-048-0200(1)(b) applies, which allows the City to make a direct appointment so long as the estimated fee does not exceed \$100K.

#### **E. COMPREHENSIVE PLAN ADVISORY COMMITTEE**

The City Manager would like the City Council to appoint a member of the City Council, and an alternate to serve on the Comprehensive Plan Advisory Committee. The appointed member will assist the city manager, an appointed member of the Planning Commission in developing the criteria and make up of the Comprehensive Plan Advisory Committee, develop the criteria for committee selection process, select members of the committee and participate in the Committee as a liaison for the City Council. The alternate will serve by attending all of the Committee meetings and participating in the event that the Council liaison cannot attend.

#### **~~F. COUNCILOR ABSENSE DISCUSSION~~**

Removed

#### **G. MAYOR RESIDENCY DISCUSSION**

A discussion relating to Section 32 of the Manzanita City Charter relating to Mayor Deb Simmons residency in the City of Manzanita.

CITY OF MANZANITA  
September 6, 2023  
CITY COUNCIL REGULAR SESSION

**1. CALL TO ORDER:** The meeting was called to order on September 6, 2023, at 6:00pm at the Pine Grove Community Center by Mayor Deb Simmons.

**Roll:** Council members present: Mayor Deb Simmons, Linda Kozlowski, Jerry Spegman, and Brad Mayerle. Staff present: City Manager Leila Aman, Police Sergeant Mike Sims, Police Officer John Garcia, and Assistant City Recorder Nancy Jones. Staff Present via Zoom: Accounting Manager Nina Crist, and Development Services Manager Scott Gebhart. Panelist's present: Brad Hart Project Director Emergency Volunteer Corps of Nehalem, and Kendra Hall Manzanita Farmers Market. Panelist present via Zoom: Thao TU President of Vietnamese Community of Oregon, and Council Applicants: Mike Jahnke, Jamie Schuermyer, Kathryn Stock, William Stone, Gerald Wineinger.

**2. AUDIENCE PARTICIPATION:** There were 22 people in attendance, 28 attended via zoom, 45 attended via website. There were two public comments.

**3. CONSENT AGENDA:**

- A. APPROVAL OF MINUTES –
  - a. July 26, 2023, City Council Special Session
  - b. July 28, 2023, City Council Special Session
  - c. August 9, 2023, City Council Regular Session
  - d. August 16, 2023, City Council Work Session
  
- B. APPROVAL OF BILLS FOR PAYMENT

**A motion was made by Kozlowski, seconded by Mayerle, to approve the consent agenda that included approval of the July 26, 2023, Special Session Minutes; July 28, 2023, Special Session Minutes; August 9, 2023, Regular Session Minutes; August 16, 2023, Work Session Minutes; Approved payment of bills and all subsequent bills subject to approval by the Mayor or Council President and City Manager; Motion passed unanimously.**

**4. INFORMATION:**

**A. CITY MANAGER REPORT** - City Manager Leila Aman

City Manager Leila Aman shared the following information:

-The Wayfinding Manzanita meeting that was held on August 22, 2023, and had two people in attendance. There will be a survey to get community feedback on Wayfinding.

-There will be a Grant Writing workshop for local business. It will be on Monday September 11<sup>th</sup> at 3pm at the Pine Grove Community Center.

-The City has received a notice of intent to be awarded a grant from the Department of Land Conversation and Development. This grant will assist the city in updating the Manzanita Zoning Ordinance to be in compliance with SB 406 – Oregon's Middle Housing Rules.

**B. Emergency Preparedness Month - Council President Linda Kozlowski & Emergency Volunteer Corps of Nehalem Bay Project Director Brad Hart**

Council President Linda Kozlowski spoke about the Emergency Volunteer Corps of Nehalem Bay (EVCNB) and introduced Brad Hart. Project Director Brad Hart shared a history of how he got involved with EVCNB. He reported a summary of the accomplishments of the organization and specified what they do in the community. Mayor Deb Simmons read the Proclamation and declared September as the Emergency Preparedness Month. If you want to learn more about emergency preparedness and how to get involved visit [evcnb.org](http://evcnb.org) or email [info@evcnb.org](mailto:info@evcnb.org). Upcoming classes and events are listed on their website.

**C. Vietnamese Recognition Proclamation - Vietnamese Community of Oregon President Thao Tu**

Council President Linda Kozlowski spoke about the Vietnamese Recognition and introduced the Proclamation. Mayor Deb Simmons read the Proclamation and recognized the Vietnamese American Heritage and Freedom Flag as the official flag of Vietnamese American organization in the city of Manzanita. President Thao Tu thanked the Council and the Mayor for recognition of the Vietnamese Freedom flag.

**5. NEW BUSINESS:**

**A. Appointment of New City Council Member - Mayor Deb Simmons**

Councilor Edginton resigned from the City Council effective July 13, 2023. Applications for the vacant council position closed on August 28, 2023, with five candidates applying: Mike Jahnke, Jamie Schuermyer, Kathryn Stock, William Stone, and Gerald Wineinger. City Council conducted a public interview, which included five identical questions for each candidate. At the conclusion of the interview, a vote was taken by ballot to determine which candidate would fill the empty seat. By a vote of 3 to 1, Kathryn Stock was selected. Kathryn Stock was sworn in by City Manager Leila Aman. Councilor Stock's term will end December 2024.

**At 8pm, Mayor Deb Simmons asked for a motion to extend the meeting by thirty minutes. Kozlowski made a Motion to extend the City Council Regular Session by thirty minutes. Seconded by Mayerle; Motion passed unanimously.**

**B. Storm Drain System Development Charge Increase – City Manager Leila Aman**

City Manager Leila Aman spoke about the history of the proposed development charge increase and communicated prior actions and previous council discussions. The city has mailed a notice to

every address within the city limits and published a notice in the Headlight Herald earlier this year. She stated that the City's System Development charge hasn't been updated since 1996 and asked the council to adopt Resolution 23-20 to update the system charge from \$174.00 to \$1,699.00.

**A motion was made by Mayerle to accept Resolution 23-20 Modifying the Methodology used to determine system Development Charges. Increasing the Storm Drain System Development Charges to \$1,699.00 . Seconded by Spegman; Motion passed unanimously.**

**C. Special Event Permit – Kendra Hall**

Farmers Market Manager Kendra Hall spoke about a new emergency relief fund to help farmers market vendors who need help. She asked the council to approve a permit to use Underhill Plaza on October 13<sup>th</sup> for a Harvest Moon dinner. This will be for farmers market vendors and will include live music, dancing, and food.

Allowed for public comment: There was one public comment.

**A motion was made by Kozlowski to approve the Farmers Market Harvest Moon Dinner Special Event Permit on October 13, 2023. Seconded by Mayerle; Motion passed unanimously.**

**5. NEW BUSINESS:**

**A. View Grading Moratorium – City Manager Leila Aman**

City Manager Leila Aman spoke about previous council actions and discussions regarding the view grading moratorium. On November 9, 2022, the city adopted a moratorium on view grading. On February 10, 2023, city council extended the moratorium for a period of six months. Aman asked council to extend the View Grading Moratorium for another 6 months, expiring March 9, 2024. The extension allows the city to continue to make progress toward updating Goal 18 of the Comprehensive Plan. While the moratorium is in effect, the city shall not consider or approve any permit for view grading as defined in Ordinance 95-04.

**A motion was made by Kozlowski to extend the View Grading Moratorium for a period of 6 months. Seconded by Mayerle; Motion passed unanimously.**

**6. COUNCIL REPORTS:** Council members took turns sharing information and updates of what they were involved in for the month. Councilor Mayerle resigned effective September 8, 2023.

**7. INFORMATION AND ADJOURN:**

Manzanita Municipal Court will be held September 15, 2023, and continues to remain closed to the public.

**Mayor Simmons adjourned the meeting at 8:25PM.**

**MINUTES APPROVED THIS  
4<sup>th</sup> Day of October, 2023**

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Deb Simmons, Mayor

Attest:

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Leila Aman, City Manager

**CITY OF MANZANITA**  
**September 13, 2023**  
**CITY COUNCIL WORK SESSION**

**1. CALL MEETING TO ORDER:** The meeting was called to order on August 16, 2023, at 2:00pm via Zoom by Mayor Deb Simmons.

**ROLL:** Members present: Deb Simmons, Linda Kozlowski, Jerry Spegman, and Kathryn Stock. Staff present: City Manager Leila Aman, Accounting Manager Nina Crist, Police Sergeant Mike Sims, Public Works Director Dan Weitzel, Development Services Manager Scott Gebhart, Short-Term Program Rental Manager Judy Wilson, and Assistant City Recorder Nancy Jones. Panelist present: Short-Term Rental Chair Jo Newhouse.

**2. STR Committee Update:** Council President Linda Kozlowski  
Council President Linda Kozlowski spoke about the Short-Term Rental Committee and introduced Short-Term Rental Chair Jo Newhouse. Newhouse provided an update of the committee's progress on the Short-Term Rental survey comments and stated that the survey results have been posted on the website. She presented the Essential Resources window film and Good Neighbor brochure. It is planned to mail both documents to every address in the city of Manzanita once completed. She spoke about what the committee will focus on next and shared an overview of what will be discussed at the upcoming committee meeting scheduled for September 15<sup>th</sup>.

**3. Dark Sky Lighting Ordinance:** Seargeant Mike Sims & Code Enforcement Officer Max Halverson  
Seargeant Mike Sims presented a proposed Ordinance draft about dark sky lighting within the city limits. He spoke about Ordinance 10-03, section 4 Short-Term Rental standards and stated that after updating, it is planned for city wide implementation. He explained the definitions of shielded lights, kelvin ratings, landscape lighting, patio lighting, light trespass and prohibited uses of lighting. Sims said that exceptions to this Ordinance would include seasonal lighting and American flag upward illumination. The goal is to gain compliance by education before any penalties are assessed. It was decided to conduct a survey regarding dark sky lighting to get community feedback prior to moving ahead. It is planned to re-visit this at the work session in November.

**4. Twenty is Plenty:** City Manager Leila Aman  
City Manager Leila Aman introduced the prospect of having the speed limit lowered to 20 mph city wide in Manzanita. Currently, the speed limit is 20mph on Laneda and 25mph for the rest of the city. She stated that city staff is currently mapping existing speed limits in the area and will research what the legal next steps would be to adopt the change. Aman spoke about the interim use of advisory signage while the city works towards this revision. There was a consensus from council to support staff in the continuation of gathering information and preparing a budget proposal for implementation. This will be revisited in a future council meeting.

**5. Adjourn:** Mayor Simmons adjourned the meeting at 3:49pm.

**MINUTES APPROVED THIS  
4<sup>th</sup> Day of October, 2023**

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Deb Simmons, Mayor

Attest:

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Leila Aman, City Manager

## BILLS FOR APPROVAL OF PAYMENT

From 09/01/23 - 09/30/23

VENDOR	TOTAL	ADMIN	POLICE	BLDG	COURT	PARKS	CH EXP	ROADS	Visitors Center	WATER
3J CONSULTING (CITY PLANNER)	\$2,063.00	\$2,063.00								
911 SUPPLY (MATERIALS & SUPPLIES)	\$136.83		\$136.83							
ACCUITY (CITY AUDIT)	\$5,000.00	\$5,000.00								
ADVANCED EXCAVATION (DORCAS PROJECT)	\$582,631.92							\$368,218.42		\$214,413.50
BEARING ARCHITECTURE (CITY ARCHITECT)	\$16,100.00						\$16,100.00			
CASELLE (SOFTWARE SUPPORT)	\$10,545.00	\$9,988.00								\$557.00
CHARTER (INTERNET SERVICE)	\$599.91	\$219.98	\$129.98						\$119.97	\$129.98
CHAVES (COURT SOFTWARE)	\$312.90				\$312.90					
CITY OF NEHALEM (FINES & ASSESSMENTS)	\$803.00				\$803.00					
CITY OF WHEELER (FINES & ASSESSMENTS)	\$1,764.74				\$1,764.74					
COAST GARAGE DOOR (GARAGE DOOR SERVICE)	\$4,472.84							\$2,236.42		\$2,236.42
DKI CONSULTANTS (PROFESSIONAL SERVICES)	\$5,177.60						\$5,177.60			
DMV (RECORDS REQUEST)	\$5.45				\$5.45					
FASTENAL (MATERIALS & SERVICES)	\$65.47							\$32.73		\$32.74
FERGUSON (MATERIALS & SERVICES)	\$7,844.38							\$733.14	\$565.72	\$6,545.52
KLOSH GROUP (OWNERS REP.)	\$5,365.29						\$5,365.29			

## BILLS FOR APPROVAL OF PAYMENT

From 09/01/23 - 09/30/23

VENDOR	TOTAL	ADMIN	POLICE	BLDG	COURT	PARKS	CH EXP	ROADS	Visitors Center	WATER
LARRY BLAKE (MUNICIPAL JUDGE)	\$400.00				\$400.00					
MANZANITA LUMBER (MATERIALS & SUPPLIES)	\$193.36		\$2.75					190.61		
NEHALEM BAY WW (WASTEWATER SERVICE)	\$243.00					\$243.00				
NEHALEM LUMBER (MATERIALS & SUPPLIES)	\$46.34									\$46.34
NC CIVIL DESIGN (CIVIL ENGINEER)	\$1,147.50									\$1,147.50
ONE CALL CONCEPTS (STATE LOCATE FEES)	\$23.80									\$23.80
ONE ELEVEN (IT SERVICES)	\$4,060.00	\$4,030.00								\$30.00
OREGON DEPT OF REV (FINES & ASSESSMENTS)	\$1,253.23				\$1,253.23					
PACIFIC OFFICE (POSTAGE & COPIER)	\$545.99	\$511.49								\$34.50
RHINO ONE (GEOTECHNICAL SERVICES)	\$555.00						\$555.00			
RHYNO NETWORKS (NETWORK SERVICES)	\$255.00	\$136.00	\$68.00							\$51.00
RTI (PHONE SERVICE)	\$498.50	\$95.73	\$104.32							\$298.45
SHELDON OIL CO. (FUEL)	\$2,653.19		\$1,421.09	\$149.21		\$51.88		\$259.41	\$45.26	\$726.34
STATE OF WASHINGTON (RECORDS REQUEST)	\$0.20				\$0.20					
SWEET SEPTIC (PORTABLE TOILETS)	\$460.00								\$460.00	
TILL CO EMERGENCY COM. (ANNUAL SOFTWARE FEE)	\$6,720.78		\$6,720.78							

## BILLS FOR APPROVAL OF PAYMENT

From 09/01/23 - 09/30/23

VENDOR	TOTAL	ADMIN	POLICE	BLDG	COURT	PARKS	CH EXP	ROADS	Visitors Center	WATER
US BANK (CITY VISA)	\$2,538.56	\$271.82	\$351.42				\$1,076.80	\$349.80		\$488.72
VALVOLINE (VEHICLE MAINT.)	\$94.98		\$94.98							
VERIZON (TELEPHONE)	\$1,112.93	\$294.58	\$207.41	\$114.98					\$134.00	\$361.96
WALTER NELSON (MATERIALS & SUPPLIES)	\$440.19								\$440.19	
<b>TOTALS</b>	<b>\$666,130.88</b>	<b>\$22,610.60</b>	<b>\$9,237.56</b>	<b>\$264.19</b>	<b>\$4,539.52</b>	<b>\$294.88</b>	<b>\$28,274.69</b>	<b>\$372,020.53</b>	<b>\$1,765.14</b>	<b>\$227,123.77</b>

**2023-2024  
CITY OF MANZANITA  
OFF-SEASON TOURISM MARKETING  
GRANT APPLICATION**



**Funds Available: \$20,000  
Maximum Request: \$2,000**

**Grant is made possible by City of Manzanita lodging tax funds**

**Grant opens: October 1, 2023  
Deadline to submit: November 15, 2023 11:59pm**

**Download application at:  
<https://tillamookcoast.com/grants>  
Click on the "Manzanita" tab**

**Grant process managed by Tillamook Coast Visitors Association**

For questions and support, contact:  
**Marni Johnston at 503-842-2672, ext. 3 or [marni@tillamookcoast.com](mailto:marni@tillamookcoast.com)**

# OVERVIEW

The City of Manzanita is allocating **\$20,000** for the 2023-2024 fiscal year toward off-season marketing and promotions. This Off-Season Tourism Marketing Grant is funded by the lodging tax collected by the city of Manzanita. It is an opportunity for tourism-related businesses and nonprofits to implement a new or revised marketing effort, conduct a marketing campaign, work collaboratively with other tourism-related businesses, or launch a new event.

**Applicants may submit a maximum request of up to \$2,000**, providing a realistic budget that justifies the amount requested, and ability to complete marketing efforts. This grant does not require matching funds. **All projects must be completed by March 31, 2025.** A mid-year/6-month report of progress is required. Funds will be dispersed on a reimbursement basis.

Please read the application thoroughly. **If you have questions, please contact [marni@tillamookcoast.com](mailto:marni@tillamookcoast.com)**

Tillamook Coast Visitors Association is facilitating the grant process. Grantees will agree to publicity and case studies developed by Tillamook Coast Visitors Association.

# ELIGIBILITY

Tourism-related businesses and nonprofits within Manzanita are urged to apply. This includes retail stores, restaurants, lodging, outdoor recreation providers, food producers (such as farmers or fishers), and nonprofits that conduct tourism-related programs. By state law, the lodging tax can only be used for tourism-related businesses and organizations, and proposed projects must be focused on reaching visitors, defined by state law as those traveling 50 miles or more for leisure or business. For instance, a paid advertisement placed in a local newspaper is not eligible for lodging tax grant funds.

## GRANT SCHEDULE

Applications open

**October 1, 2023**

Grant writing assistance: **[marni@tillamookcoast.com](mailto:marni@tillamookcoast.com)**

ON REQUEST

**Applications due, 11:59pm**

**November 15, 2023**

Grant review process complete

**December 1, 2023**

**City Council Approval (no later than...)**

**January 8, 2024**

Grant awardees notified and contract sent no later than

**January 19, 2024**

# APPLICATION PROCESS

- Go to [tillamookcoast.com/grants](http://tillamookcoast.com/grants)
- Click on the “Manzanita” tab.
- Download the application to your hard drive
- Save the application under a new name: <Company Name> Grant <Date>
- The application is a fillable PDF, including the budget template
- Upload to the grant website at [tillamookcoast.com/grants](http://tillamookcoast.com/grants) using the **SUBMIT** button.
- Deadline to submit is November 15, 2023 at 11:59pm.

## GRANT REVIEW PROCESS

TCVA will provide guidance on applications. Please don't wait until last minute to ask for assistance! We want to help you submit a strong application.

You will receive a confirmation of receipt within 48 hours of upload to the email listed on the application. **If you do not receive a confirmation email, please contact Marni Johnston at [marni@tillamookcoast.com](mailto:marni@tillamookcoast.com)**

Each application received will first be reviewed by the TCVA executive director and Grant Manger for eligibility and completeness. **“Complete” is defined by all information filled in.** If the application is incomplete or not received by the deadline, it will not be submitted to the city of Manzanita for review.

Once reviewed by the city, applications will be submitted to the city council for approval in January 2024.

## DRAFT SCORING CRITERIA

Baseline Scoring	Up to
Goals are realistic and objectives are well considered	10 points
Budget is well documented and realistic	10 points
Project or event is new and shows ability to sustain in subsequent years	10 points
Project focuses on off-season programming between October-May	10 points

## FUNDING PROCESS

Once grant is awarded and contract is signed, grantees can start marketing projects. **Grant funds will be disbursed on a reimbursement basis once invoices are submitted**, toward a draw-down on the grant award amount. Reimbursements will be issued within two weeks of receipt via a bill pay check. **Projects must be completed by March 15, 2025.**

### Questions?

Contact Marni Johnson  
at Tillamook Coast Visitors Association  
[marni@tillamookcoast.com](mailto:marni@tillamookcoast.com)  
503 842-2672 Ext. 3

# TYPES OF ELIGIBLE PROJECTS

This is by no means a complete list, and marketing plans can include several of the following elements.

## Branding

Branding is the marketing practice of actively shaping a distinctive brand. The brand is the perception of the company in the eyes of the world.

- Brand Design
  - Typography, color palette, fonts
- Brand Identity
  - Logo, website, product packaging, business card design, email template design
- Brand Style Guide
- Story theme creation

## Website

A good website reflects the business brand, offers high-quality content and is easy to navigate. A website is the key to a successful digital marketing strategy because all other marketing elements direct guests to the site.

A well-designed website will improve advertising effectiveness, educate customers, expand the business' market, and extend local reach.

- Website Development
  - Complete overhaul
  - Add landing pages
  - Implement a reservation system
  - Incorporate online menus and ordering
  - Online retail platform
  - Custom photography
  - Custom videos

*(Grant does not cover ongoing maintenance of website, hosting, or URL purchases.)*

## Other

- Media tour
- Collateral development and printing
  - Brochures/signage
- Marketing of events that attract visitors

## Content Marketing

Content marketing focuses on storytelling and customer engagement. It includes creating and distributing relevant and consistent content to attract and retain a clearly-defined audience. Ultimately, it drives a loyal and profitable customer to action.

- Videos
  - Cooking or educational classes
  - Story of business
  - Facebook Live
  - YouTube channel
- Educational articles
- E-books
- Blog content
- E-newsletter development and subscriber campaign
- Social media engagement

## Paid Advertising

Advertising is a marketing tactic involving paying for space to promote a product, service, or cause. The goal of advertising is to reach people most likely to be willing to pay for your products or services and entice them to buy.

- Production (hire a professional to create ads)
- Online
  - Sponsored content in targeted print publications or on digital channels
  - Pay-per-click/Google Adwords
  - Social media ads and contests
  - Influencer marketing on social media
  - Banner ads
  - Ad retargeting
  - Search engine optimization
- Direct mail
- Print
- Radio
- Television
- Outdoor ads (billboards)

**Grant funds cannot be used for business operations or to pay full- or part-time employees.** It is acceptable to use funds for contractors of special skill sets, such as videographers, photographers, graphic designers, social media professionals, or website developers.

# 1 BUSINESS INFORMATION

**Business Name**

**Contact Name**

**Phone Number**

**Business Type**

**Physical Address**

**Mailing Address**

**Employer Identification Number (EIN)**

*Do not enter Social Security Number. Type 'SSN' if you are a sole proprietor.*

**Company Principals**

Name	Title	% Ownership
Name	Title	% Ownership
Name	Title	% Ownership

*Ownership totals should equal 100%. Use comments section to add additional information if necessary.  
Non-Profits List Board Officers and 0% Ownership.*

# 2 GRANT SUMMARY

**Grant Request**

**Total Project Cost**

*\*This number is not required to be different than the grant request.*

**Project Title**

**Project Overview** *Answers must fit in the space with provided formatting.*

**Who is the identified target audience for this project? Explain why.**

# 3

# GRANT QUESTIONS

*Answers must fit in the space with provided formatting.*

**How does this project support off-season tourism?**

**What are the anticipated challenges in completing this project or holding this event?**

**If the project or event is successful, how do you envision supporting it in the future?**

# 4 PROJECT WORK PLAN

The project work plan highlights key objectives of your application, how you plan to achieve them, and how you 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 the formatting provided. However, not required to use all space provided.

***\*Total of 'Budget to Complete Goal' entries should equal total on budget!***

**Goal #1:**

**Budget to Complete Goal:**

Key Action Steps	Timeline	Expected Outcome	Evaluation Method



**Goal #2:**

**Budget to Complete Goal:**

<b>Key Action Steps</b>	<b>Timeline</b>	<b>Expected Outcome</b>	<b>Evaluation Method</b>

**Goal #3:**

**Budget to Complete Goal:**

<b>Key Action Steps</b>	<b>Timeline</b>	<b>Expected Outcome</b>	<b>Evaluation Method</b>

# 5

# PROJECT BUDGET

The project budget ties to the work plan and further describes the costs involved to complete each goal. It is important that the total budget amount align with the project goals. A realistic budget is one of the five areas in which the application is scored. Although not required, seeking quotes to accompany the budget and work plan adds to the reliability of the budget request.

INCOME	
<b>City of Manzanita Off-Season Grant Funds</b>	<b>BUDGET</b>
OTHER INCOME	
<i>(Matching amounts are NOT required, but if your project exceeds the grant limits, use this section to add additional funding sources.)</i>	
<b>TOTAL INCOME</b>	

EXPENSES					
Line Item	Description	Tentative Vendor	Estimate Obtained (Yes/No)	Associated with Project Goal #	BUDGET
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
<b>*Total Income should equal Total Expenses</b>					<b>TOTAL EXPENSES</b>

**Amendment No. 2 to  
INTERGOVERNMENTAL AGREEMENT  
8965 Law Enforcement Services**

This is **Amendment No. 2 to Intergovernmental Agreement (IGA) No. 8965 (“Agreement”)**, executed on December 15, 2021 between the State of Oregon, acting by and through its Oregon Parks and Recreation Department (“OPRD”) and City of Manzanita (“City”), each a “Party” and together, the “Parties.” This Amendment is effective upon execution and receipt of all approvals necessary for signing (Amendment Effective Date).

**AMENDMENT**

Parties agree that Agreement is hereby amended as set forth below:

**I. Section 2: Purpose is amended as follows [new language is indicated by underlining and bold]:**

The purpose of this Agreement will be for City to provide law enforcement services and code enforcement services to the Nehalem Bay State Park and Oswald West State Park located near the City of Manzanita, Oregon as described in Exhibit A, Statement of Work.

**II. Section 3: Effective Date and Duration is amended as follows [new language is indicated by underlining and bold and deleted language is indicated by ~~striketrough~~]:**

This Agreement is effective after all necessary approvals have been obtained or on the date of the last signature, whichever is later (Effective Date), and terminates on ~~July 15, 2025~~, June 30, 2028 unless terminated earlier in accordance with Section 16.

**III. Exhibit A, Statement of Work, Section 1. Background is amended as follows [new language is indicated by underlining and bold]:**

Nehalem Bay State Park and Oswald West State Park are located near the City of Manzanita. The purpose of this Agreement will be for OPRD to secure law enforcement and code enforcement services from the City of Manzanita (City) to assist OPRD park rangers with the enforcement of Oregon Administrative Rules and to permit code enforcement personnel to enforce day use fees. Services will be provided at the state parks as previously mentioned. This Agreement also allows City officers and code enforcement to legally access OPRD properties and to enforce laws of the State that they otherwise have independent authority to enforce when they are lawfully on OPRD property.

THE PARTIES, by execution of this Amendment No. 2, hereby acknowledge that their signing representatives have read this Agreement, as amended, and agree to be bound by its terms and conditions. Except as expressly amended above, all other terms and conditions of Agreement are still in full force and effect.

IN WITNESS WHEREOF, the Parties have executed this Amendment as of the dates set forth below.

**STATE OF OREGON, acting by and through its  
Oregon Parks and Recreation Department**

**City of Manzanita**

By: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_



## COUNCIL STAFF REPORT

To: Mayor and City Council

Date Written: September 26, 2023

From: Leila Aman, City Manager

Subject: Amending Goal 12 Transportation Policies, and Goal 11 Public Facilities Relating to Street Policies of the City of Manzanitas Comprehensive Plan, Rescinding the Downtown Transportation Plan and Replacing it with Volume 2 of the Nehalem Bay Transportation System Plan for Manzanita.

---

### ACTION REQUESTED

To hold a public hearing and conduct the first reading of an Ordinance to amend Goal 12 Transportation Policies, and Goal 11 Street Policies of the City of Manzanitas comprehensive plan, rescinding the downtown transportation plan and replacing it with Volume 2 of the Nehalem Bay Transportation System Plan for Manzanita.

### HISTORY OF PRIOR ACTIONS AND DISCUSSIONS

[September 20, 2021](#) – The Planning Commission received an update on the Transportation Systems Plan (TSP)

[October 6, 2021](#)- The City Council received an update on the TSP.

[January 24, 2022](#) – The Planning Commission received an update on the TSP Community Conversations.

[February 8, 2023](#) – City Council received an update on the final draft of the TSP.

[July 17, 2023](#) – The Planning Commission received an update on the final TSP.

[July 31, 2023](#) – The Planning Commission deliberated and made a formal recommendation to the City Council to adopt the TSP and update Goal 12 of the comprehensive plan.

### ANALYSIS

A Transportation Systems Plan (TSP) is a policy document that describes a transportation system, outlines projects, programs and policies to meet transportation needs now, and into the future based on the aspirations of the community. TSPs are required by Oregon's Transportation Planning Rules (TPR) and is documented in OAR 660.012.0015. The TPR implements Goal 12 at the state level and specifies what must be included in local planning efforts for transportation and what must be addressed and included in a local TSP.

Fundamentally the resulting plan should support a variety of transportation modes that minimizes adverse social, economic and environmental impacts. The Manzanita TSP will be the first TSP adopted by the city and is compliant with the TPR.

The TSP can be found as Attachment 1 to this staff report, and includes a summary of the community involvement process, goals, projects and policies. Staff is requesting that the City

Council adopt the TSP by reference and update the policies in the comprehensive plan. The Ordinance, included as Attachment 2 to this staff report includes the recommended policy changes to the comprehensive plan derived directly from the TSP.

Goal 1 of the City's comprehensive plan (Plan) outlines the requirements for making a change to the Plan.

Findings of fact as a minimum shall be presented for a change request, which, as a minimum:

1. Explain what plan goals, objectives or policies are being furthered by the change.
2. Present the facts used in making the decision to change.
3. Explain how the change will serve the public need.

### Findings of Fact

1. Explain what plan goals, objectives or policies are being furthered by the change.

The proposed changes to the policies in Goal 12 of the comprehensive plan are outlined in Attachment 2, Sections 2 and 3. The proposed changes include removal of policies 2 and 3 of the existing plan policies and rescinds the downtown transportation plan. The TSP includes updated and modern cross sections that better reflect the multimodal network. The Plan retains the remaining policies in Goal 12 and adds 18 new policies focused on creating a safe multi modal network, with bicycle and pedestrian enhancement as a priority. The new policy framework for Goal 12 focuses on ensuring compliance with the American Disabilities Act, implementing cost effective solutions, and encouraging the development of transportation funding sources. The change also includes updating the Street Policies in Goal 11 of the comprehensive plan and removes policy 5 referencing the downtown transportation plan. Overall, the new policies more accurately reflect and implement the TSP and community aspirations for a much more robust pedestrian and bicycle network.

2. Present the facts used in making the decision to change.

Extensive analysis of the city's existing transportation system, safety data such as crashes, injuries and fatalities, population growth projections, and existing plans contributed to the update of the policies and projects within the TSP. In addition, significant public outreach was conducted to ensure that the plan policies and goals were based on the values of the local community.

3. Explain how the change will serve the public need.

The City of Manzanita is growing, and with a robust tourist industry the city is staying busier year round. As a result of this there is a desire for the city to become even more pedestrian and bike friendly to help reduce the impact of automobiles on the transportation network, to reduce parking demand and to provide more options for residents and visitors alike to travel without the need to use a car for every trip. By diversifying the opportunities for travel choices, the updated policies will help guide future city investments in transportation that serve the greatest public benefit.

**BUDGET IMPACT**

The TSP was funded by a grant from the Oregon Department of Transportation. Implementation of the TSP policies will not have a significant cost. However, the implementation of the policies through zoning changes and changes to public works street standards to implement the TSP will require resources. The ODOT grant included funding for drafting of Manzanita Zoning Ordinance changes. If there are significant changes to the proposed recommendations this may also result in additional costs for our contract planner to review and finalize code language. Those are included in a technical memorandum that the Planning Commission is reviewing and will begin discussing in October.

**WORKLOAD IMPACT**

Adoption of the TSP and policies will have some workload impact on the City Manager. Implementation of the policies through zoning changes will have a greater impact on the City Manager, and Public Works Directors workload. This action will require the revision of the Manzanita Zoning Ordinance (95-4) and Street Improvement Standards Ordinance (91-2) and Manzanitas Subdivision Ordinance (95-5) to implement the new policies in the comprehensive plan. Staff anticipate multiple staff reports, and meetings with the Planning Commission and City Council to accomplish this task. Depending on how (if) any changes are made by the PC or CC to the proposed zoning and street standard amendments this could be a moderate workload or significant workload impact.

**COORDINATION, CONCURRENCE, OR DISSENT**

The City Attorney has reviewed the Ordinance. The Oregon Department of Transportation participated in the development of the Plan.

**STAFF RECOMMENDATION**

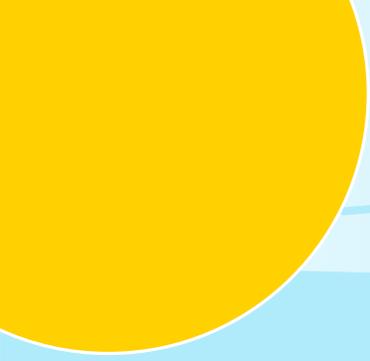
City Council conduct a public hearing, take public testimony, and approve the first reading of the Ordinance to update the policies in Goal 12 and Goal 11 related to street policies of the comprehensive plan and adopt the TSP by reference.

**ALTERNATIVES**

The City Council may elect to not approve the TSP. This will require the city to conduct a separate update of Goal 12 as part of the comprehensive plan update.

**ATTACHMENTS**

1. Volume 2 – Manzanita Transportation Systems Plan
2. Ordinance 23- 03



# Nehalem Bay **TSP**



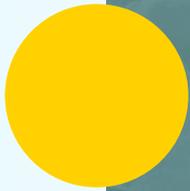
Manzanita

VOLUME 2

Manzanita

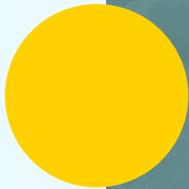
FEHR & PEERS

AUGUST 2023



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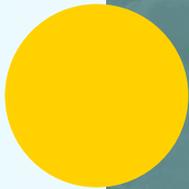


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# Nehalem Bay **TSP**

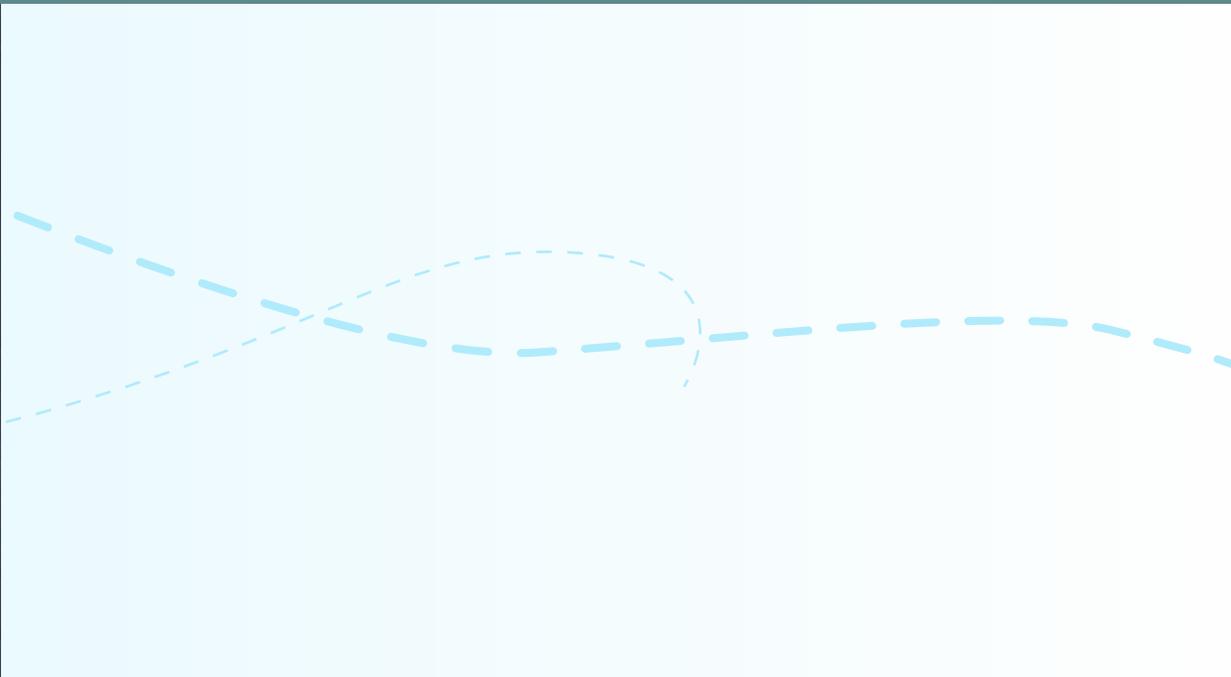


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# VOLUME 2: MANZANITA





# ACKNOWLEDGEMENTS

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Frank Squillo

Lee Hiltenbrand

Phil Mannon

Thomas Christ

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## City Council

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Linda Kozlowski, Council President

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# VOLUME 2: EXECUTIVE SUMMARY

## Transportation System Plan Introduction

Manzanita's Transportation System Plan (TSP) establishes a vision for the transportation system in Manzanita and serves as a long-range planning tool to bring that vision to fruition. This Volume of the Nehalem Bay TSP addresses the unique context and needs within the City of Manzanita.

Within Manzanita, this TSP serves to:

- Define regional transportation needs based on input gathered from the community throughout the process
- Document existing transportation infrastructure
- Identify transportation improvements that will be needed in the future as the region continues to grow
- Identifies potential funding sources for transportation projects
- Identifies high-priority projects

While the TSP serves as a guide for future investments, it does not include:

- Project refinement and design
- Specific timing for when projects will be designed and constructed
- Allocation of funding to any recommended projects

For a summary of Title VI and Environmental Justice Outreach, see [Volume 1](#).

## Community Involvement

Throughout development of the TSP, community members, business owners, and visitors were engaged to help shape the future of transportation in Manzanita. Input from community members was gathered through a Planning Advisory Committee (PAC) and a series of online and in-person open-houses that were open to all community members.

The PAC met at key milestones throughout the project and helped to provide local context while serving as a sounding board for components of the TSP including the Goals, Objectives, and Recommended Projects. The PAC was comprised of members from each of the three cities and a representative from Tillamook County. Throughout the TSP process community members had the opportunity to participate in three open-houses:

- **COMMUNITY TOUCHPOINT #1** provided an opportunity for community members to share their issues and concerns with travel in Manzanita and provide feedback on the Goals and Objectives.
- **COMMUNITY TOUCHPOINT #2** provided an opportunity for participants to provide feedback on the projects identified and included community conversations which provided an opportunity share feedback directly with the project team.
- **COMMUNITY TOUCHPOINT #3** provided an opportunity for community members to help identify high priority projects included in the TSP.



# TSP Goals

There were six goals developed to help guide regional investment and two unique goals developed to address the unique challenges and desires within Manzanita. The six goals, shown below, were used to evaluate all projects within Manzanita to ensure that recommendations in the TSP will address the issues, needs, and desires shared by the community.

Table 1| Goals & Objectives

GOAL	OBJECTIVES
<p><b>GOAL #1: QUALITY OF LIFE</b></p> <p>Create a transportation system that provides equitable multimodal access for underserved and vulnerable populations and balances the needs of local travelers and regional through-traffic.</p> 	<ol style="list-style-type: none"> <li>1. Provide equitable access for underserved and vulnerable populations by requiring American with Disabilities Act (ADA) compliance for new transportation infrastructure and upgrading existing infrastructure that does not meet ADA standards.</li> <li>2. Increase connections to recreational opportunities by supporting the development of planned regional bicycle and pedestrian trails, including the Salmonberry Trail, Oregon Coast Trail, and Tillamook County Water Trail.</li> <li>3. Create comfortable downtown spaces by identifying appropriate streetscape improvements, including landscaping, pedestrian scale lighting, benches, and street trees.</li> <li>4. Reduce vehicle travel between cities by exploring options for visitors to 'park once', such as a regional shuttle service or water taxi.</li> </ol>



Table 1| Goals & Objectives

GOAL	OBJECTIVES
 <p><b>GOAL #2: CREATE SAFE CONNECTIONS</b></p> <p>Create safer connections between the Nehalem Bay communities for people walking, biking, or using other non-auto modes and identify strategies to reduce crashes for all users when traveling on U.S. 101.</p>	<ol style="list-style-type: none"> <li>1. Identify key non-motorized routes between the Nehalem Bay communities and prioritize pedestrian and bicycle facilities on these routes.</li> <li>2. Connect businesses and recreational destinations with neighborhoods by enhancing pedestrian and bicycle crossings on U.S. 101.</li> <li>3. Improve areas with higher crash risk by improving the visibility of transportation users in constrained areas, such as on hills and blind curves.</li> <li>4. Address known safety issues at locations with fatal or severe injury crashes, crashes involving a bicyclist or pedestrian, and vehicles entering and exiting U.S. 101.</li> <li>5. Collaborate with the Oregon Department of Transportation (ODOT) to implement engineering and traffic calming strategies on U.S. 101, where appropriate, to reduce vehicle speeds.</li> </ol>
 <p><b>GOAL #3: PLAN FOR THE FUTURE</b></p> <p>Collaborate with ODOT and Tillamook County to create a transportation system that is resilient to extreme weather events, able to safely accommodate evacuation and recovery efforts, and consistent with the goals and objectives of each City, Tillamook County, and the state.</p>	<ol style="list-style-type: none"> <li>1. Maintain local infrastructure so that facilities can withstand extreme weather events and aid in evacuation efforts.</li> <li>2. Improve traffic circulation and access for fire and emergency vehicles.</li> <li>3. Collaborate with ODOT to develop and implement improvements to U.S. 101 that fit the land use context and are consistent with ODOT’s Highway Design Manual (HDM) and other local and regional planning efforts.</li> </ol>





Table 1| Goals & Objectives

GOAL	OBJECTIVES
 <p><b>GOAL #4: SUPPORT FISCAL RESPONSIBILITY</b></p> <p>Plan for a transportation system that is financially viable with consideration for life cycle costs by identifying new funding sources to make local dollars go farther.</p>	<ol style="list-style-type: none"> <li>1. Develop transportation solutions that are cost effective.</li> <li>2. Identify outside funding sources for transportation projects such as grants, developer contributions, or transportation system charges.</li> <li>3. Prioritize investments and maximize partnerships to provide maximum benefit and return on investment for the associated cost.</li> <li>4. Consider future operation and maintenance costs in investment choices.</li> </ol>
 <p><b>GOAL #5: MANAGE ACCESS</b></p> <p>Manage access from U.S. 101 to Manzanita and the recreational opportunities in the area to minimize cut through traffic and seasonal congestion.</p>	<ol style="list-style-type: none"> <li>1. Improve connections within Manzanita and to the neighborhoods within the UGB to improve local vehicle circulation and encourage local traffic to use local roads.</li> <li>2. Support other planning efforts to create non-motorized and transit connections from key destinations to the commercial core.</li> </ol>
 <p><b>GOAL #6: ENHANCE ECONOMIC VIBRANCY</b></p> <p>Support economic vibrancy and reduce parking demand by providing walking, biking, and transit connections to the commercial core and the beach.</p>	<ol style="list-style-type: none"> <li>1. Prioritize low stress bicycle and pedestrian facilities on arterials and collectors to enhance connections to local destinations.</li> <li>2. Develop transportation and land use solutions that balance the needs of all users in the downtown area and to/from residential areas to the downtown core and beach.</li> </ol>



# High Priority Projects

The TSP includes 16 projects that will improve how people travel in Manzanita over the next 20 years. The projects listed in Table 2 were identified as high priority projects for Manzanita based on alignment with the TSP goals and input from community members. For the full list of recommended projects and locations, see **Table 8** and **Figure 16** in **Chapter 4**.

Table 2 | High Priority Projects

ID	Project Name & Description	Extents	Cost	Timeline
M1	<b>CARMEL ROAD PEDESTRIAN ENHANCEMENTS:</b> Enhance delineation between pedestrians and cyclists and look for opportunities to increase safety.	Laneda Ave to Nearnery Blvd	\$180,000	MEDIUM-TERM
M3	<b>LANEDA AVENUE IMPROVEMENTS:</b> Create a connection between the downtown core and the beach by improving Laneda Avenue to feel like a main street through the use of traffic calming measures. This could include painting a solid yellow stripe, providing curb extensions at key intersections, considering back-in angled parking, and constructing consistent curbs. This project should also ensure that ADA parking requirements are being met.	4th Street to Ocean Rd	\$600,000	LONG-TERM
M9	<b>CLASSIC STREET BICYCLE &amp; PEDESTRIAN ENHANCEMENTS:</b> Enhance Classic Street to provide advisory bike lanes creating space for people walking and biking and a connection from downtown core to planned multimodal facilities.	Manzanita Ave to Laneda Ave	\$110,000	NEAR-TERM
M10	<b>BICYCLE &amp; PEDESTRIAN CONNECTION TO NEHALEM BAY STATE PARK:</b> Provide a separated path for people walking to connect people walking and biking between the Manzanita and Nehalem Bay State Park along the Classic Street alignment. Further analysis would be required to identify final cross-section and alignment. This project should also include wayfinding to encourage visitors to walk and bike to the state park and will require coordination with Nehalem Bay State Park for connections into the State Park and reconstructing the road.	Dorcas Ln to end of UGB	\$1.5M	LONG-TERM





# CHAPTER 1: EXISTING & FUTURE CONDITIONS

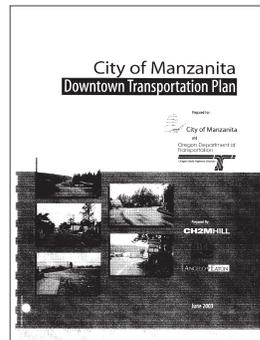
This chapter documents the local context and transportation system in Manzanita today and how conditions are expected to change by 2040.

The following sections in this chapter include:

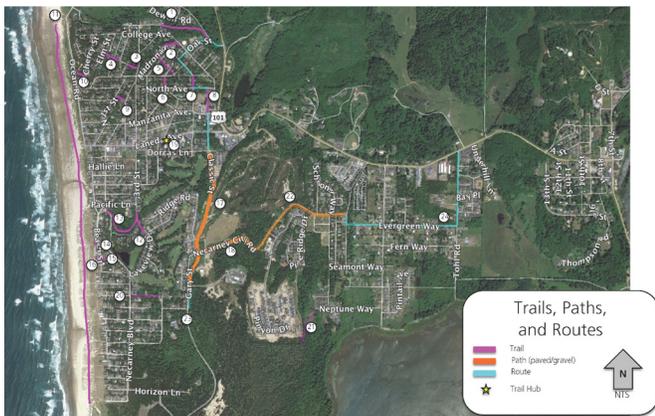
- A summary of the local plans that served as a starting point for Manzanita’s first Transportation System Plan (TSP)
- An inventory of transportation infrastructure in Manzanita today
- How Manzanita will grow over the next 20 years and the transportation system’s ability to accommodate that growth
- Feedback from community members that informed the development of goals and needs the TSP should address

## Local Plans

There are three local plans that provided context for Manzanita’s TSP, the **Manzanita Downtown Transportation Plan**, the **City’s Trail Master Plan**, and **Manzanita’s Comprehensive Plan**.



The **Manzanita Downtown Transportation Plan**, adopted in 2003, was developed to address key transportation issues in the city and was focused on the U.S. 101 intersections with Laneda Avenue and Manzanita Avenue, the extension of Classic Street, and improvements to Laneda Avenue.



Manzanita last amended its Comprehensive Plan in 2014. As the **City of Manzanita Comprehensive Plan** serves as the City’s guide for achieving its vision on a wide variety of topics, including transportation, this document informed development of goals and policies, to ensure alignment with the city’s broader vision.

In 2021, the City completed its **Trail Master Plan**. The Trail Master Plan identifies existing and proposed natural surface trails and paved paths separated from vehicle traffic. In addition to recommendations on where new trails should be developed, the plan also identifies next steps for prioritization and implementation of trails within the City.



# Manzanita Today

The City of Manzanita, located on the north side of Nehalem Bay, has the largest land area of the three Nehalem Bay cities and a population of 617 people. While Manzanita is predominately made up of medium and low-density residential areas, including Bayside Gardens which is within the city's Urban Growth Boundary (UGB), it does have an active downtown along Laneda Avenue. Seasonal tourism is a primary economic driver for the City and causes the population and traffic in Manzanita to increase over the busy summer months as people visit the beach and Nehalem Bay State Park, both of which visitors must travel through Manzanita to access. Manzanita has the only library and police department in the region, and has a vibrant commercial center with grocery stores, restaurants, and shopping. Directly south of the city limits is Nehalem Bay State Park, which receives approximately 700,000 visitors a year. The park has an airport, boat launch, and a variety of year-round recreational offerings. While U.S. 101 only touches the northeast edge of the City, it is the City's only regional connection as shown in **Figure 1**.

Today, Manzanita's transportation system primarily serves people driving, with few facilities dedicated to people walking, biking, or taking transit. As shown in **Figure 2**, sidewalks are limited to the areas in and around Downtown and there is one shared bicycle and pedestrian facility on the east side of Carmel Avenue south of Laneda Avenue. There is one transit stop in Manzanita, served by the Tillamook County Transportation District (TCTD), operating the NW Connector, which is located on 5th Street south of Laneda Avenue.

**Figure 3** shows the city's existing roadway network. U.S. 101 is the City's only Principal Arterial as its primary purpose is to serve regional trips. Laneda Avenue is a major collector while Ocean Road, Nehalem Road, Carmel Avenue, and Classic Street are all minor collectors within the city limits. All other streets are classified as Local streets, primarily connecting people to residential areas and local destinations.

In Manzanita, technical analysis focused on evaluating capacity on U.S. 101 and historical crash data. On U.S. 101, traffic operations analysis found that the existing capacity of the roadway is adequate to serve the number of vehicles that travel on U.S. 101 near Manzanita. Crash data was also evaluated to identify any locations where improvements may be needed to improve safety. In Manzanita, the most common type of crashes between 2014 and 2018 was turning movement crashes. Within city limits, 43 percent of crashes occurred at intersections and there was one crash involving a bicyclist on U.S. 101 just east of the city within the UGB, as shown on **Figure 4**.

For more detail on the existing conditions assessment, see **Technical Memorandum (TM) #5: Existing Conditions Assessment**, provided in Volume 5.



Figure 1 | TSP Planning Area



- City
- Park
- Streets
- U.S. 101
- Urban Growth Boundary (2019)
- Urban Growth Boundary (2019)



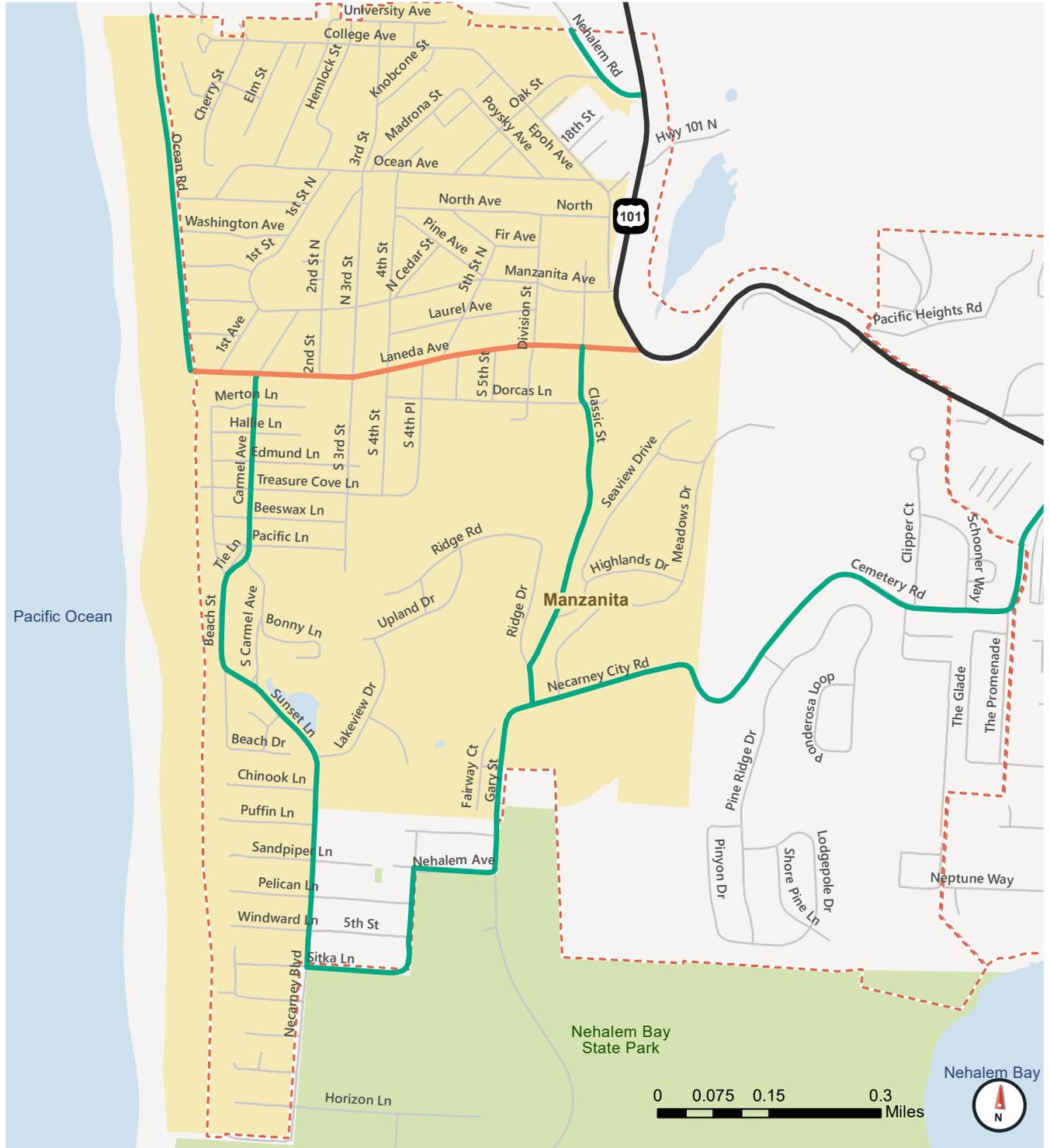
Figure 2 | Existing Bicycle & Pedestrian Network



- U.S. 101
- Streets
- Park
- City
- Urban Growth Boundary (2019)
- Existing Pedestrian Lane
- Existing Separated Facilities
- Existing Sidewalk
- Existing Trail
- Existing Wide Shoulder



Figure 3 | Existing Roadway Network



- Principal Arterial
- Major Collector
- Minor Collector
- Local
- City
- Park
- Urban Growth Boundary (2019)



Figure 4 | Manzanita Crash Countermeasures



- Local Street
- City
- Park
- - - Urban Growth Boundary (2019)
- Suspected Serious Injury
- Minor Injury
- Property Damage Only
- ✱ Bicyclist Injured



# Manzanita in 2040

**Analysis of future transportation conditions in Manzanita was completed based on growth forecast to occur in the region. As land use and the population grows, additional pressure will be put on the transportation network to accommodate this new growth.**

The pattern of growth can also change transportation patterns and the need for new infrastructure – for example, a new housing development in an otherwise undeveloped area might prompt the need for additional roads, sidewalks, or bicycle facilities that are not needed under current conditions.

## Land Use

The City of Manzanita is already experiencing infill development within the City Core, which is expected to continue. The City also anticipates that approximately 300 new homes will be built on currently vacant land east of Classic Street within the next eight years.

## Population

The Population Research Center at Portland State University publishes historical population trends

and estimated future population growth for cities and counties throughout the state. In 2017, growth estimates from 2017 to 2067 were published. Historically, Tillamook County’s population grew at an average rate of 0.4 percent per year between 2000-2010. However, it is predicted that the County’s population will grow at a slightly faster pace through 2035 and will increase by more than 2,800. Manzanita saw higher growth from 2000-2010 than the County average and is predicted to grow at a faster rate through 2035 as shown in **Table 3**.

## Planned Transportation Projects

As there are no local transportation projects with funding identified at this time, no transportation improvements were assumed in the baseline analysis for 2040 conditions.

**Table 3 | Historical and Forecasted Population Growth in Nehalem Bay**

LOCATION	HISTORICAL			FORECAST				
	2000	2010	AAGR <sup>1</sup> (2000-2010)	2017	2035	2067	AAGR <sup>1</sup> (2017-2035)	AAGR <sup>1</sup> (2035-2067)
Tillamook County	24,262	25,250	0.4%	26,071	28,879	32,747	0.6%	0.4%
Manzanita UGB	712	827	1.5%	884	1,156	1,567	1.5%	1.0%

Source: U.S. Census Bureau, 2000 and 2010 Censuses; Forecast by Population Research Center, Portland State University  
<sup>1</sup> Average Annual Growth Rate (AAGR)



## Transportation System Operations & Needs

Using the expected growth on U.S. 101 based on forecasts developed by ODOT, traffic forecasts were developed for 2040. These forecasts were then used to evaluate if the transportation system will be able to accommodate the expected growth and identify deficiencies in the existing system.

Traffic operations analysis completed using traffic volume forecasts for 2040 found that all study roadway segments in Manzanita have enough capacity to accommodate expected growth.

Key needs that were identified as part of the future conditions assessment and used to inform the recommended projects include:

- Traffic calming to lower vehicle speeds on local roads
- Sidewalk improvements to address existing deficiencies and ensure that facilities are consistent with ADA standards
- More facilities for people walking and biking, specifically to connect people to the commercial center, Bayside Gardens, and Nehalem Bay State Park

For more detail on the future conditions assessment and transportation needs, see **TM #6: Future Traffic Forecast Methodology and Results** and **TM #7: Future Transportation Conditions & Needs**, included in Volume 5.

## Community Touchpoint #1 – Needs & Desires

The first community touchpoint provided an opportunity for community members to share their experience traveling in Manzanita, including issues and barriers to travel, and to review the draft Goals & Objectives following vetting by the PAC.

Input was gathered through an online open-house which presented an opportunity for community members to both review the data that had been collected and share their feedback through an online survey.

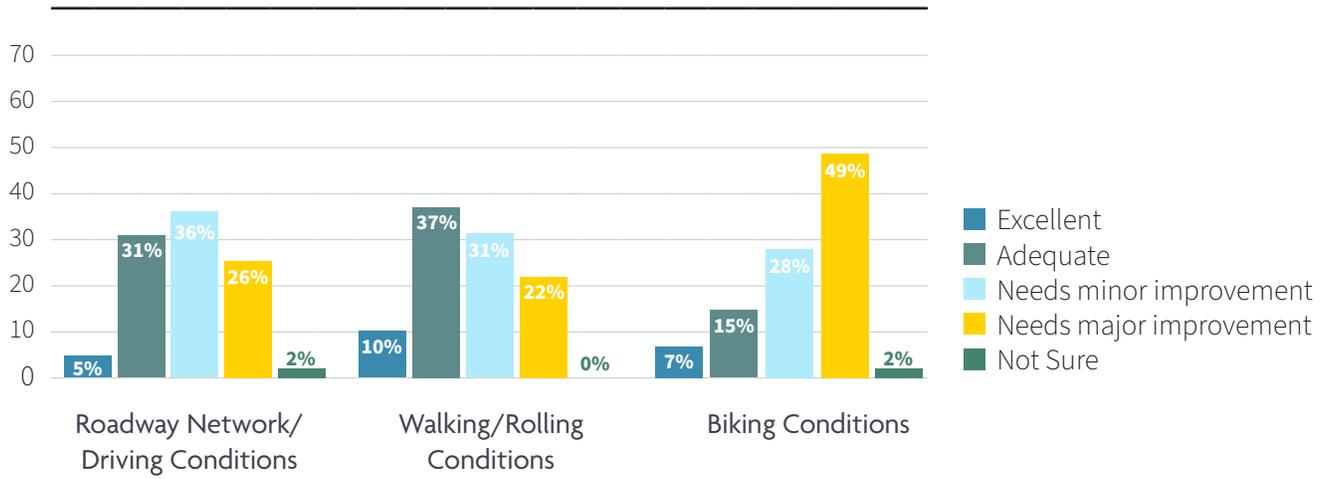
This event ran from August 2 to August 20, 2021. During this time, 225 community members viewed the site. Of the over 200 community members that visited the site, 66 visitors responded to the survey questions, of which 26 (40 percent) stated their primary residence was in Manzanita while three community members selected Bayside Gardens as their primary residence.

When asked if the draft goals would address the issues they experience when traveling, most community members responded with yes; however, many reiterated the need for improved infrastructure for walking and bicycling and a desire to see that reflected in the goals and objectives. As shown on **Figure 5**, most respondents identified existing bicycling infrastructure as needing major improvements.

As part of each touchpoint, efforts were made to reach people whose voices are not typically heard. For a summary of how Title VI and Environmental Justice was incorporated in the community engagement for this project, see the summary included in Volume 1.



Figure 5 | Transportation Needs in Manzanita





# CHAPTER 2: GOALS & POLICIES

This chapter presents the goals, objectives, policies, and evaluation criteria that were developed to align the outcomes of this TSP with the needs, desires, and vision for Manzanita’s transportation system. The goals, objectives, and evaluation criteria were developed based on input from the PAC. Community members also vetted the goals and objectives as part of the first touchpoint with the community.

## Goals & Objectives

Six goals were established for the TSP. These goals aim to address existing needs and barriers to travel for people walking, biking, and rolling while maintaining Manzanita’s unique character and natural resources.

Table 4 | Goals & Objectives

GOAL	OBJECTIVES
<p><b>GOAL #1: QUALITY OF LIFE</b></p>  <p>Create a transportation system that provides equitable multimodal access for underserved and vulnerable populations and balances the needs of local travelers and regional through-traffic.</p>	<ol style="list-style-type: none"> <li>1. Provide equitable access for underserved and vulnerable populations by requiring ADA compliance for new transportation infrastructure and upgrading existing infrastructure that does not meet ADA standards.</li> <li>2. Increase connections to recreational opportunities by supporting the development of planned regional bicycle and pedestrian trails, including the Salmonberry Trail, Oregon Coast Trail, and Tillamook County Water Trail.</li> <li>3. Create comfortable downtown spaces by identifying appropriate streetscape improvements, including landscaping, pedestrian scale lighting, benches, and street trees.</li> <li>4. Reduce vehicle travel between cities by exploring options for visitors to ‘park once’, such as a regional shuttle service or water taxi.</li> </ol>





Table 4 | Goals & Objectives

GOAL	OBJECTIVES
 <p><b>GOAL #2: CREATE SAFE CONNECTIONS</b></p> <p>Create safer connections between the Nehalem Bay communities for people walking, biking, or using other non-auto modes and identify strategies to reduce crashes for all users when traveling on U.S. 101.</p>	<ol style="list-style-type: none"> <li>1. Identify key non-motorized routes between the Nehalem Bay communities and prioritize pedestrian and bicycle facilities on these routes.</li> <li>2. Connect businesses and recreational destinations with neighborhoods by enhancing pedestrian and bicycle crossings on U.S. 101.</li> <li>3. Improve areas with higher crash risk by improving the visibility of transportation users in constrained areas, such as on hills and blind curves.</li> <li>4. Address known safety issues at locations with fatal or severe injury crashes, crashes involving a bicyclist or pedestrian, and vehicles entering and exiting U.S. 101.</li> <li>5. Collaborate with ODOT to implement engineering and traffic calming strategies on U.S. 101, where appropriate, to reduce vehicle speeds.</li> </ol>
 <p><b>GOAL #3: PLAN FOR THE FUTURE</b></p> <p>Collaborate with ODOT and Tillamook County to create a transportation system that is resilient to extreme weather events, able to safely accommodate evacuation and recovery efforts, and consistent with the goals and objectives of each City, Tillamook County, and the state.</p>	<ol style="list-style-type: none"> <li>1. Maintain local infrastructure so that facilities can withstand extreme weather events and aid in evacuation efforts.</li> <li>2. Improve traffic circulation and access for fire and emergency vehicles.</li> <li>3. Collaborate with ODOT to develop and implement improvements to U.S. 101 that fit the land use context and are consistent with ODOT’s HDM and other local and regional planning efforts.</li> </ol>
 <p><b>GOAL #4: SUPPORT FISCAL RESPONSIBILITY</b></p> <p>Plan for a transportation system that is financially viable with consideration for life cycle costs by identifying new funding sources to make local dollars go farther.</p>	<ol style="list-style-type: none"> <li>1. Develop transportation solutions that are cost effective.</li> <li>2. Identify outside funding sources for transportation projects such as grants, developer contributions, or transportation system charges.</li> <li>3. Prioritize investments and maximize partnerships to provide maximum benefit and return on investment for the associated cost.</li> <li>4. Consider future operation and maintenance costs in investment choices.</li> </ol>



Table 4 | Goals & Objectives

GOAL	OBJECTIVES
 <p><b>GOAL #5: MANAGE ACCESS</b></p> <p>Manage access from U.S. 101 to Manzanita and the recreational opportunities in the area to minimize cut through traffic and seasonal congestion.</p>	<ol style="list-style-type: none"> <li>1. Improve connections within Manzanita and to the neighborhoods within the UGB to improve local vehicle circulation and encourage local traffic to use local roads.</li> <li>2. Support other planning efforts to create non-motorized and transit connections from key destinations to the commercial core.</li> </ol>
 <p><b>GOAL #6: ENHANCE ECONOMIC VIBRANCY</b></p> <p>Support economic vibrancy and reduce parking demand by providing walking, biking, and transit connections to the commercial core and the beach.</p>	<ol style="list-style-type: none"> <li>1. Prioritize low stress bicycle and pedestrian facilities on arterials and collectors to enhance connections to local destinations.</li> <li>2. Develop transportation and land use solutions that balance the needs of all users in the downtown area and to/from residential areas to the downtown core and beach.</li> </ol>





# Transportation Policies

The policies listed below reflect the TSP goals and objectives and will ensure that future land use and transportation decisions in Manzanita help to bring the transportation system envisioned in this document to fruition.

1. Efforts to reduce speeding on Laneda Avenue should be carried out by the city. This should take the form of maintaining a low speed (20 MPH), requesting that the City police and Tillamook County Sheriff's Department maintain a high level of enforcement and installing appropriate warning signs. (Amended by Ord.14-02; passed on April 9, 2014)
2. Crosswalks in the downtown commercial area should be a high priority for the city. Consideration should be given to the installation of planters or other landscaping devices in conjunction with the crosswalks.
3. The city and state shall cooperate to retain the airport at Nehalem Bay State Park. It is the position of the city that the airport should be surfaced, that "T-Hangers" should be installed, and that a caretaker should be stationed at the airport. It is the goal of the city that the facility be improved for existing traffic rather than expanded.
4. The city and state shall cooperate to limit the number of accesses onto U.S. 101 to as few as possible. Limited access shall be permitted north of Laneda, or in other locations where traffic visibility is limited.
5. The city will work with ODOT to coordinate plans and projects particularly through the Oregon Transportation Plan and the U.S. 101 Corridor Study. Specifically, the city wishes to have direct input into highway improvement plans on U.S. 101 in the vicinity of the city, and on future uses of the unused highway right-of-way.
6. The City discourages property owners from improving street rights-of-way with landscaping, driveways, walkways and similar projects, especially in the vicinity of water, sewer, and storm drainage lines. All parking required by the zoning ordinance must be useable by the property owners, generally not exceeding 10% grade from the street.
7. The city will support equitable access for underserved and vulnerable populations through compliance with ADA standards for new transportation infrastructure improvements and upgrades to existing infrastructure that does not meet ADA standards.
8. The city will support the development of planned regional bicycle and pedestrian trails, including the Salmonberry Trail, Oregon Coast Trail, and Tillamook County Water Trail.
9. The city will support streetscape improvements to improve downtown areas, including, but not limited to, improved landscaping pedestrian scale lighting, benches, bicycle racks, and street trees.
10. The city will support alternative travel modes that reduce vehicle travel between cities, including, but not limited to, regional shuttle services or water taxis.
11. The city should prioritize improvements to non-motorized routes that include pedestrian and bicycle facilities between Nehalem Bay communities.
12. The city should prioritize enhancing pedestrian and bicycle crossings on U.S. 101 that connect businesses and recreational destinations with neighborhoods.
13. The city will support improvements that increase visibility of transportation users in constrained areas, such as hills and blind curves.



14. The city shall prioritize improvements that address known safety issues at locations with fatal or severe injury crashes, crashes involving bicyclists or pedestrian, and vehicles entering and exiting U.S. 101.
15. The city will coordinate with ODOT to implement engineering and traffic calming strategies where appropriate on U.S. 101 to reduce vehicle speeds and are consistent with ODOT's HDM and other local and regional planning efforts.
16. The city should maintain transportation infrastructure so that facilities can withstand extreme weather events and aid in evacuation efforts.
17. The city will support improvements to traffic circulation and access for fire and emergency vehicles.
18. The city shall prioritize cost-effective transportation improvements.
19. The city should seek additional funding sources for transportation improvements, such as, but not limited to, grants, developer contributions, and transportation system charges.
20. The city should support partnerships that maximize the benefit and return on investment for associated costs when prioritizing transportation investments.
21. The city should support improvements that increase local vehicle circulation and encourage local traffic to use local roads.
22. The city should support non-motorized and transit connections from key destinations and the commercial core.
23. The city should prioritize bicycle and pedestrian facilities on arterials and collectors that enhance connections to local destinations.
24. The city should prioritize transportation and land use solutions that support all road-users in the downtown area and to/from residential areas to the downtown core and beach.

## Public Facilities & Services

1. The demographic trends of North Tillamook County, and increasing costs of mandated regulations, encourages cooperation between communities relative to Public Facilities and Services.

## Street Policies

1. The cost of constructing streets in new subdivisions, planned developments, or in rights-of-way where no improved street exists shall be the responsibility of the developer or the adjacent property owners. The City shall share costs in the following way:
  - a. On existing dedicated, but unimproved streets, which are arterials or feeders, the City will pay the difference in pavement width between the existing width and arterial or collector width. On existing dedicated unimproved or underimproved residential streets, the abutting property owners shall pay all costs of the improvement.
  - b. Substantial improvement of existing street intersections shall be the responsibility of the City.
  - c. There shall be no city participation in bearing the cost of streets in subdivisions or planned developments. Owners wishing to build access to their property on unimproved rights-of-way must adhere to City Street Standards.
4. Asphaltic concrete pavement shall be required for all streets.
5. Storm drainage, as determined by the Public Works Department, shall be required for all street improvements and construction.
6. Street right-of-way which cannot be improved due to steep topography, or other valid reason, should be used for other purposes, such as public infrastructure, emergency preparedness, parks or open space, walking trails or greenbelts.

For more information on the policies, see **TM #12: Implementing Ordinances**, included in **Volume 5**.



# Evaluation Criteria

The evaluation criteria, presented in Table 5, were used to evaluate each potential project’s alignment with the TSP goals. Evaluation criteria was vetted by the PAC and City staff to ensure that the evaluation process resulted in projects that aligned with the desired outcomes of the TSP process.

Table 5 | Evaluation Criteria

GOAL	EVALUATION CRITERIA
 <b>1. QUALITY OF LIFE</b>	<p>Project improves access for underserved or vulnerable populations.</p> <p>Project improves a route predominately used by local travelers off U.S. 101.</p> <p>Project improves the experience of people traveling through Nehalem Bay.</p>
 <b>2. CREATE SAFE CONNECTIONS</b>	<p>Project addresses a location with a history of fatal/severe injury crashes and/or bike/ped crashes.</p> <p>Project creates new connections off U.S. 101 for active transportation modes between Nehalem Bay communities.</p> <p>Project includes a traffic calming element aimed at slowing vehicle traffic to improve safety and comfort for active transportation users.</p> <p>Project addresses a location with a latent risk of crashes.</p>
 <b>3. PLAN FOR THE FUTURE</b>	<p>Project maintains or rebuilds critical infrastructure; or improves access for emergency vehicles.</p> <p>Project includes a maintenance component on local roads.</p> <p>Project improves U.S. 101 consistent with ODOT’s Highway Design Manual or other regional planning efforts.</p>
 <b>4. SUPPORT FISCAL RESPONSIBILITY</b>	<p>Project builds on investments in transportation funded primarily by entities other than the cities. (state, regional, county, grants, or development impact fees).</p> <p>Project decreases future operation and/or maintenance costs.</p>



Table 5 | Evaluation Criteria

GOAL	EVALUATION CRITERIA
 <p><b>5. MANAGE ACCESS</b></p>	<p>Project improves local roadway connections and/or wayfinding within Manzanita’s UGB.</p> <p>Project supports efforts to create connections between key destinations and the commercial core.</p>
 <p><b>6. ENHANCE ECONOMIC VIBRANCY</b></p>	<p>Project creates new connections for active transportation modes on arterials or collectors.</p> <p>Project builds roadway shoulders to city standards/ greater than standard where no bike/ped facility is available.</p>





# CHAPTER 3: MANZANITA'S TRANSPORTATION SYSTEM

One desire that was consistently shared by community members throughout development of the TSP was the desire for a transportation system that improves safety and comfort for people who choose to walk and bike, including enhancing connections for these travelers off U.S. 101. To achieve this, the TSP includes proposed networks for pedestrian, bicycles, and vehicles. This chapter presents the proposed network for each of these modes.

## Autos

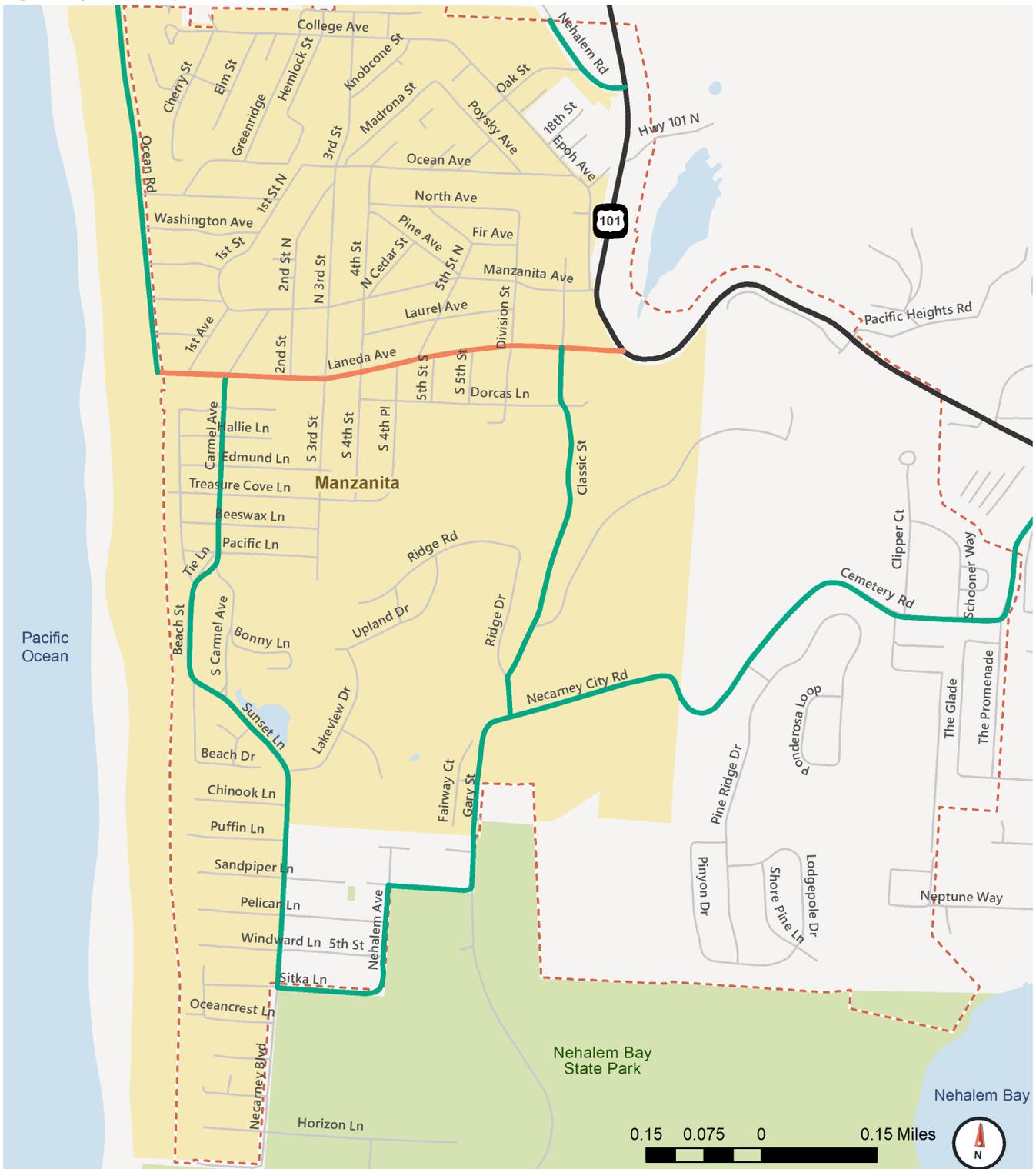
Figure 6 shows the proposed roadway network for Manzanita. This is followed by Table 6 which defines each functional class. The cross-sections for collectors and local streets within Manzanita are shown on Figure 7 through Figure 9.

When determining the needs that must be met by a specific road, relying on the surrounding land use context results in a context-sensitive approach to determining the appropriate cross-section and facilities that should be provided. Based on the six urban contexts, with the term urban applying to any area with an Urban Growth Area (UGA), the area surrounding U.S. 101 in Manzanita is identified as Suburban Fringe. This land use context was used to identify the appropriate elements and dimensions for U.S. 101, identified as a Principal Arterial within Manzanita.





Figure 6 | Roadway Functional Classification



- Principal Arterial
- Major Collector
- Minor Collector
- Local
- - - Urban Growth Boundary (2019)
- Park
- City



Table 6 | Manzanita Roadway Standards by Functional Class

FUNCTIONAL CLASS	PEDESTRIAN REALM	TRANSITION REALM			TRAVELWAY REALM		
	SIDEWALK	BICYCLE FACILITIES	BUFFER ZONE	MINIMUM ON-STREET PARKING WIDTH	NUMBER OF TRAVEL LANES	MINIMUM LANE WIDTH	MEDIAN/CENTER TURN LANE
Principal Arterial <sup>1</sup>	6 to 8 feet	6 feet	3 to 5 feet	None	2	11 to 12 feet	12 to 13 feet
Major Collector	6 to 8 feet	None	None	8 feet	2	11 feet	None
Minor Collector <sup>2</sup>	Minimum 8 feet		None	8 feet/None	2	11 feet	None
Local <sup>2,3</sup>	None	Advisory Bike Lanes or Sharrows	None	8 feet or None	1	20 feet	None

<sup>1</sup> As the only Principal Arterial in Manzanita is U.S. 101, which is under the jurisdiction of ODOT, values presented above are consistent with recommendations for a Rural Community roadway based on guidance in the ODOT HDM. Widths shown provide a range of options based on local context consistent with the HDM.

<sup>2</sup> While local roadways only require one lane, the width would allow for two-way travel.

<sup>3</sup> The Manzanita Bicycle Network Map (Figure 11) identifies the appropriate bicycle facilities for Minor Collectors and Local roadways in the City.

Figure 7 | Major Collector Cross-Section

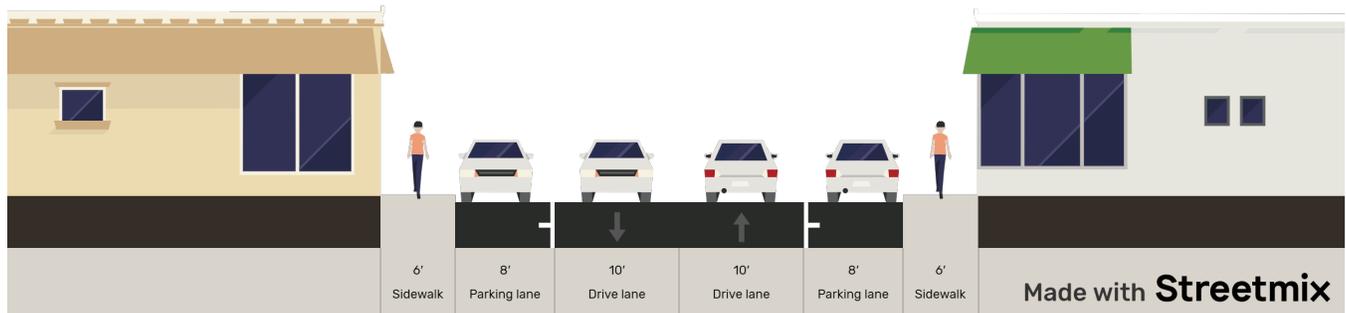
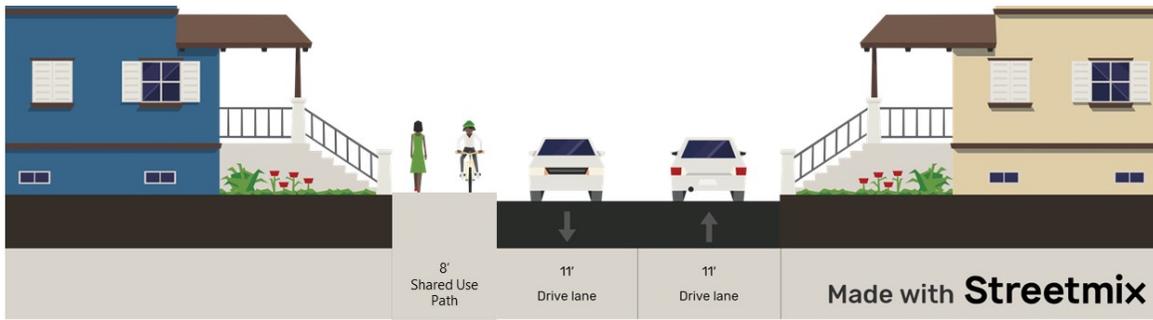




Figure 8 | Minor Collector Cross-Section



Minor Collector Cross-Section with Parking

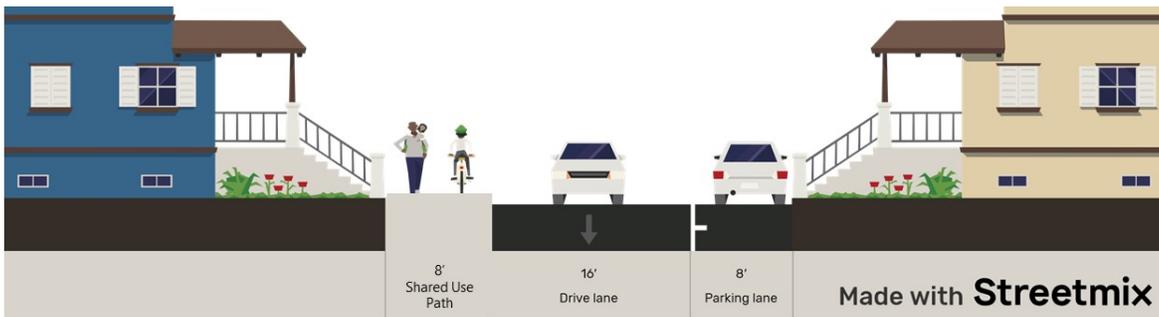
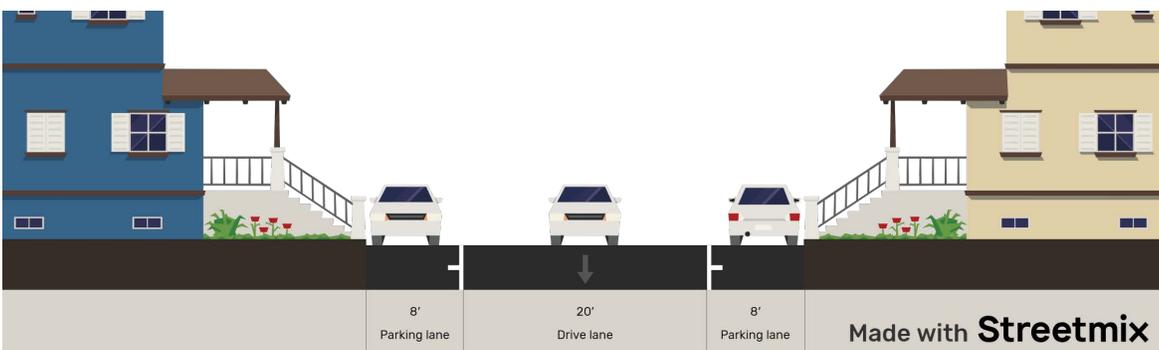


Figure 9 | Local Road Cross Section



Local Road Cross Section with Parking





# Pedestrians

Within Manzanita, there are two key streets where sidewalks are needed to connect people to key destinations: Laneda Avenue and Ocean Road, as shown on **Figure 10**.

Laneda Avenue is a key pedestrian corridor connecting people from the commercial core to the beach, while Ocean Avenue provides access to the beach. Given the high pedestrian volumes on these key routes, it is recommended that, when feasible, 10 feet of pedestrian throughway be provided. Where space allows, additional space should be provided for frontage (up to four feet) for a total maximum of 14 feet. Where space is constrained, the additional buffer may be eliminated as shown in the Major Collector Cross-Section above, as the on-street parking lane provides separation for the pedestrian realm and the travelway realm.

The ADA requires that transportation facilities accommodate the needs of people with varying abilities. By building a pedestrian network that meets

the needs of people with varying abilities improves accessibility and results in a high-quality system for all users. To achieve this, the City should incorporate the following features when building new sidewalks or improving existing sidewalks:

- Ensure that sidewalks are free of obstructions. While objects up to 27 inches above the ground can be detected by a white cane, objects between 27 and 80 inches in the pedestrian circulation area may cause injury to blind and low vision users. If objects must protrude into the pedestrian circulation area, detectable delineation to warn users should be provided.
- Provide detectable warning surfaces at curb ramps, railroad crossings, and transit stops that contrast with adjacent surfaces.
- Design sidewalks to include firm and ADA compliant surfaces, adequate clear width, and limited cross-slope.
- Provide an accessible sloped entrance and exit to transition to and from the walkway where the facility begins and ends.





Figure 10 | Proposed Pedestrian Network



- Streets
- Existing Trail
- Existing Pedestrian Lane
- Existing Sidewalk
- Proposed Sidewalk
- Park
- City
- Urban Growth Boundary (2019)

0 0.075 0.15 0.3 Miles





# Bicycles

As shown on **Figure 11**, the bicycle network within the City of Manzanita relies on four types of facilities:

- **Separated Bike Lane:** Separated Bike Lanes are part of the street that is designated for bicycle travel, and in some cases pedestrian travel, that are separated from vehicles by a street buffer that contains a vertical element (e.g curb, parking, or bollards).
- **Sharrows:** These are quiet slow streets that prioritize bicycles and automobiles. The shared lane marking (sharrows) indicate that bicycles and automobiles should share the lanes and are typically used when there is a sidewalk or other space allocated for people walking and to complete the bicycle network.

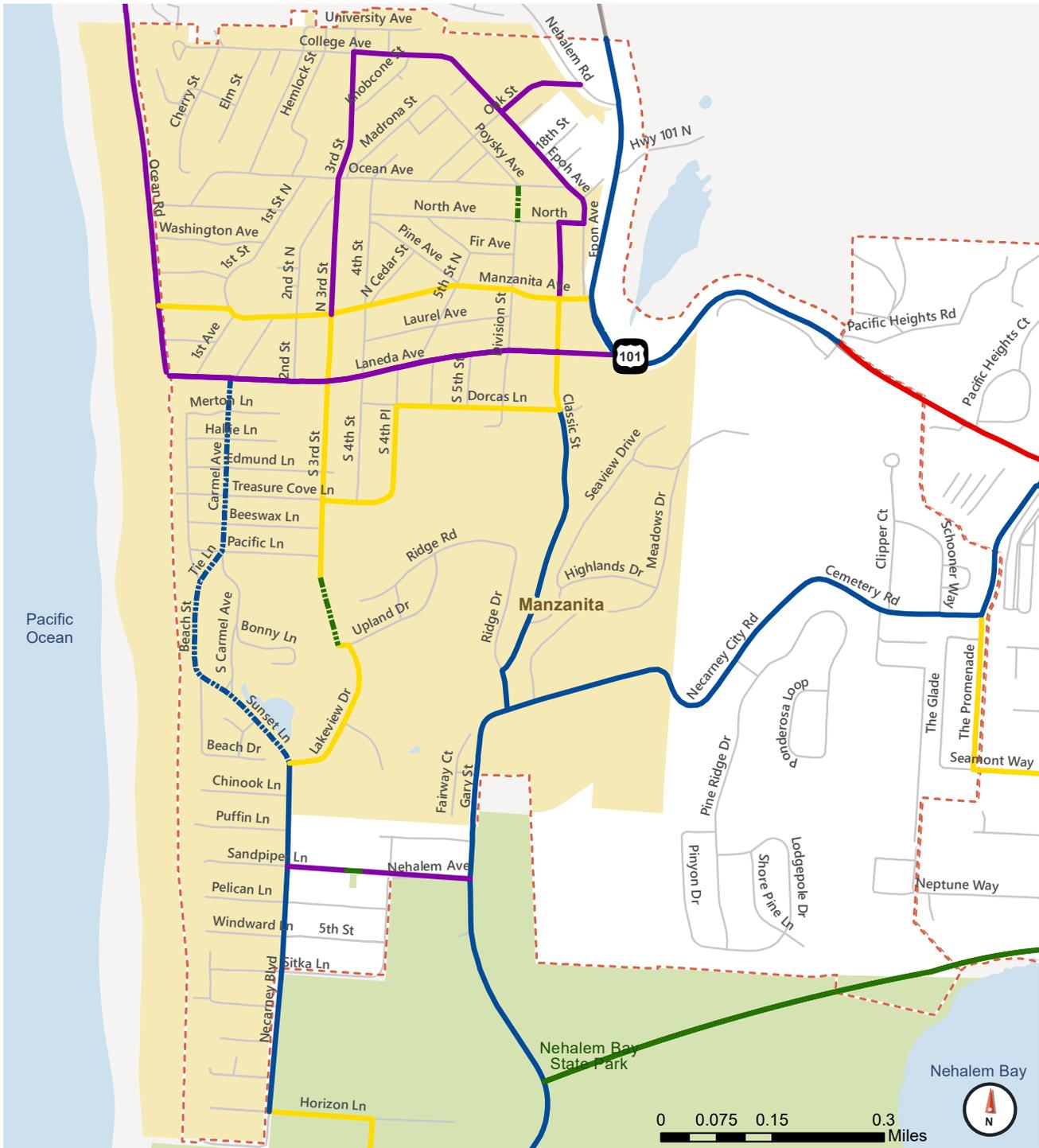
- **Advisory Bike Lanes:** These are quiet slow streets that prioritize bicycles and pedestrians. A shoulder, available for use by bicyclists and pedestrians, is delineated by striping allowing for vehicles to use the shoulder when no pedestrians or bicyclists are present to pass oncoming vehicles.
- **Trails:** Trails, which are typically constructed using a soft-surface and used for recreational travel provide a space for people walking and bicyclists. Trails have dedicated right-of-way and connect people between regional destinations. While trails may parallel a roadway, they may also create a new connection for people walking and bicycling.

The cross-sections for the four types of bicycle facilities within Manzanita are shown on **Figure 12** through **15**.





Figure 11 | Proposed Bicycle Network



- Existing Trail
- Existing Separated Facilities
- Proposed Wide Shoulder
- Proposed Sharrows
- Proposed Separated Facilities
- Proposed Advisory Bike Lanes
- Proposed Trail
- Park
- City
- Urban Growth Boundary (2019)



Figure 12 | Separated Bicycle Facility Cross-Section

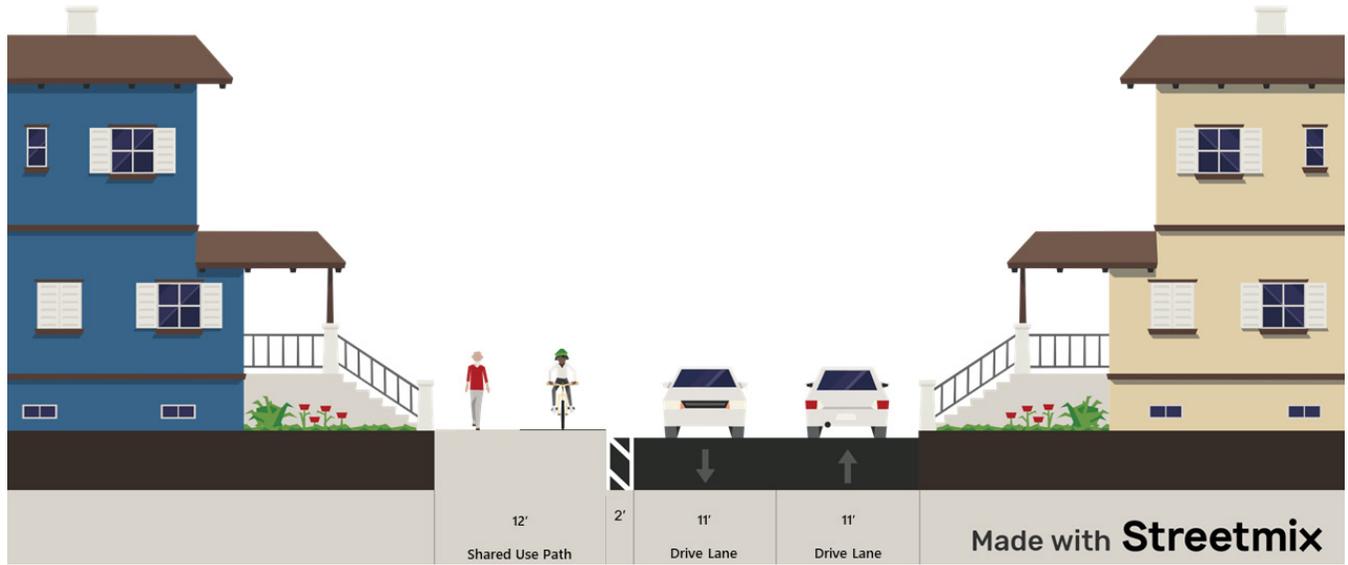


Figure 13 | Sharrow Cross-Section

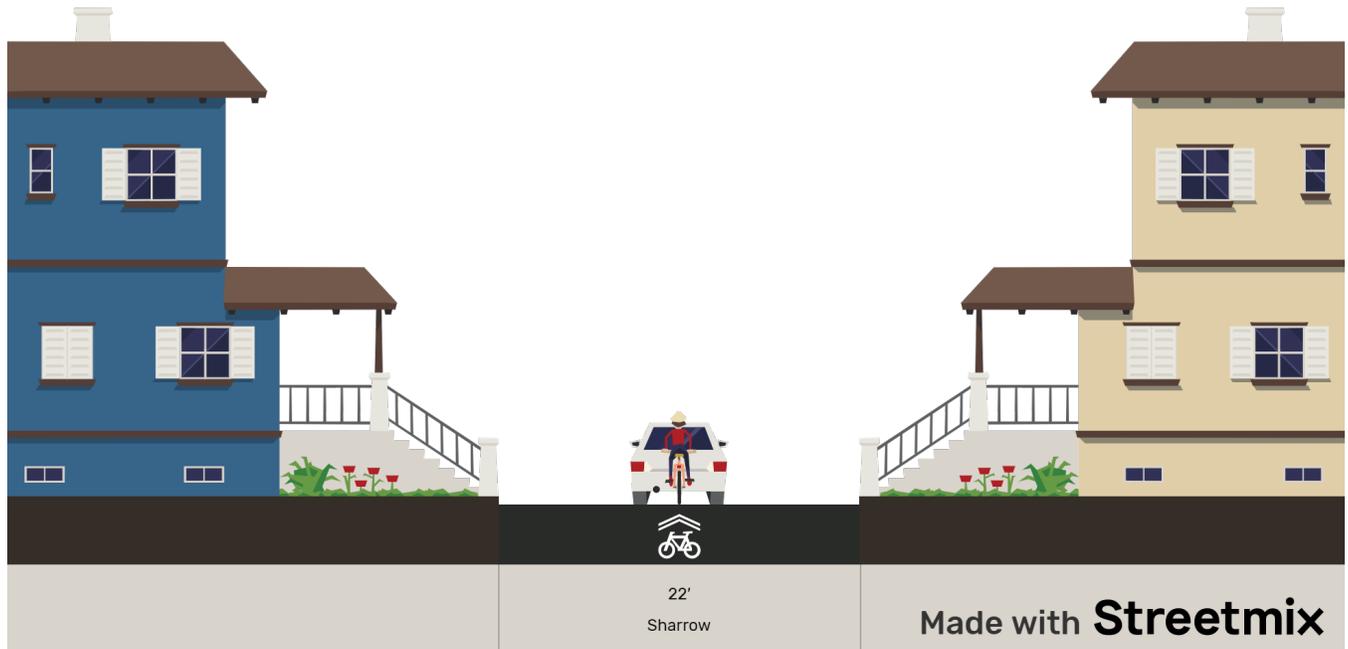




Figure 14 | Advisory Bike Lane Cross-Section

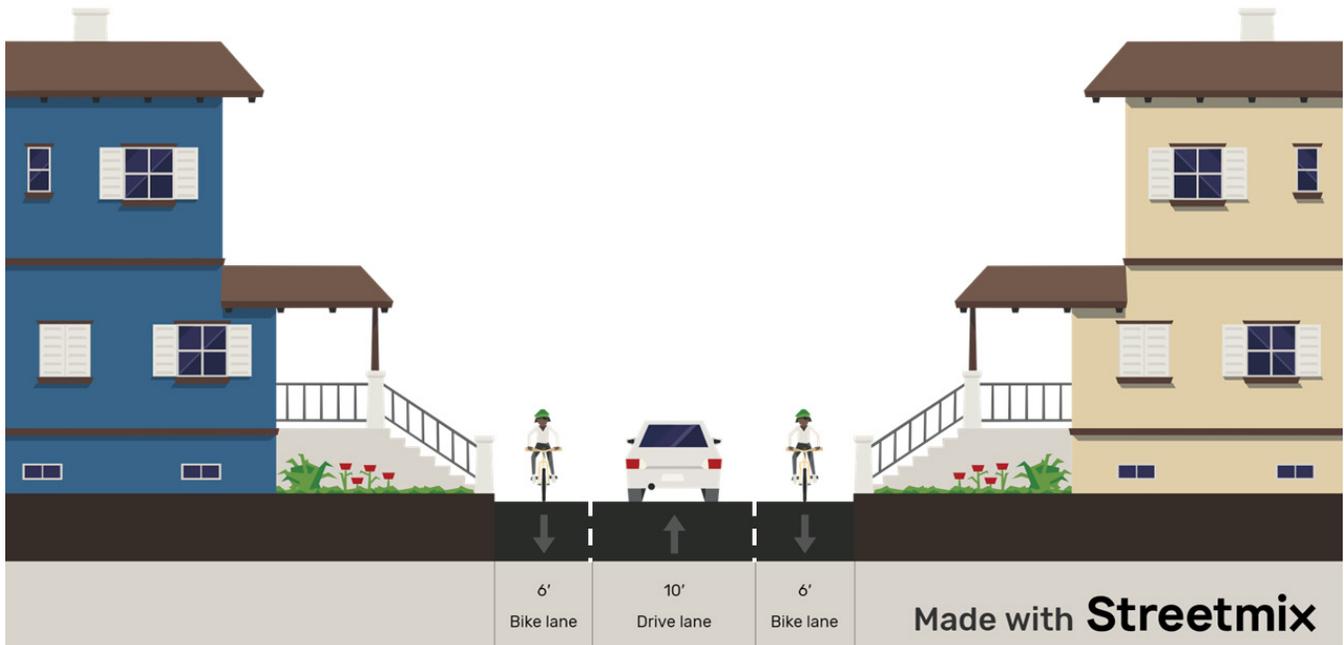


Figure 15 | Trail Cross-Section





# CHAPTER 4: PROJECTS

This chapter begins with a summary of community input that informed development of the TSP project list. This is followed by the 16 projects that have been included on the TSP project list based on community input and alignment with the TSP goals.

## Community Input

The second and third touchpoints with the community informed development of the project list and identification of high priority projects.

### Community Touchpoint #2 – Draft Project List

The second community touchpoint, which took place in January and February 2022, was held online due to the ongoing COVID-19 pandemic. This touchpoint included a community listening session, which allowed community members to share feedback directly and ask questions about the proposed projects. The community conversation was followed by an online open-house which allowed community members to review the project list and provide feedback through an online survey.

Six community members joined the Manzanita community conversation and 14 respondents provided input on the proposed projects in Manzanita through the online survey.

While all of the respondents said that the proposed list of projects would advance the City’s transportation goals, additional issues that were identified for inclusion on the project list include:

- Traffic volume on Classic Street makes it feel unsafe for people walking and biking
- On some roadways, shared space for bicycles and pedestrians is not appropriate
- Dedicating more space to pedestrians in the commercial core would enhance the visitor experience
- Proposed projects would significantly increase the number of facilities and space for people and walking and biking

### Community Touchpoint #3 – High Priority Projects

The third community touchpoint included multiple opportunities for community members to share their feedback in-person and online. These events, which occurred in June and July 2022, shared the proposed TSP project list and asked community members to provide input that was used to identify high priority projects.



In Manzanita, 73 percent of respondents agreed with the draft project list either as presented or with some changes. When asked to identify projects they viewed as high-priority within the community the following projects were identified:

- Classic Street Bicycle and Pedestrian Enhancements
- Bicycle and Pedestrian Connection to Nehalem Bay State Park
- Bayside Gardens to Manzanita Bicycle and Pedestrian Connection
- Bicycle Parking

## The Projects

Based on the evaluation that was completed to align recommendations with the goals and feedback from the community, a set of high priority projects were identified. High Priority projects are those that address multiple needs and are essential to moving the City towards its vision for a safe and connected transportation system for all users. The following pages provide more detail on the recommended.

A timeline for implementation was also identified for each of the projects. The timeline for implementation was determined based on complexity of the project, the amount of coordination required with multiple agencies for implementation, and cost.

There are five categories of projects that have been identified to meet the needs and desires identified for Manzanita, including:

- **Signage/Wayfinding & Other:** These projects would add enhanced signage/wayfinding, primarily

to connect people walking and biking to key destinations in the region without driving. Also included are projects that would create “gateways” to the Cities, alerting drivers of the change in context and helping to lower vehicle speeds.

- **Bicycle/Pedestrian Enhancements:** These projects enhance an existing facility to create dedicated space for people walking and biking within the existing Right-of-Way (ROW) or enhance existing separation of modes.
- **Roadway:** These projects address operational deficiencies or improve the quality of a roadway that is currently hazardous or challenging to navigate because of the condition of the roadway.
- **Safety:** Projects identified as safety enhancements address areas where crashes have historically occurred or where a safety concern was shared by community members.
- **New Bicycle/Pedestrian Connection:** These solutions create new facilities for people walking and biking. These solutions may provide a separated space next to an existing roadway or fill a gap between key destinations in the region by creating a new connection.

The location of recommended projects and project descriptions are shown on **Figure 18** and in **Table 6**, respectively. This is followed by additional information on the high priority projects.



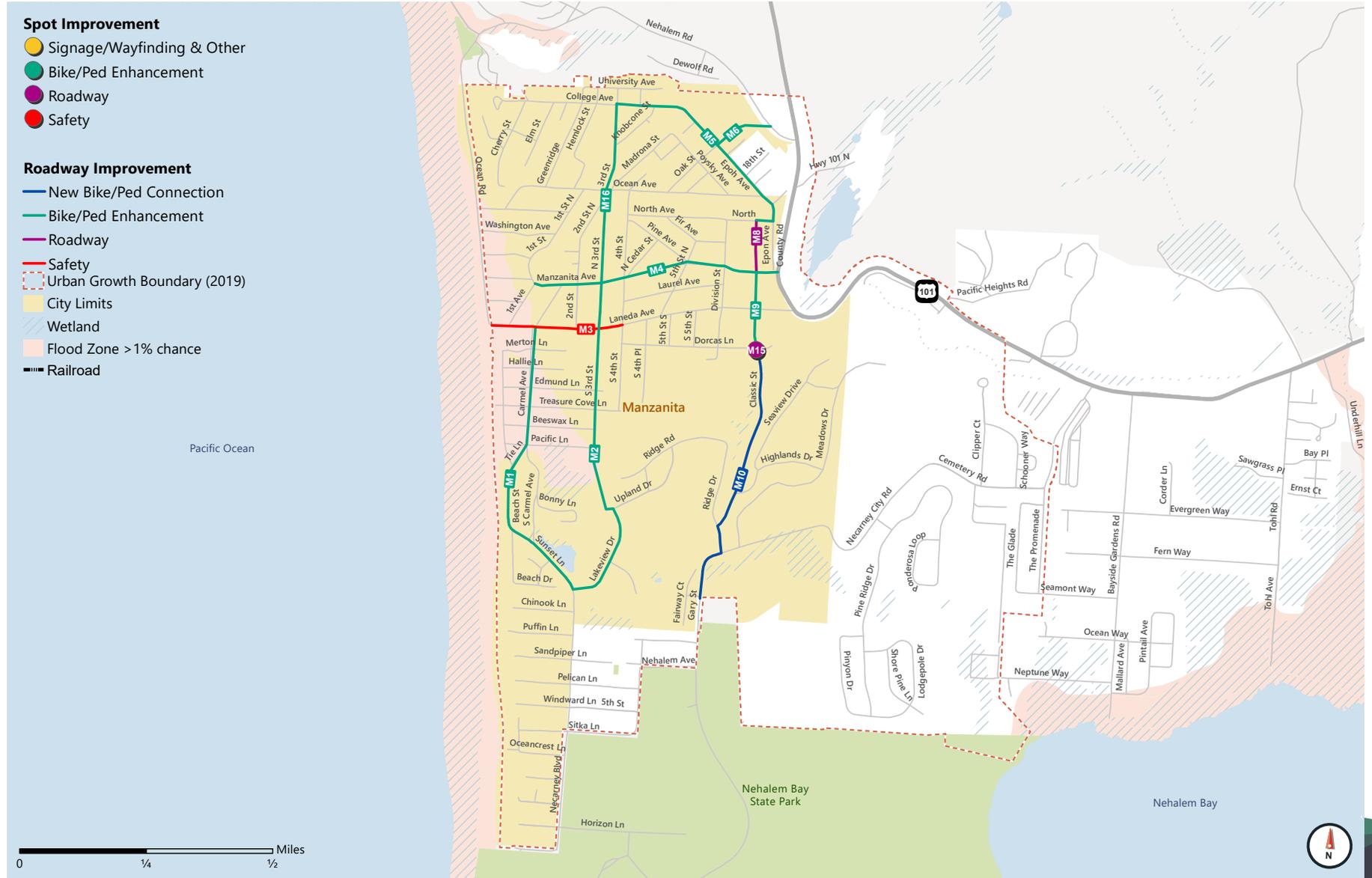
Table 7 | *Timeline for Implementation*

TIMELINE	DESCRIPTION
 <p><b>1. NEAR-TERM</b></p>	<p>Projects identified for <b>NEAR-TERM</b> implementation are those that could be implemented within the next five years. These projects generally improve existing facilities or improve spot locations and are programmatic in nature.</p>
 <p><b>2. MEDIUM-TERM</b></p>	<p>Projects identified for <b>MEDIUM-TERM</b> implementation are likely to require between five and 10 years to implement based on cost and complexity. These projects may cross jurisdictional boundaries, requiring coordination between multiple agencies to implement, require more substantial upgrades to existing facilities or would require construction of off-street facilities.</p>
 <p><b>3. LONG TERM</b></p>	<p>Projects identified for <b>LONG-TERM</b> implementation are high-cost projects that will require more than 10 years to secure funding and design. Long-term projects are those that would construct new facilities on or parallel to U.S. 101 and would require substantial coordination with agencies and community members in the region.</p>





Figure 16 | Project Map



NOTE: M11, M12, M13, and M14 are not shown on the map



Table 8 | Manzanita TSP Projects

ID	Project Name & Description	Extents	Category	Cost <sup>1</sup>	Timeline
M1	<b>CARMEL ROAD PEDESTRIAN ENHANCEMENTS:</b> Enhance delineation between pedestrians and cyclists and look for opportunities to increase safety.	Laneda Avenue to Lakeview Drive	Bike/Ped Enhancement	\$180,000	MEDIUM-TERM
M2	<b>3RD STREET/ LAKEVIEW DRIVE BICYCLE &amp; PEDESTRIAN ENHANCEMENTS:</b> Enhance 3rd Street/Lakeview Drive with advisory bike lanes to provide space for people walking and biking.	Manzanita Avenue to Necarney Blvd	Bike/Ped Enhancement	\$98,000	MEDIUM-TERM
M3	<b>LANEDA AVENUE IMPROVEMENTS:</b> Create a connection between the downtown core and the beach by improving Laneda Avenue to feel like a main street through the use of traffic calming measures. This could include painting a solid yellow stripe, providing curb extensions at key intersections, considering back-in angled parking, and constructing consistent curbs. This project should also ensure that ADA parking requirements are being met.	4th Street to Ocean Road	Safety	\$600,000	LONG-TERM
M4	<b>MANZANITA AVENUE SAFETY ENHANCEMENTS:</b> Enhance Manzanita Avenue with advisory bike lanes identify space for people walking and biking and improve safety at intersections. Project may also include removing landscaping and shrubbery near intersections where needed to improve intersection sight distance.	U.S. 101 to Ocean Road	Bike/Ped Enhancement	\$120,000	MEDIUM-TERM
M5	<b>EPOH AVENUE BICYCLE &amp; PEDESTRIAN ENHANCEMENTS:</b> Enhance Epoh Avenue with sharrows to indicate where people biking should travel.	3rd Street to North Avenue	Bike/Ped Enhancement	\$23,000	NEAR-TERM
M6	<b>OAK STREET BICYCLE &amp; PEDESTRIAN ENHANCEMENTS:</b> Enhance Oak Street with sharrows to indicate where people biking should travel.	Nehalem Road to Epoh Avenue	Bike/Ped Enhancement	\$4,000	NEAR-TERM
M7	<b>NORTH AVENUE BICYCLE &amp; PEDESTRIAN ENHANCEMENTS:</b> Enhance North Avenue with sharrows to indicate that bikes should use the vehicle lane.	Epoh Avenue to Classic Street Extension	Bike/Ped Enhancement	\$3,200	NEAR-TERM
M8	<b>CLASSIC STREET EXTENSION:</b> Construct an extension of Classic Street from Manzanita Avenue to North Avenue and include sharrows to indicate that bikes should use the vehicle lane.	North Avenue to Manzanita Avenue	Roadway	\$1,500,000	LONG-TERM

High Priority Projects

<sup>1</sup> Costs shown are based on 2023 dollars.



Table 8 | Manzanita TSP Projects

ID	Project Name & Description	Extents	Category	Cost <sup>1</sup>	Timeline
M9	<b>CLASSIC STREET BICYCLE &amp; PEDESTRIAN ENHANCEMENTS:</b> Enhance Classic Street to provide space for people walking and biking and create a connection from downtown core to planned multimodal facilities. Treatments could include constructing consistent shoulders to provide space for people walking and adding sharrows to indicate that bicyclists should use the travel lane.	Manzanita Avenue to Laneda Avenue	Bike/Ped Enhancement	\$110,000	MEDIUM-TERM
M10	<b>BICYCLE &amp; PEDESTRIAN CONNECTION TO NEHALEM BAY STATE PARK:</b> Provide a separated path for people walking and biking between the Manzanita and Nehalem Bay State Park along the Classic Street alignment. Further analysis would be required to identify final cross-section and alignment. This project should also include wayfinding to encourage visitors to walk and bike to the state park and will require coordination with Nehalem Bay State Park for connections into the State Park and reconstructing the road.	Dorcas Lane to end of UGB	New Bike/Ped Connection	\$1,500,000	LONG-TERM
M11	<b>COMPLETE TRAIL CONNECTIONS:</b> Complete trail connections identified in the City's Trail Master Plan to create more local connections for people biking and walking.	Citywide	New Bike/Ped Connection	-	MEDIUM-TERM
M12	<b>BICYCLE PARKING:</b> Provide dedicated areas for bicycle parking near the beach and in the downtown core.	Citywide	Bike/Ped Enhancement	\$5,000	NEAR-TERM
M13	<b>PARKING SIGNAGE:</b> Provide signage near the beach and downtown core to direct visitors to public parking areas.	Citywide	Signage/Wayfinding	\$2,000	NEAR-TERM
M14	<b>WAYFINDING SIGNS:</b> Provide wayfinding and educational signs in the downtown core and beach to direct visitors to local destinations, enhancing visitors ability to park once. Signage should also include messaging about where pedestrians should walk.	Citywide	Signage/Wayfinding	\$6,000	NEAR-TERM
M15	<b>DORCAS LANE &amp; CLASSIC STREET INTERSECTION IMPROVEMENTS:</b> Construct intersection improvements, potentially a mini or compact roundabout, to improve safety and operations as development continues.	Dorcas Lane & Classic Street	Roadway	\$500,000	LONG-TERM
M16	<b>3RD STREET BICYCLE &amp; PEDESTRIAN ENHANCEMENTS:</b> Enhance 3rd Street with sharrows to indicate where people biking should travel.	Manzanita Avenue to College Avenue	Bike/Ped Enhancement	\$40,000	NEAR-TERM



High Priority Projects

<sup>1</sup> Costs shown are based on 2023 dollars.





# Carmel Road Pedestrian Enhancements

## PROJECT M1

### CATEGORY

*Bicycle and Pedestrian Enhancement*

### COST

\$180,000

### TIMELINE



*Mid-Term*

### PROJECT LOCATION

Laneda Avenue to Lakeview Drive

### PROJECT DESCRIPTION

Today, Carmel Road is striped to identify space for people walking and bicycling; however, the space does not delineate between people walking and bicycling and separation from the vehicle lane is limited to paint. Community members shared that this space is highly utilized and therefore delineation between the space for people walking and bicycling is needed to address the different speeds of these travelers. This project would also explore other opportunities to enhance safety, specifically at crossings.

### GOALS THIS PROJECT ADVANCES



*Enhance Quality of Life*



*Create Safe Connections*



*Plan for the Future*



*Support Fiscal Responsibility*



*Manage Access*



*Enhance Economic Vibrancy*



Source: ITE NY Upstate

Example of on-street facilities with separation and enhanced crossings.



# U.S. 101 Bicycle & Pedestrian Path

## PROJECT M3

### CATEGORY

Safety

### COST

\$500,000

### TIMELINE



Long-Term

### PROJECT LOCATION

4th Street to Ocean Road

### PROJECT DESCRIPTION

While portions of Laneda Avenue were recently improved, this portion from 4th Street to Ocean Road needs additional improvements to be accessible to users of all ages and abilities and maintain the “main street” connection to the ocean. This project would enhance that connection by installing traffic calming measures, restriping the road with a solid yellow stripe, providing curb extensions at key intersections, considering back-in or angled parking and constructing consistent curbs. This project should also ensure that ADA requirements are met for all infrastructure.

### GOALS THIS PROJECT ADVANCES



Enhance Quality of Life



Create Safe Connections



Plan for the Future



Support Fiscal Responsibility



Manage Access



Enhance Economic Vibrancy



Example of a main street with angled parking.

Source: Strongtowns.com



# Classic Street Bicycle & Pedestrian Enhancements

## PROJECT M9

### CATEGORY

*Bicycle and Pedestrian Enhancement*

### COST

\$110,000

### TIMELINE



*Mid-Term*

### PROJECT LOCATION

Manzanita Avenue to Laneda Avenue

### PROJECT DESCRIPTION

Classic Street is an important connection for residents and business located along or north of Manzanita Avenue to the City's core located on Laneda Avenue. This project would enhance Classic Street between Manzanita Avenue and Laneda Avenue with consistent shoulders and advisory bike lanes to create a space where people can walk and bicycle in the roadway. This would also help create a connection to existing and planned facilities for people walking and bicycling on Laneda Avenue and along Classic Street to the south.

### GOALS THIS PROJECT ADVANCES



*Enhance Quality of Life*



*Create Safe Connections*



*Plan for the Future*



*Support Fiscal Responsibility*



*Manage Access*



*Enhance Economic Vibrancy*



Source: Rural Design Guide

Example of an advisory bike lane.



# Bicycle & Pedestrian Connection to Nehalem State Park

## PROJECT M10

### CATEGORY

*New Bicycle & Pedestrian Connection*

### COST

*\$1,500,000*

### TIMELINE



*Long-Term*

### PROJECT LOCATION

Dorcas Lane to UGB

### PROJECT DESCRIPTION

Creating a connection from Manzanita to Nehalem Bay State Park for people who choose not to drive was identified as a key outcome from this TSP desired by many community members. This project would create a new connection for people walking and bicycling along Classic Street, a highly-traveled road, often used by large vehicles that make people walking and bicycling feel unsafe. While additional analysis would be required to identify the appropriate cross-section and alignment, this project would create a shared use path parallel to Classic Street and include reconstruction of Classic Street within the UGB.

### GOALS THIS PROJECT ADVANCES



*Enhance Quality of Life*



*Create Safe Connections*



*Plan for the Future*



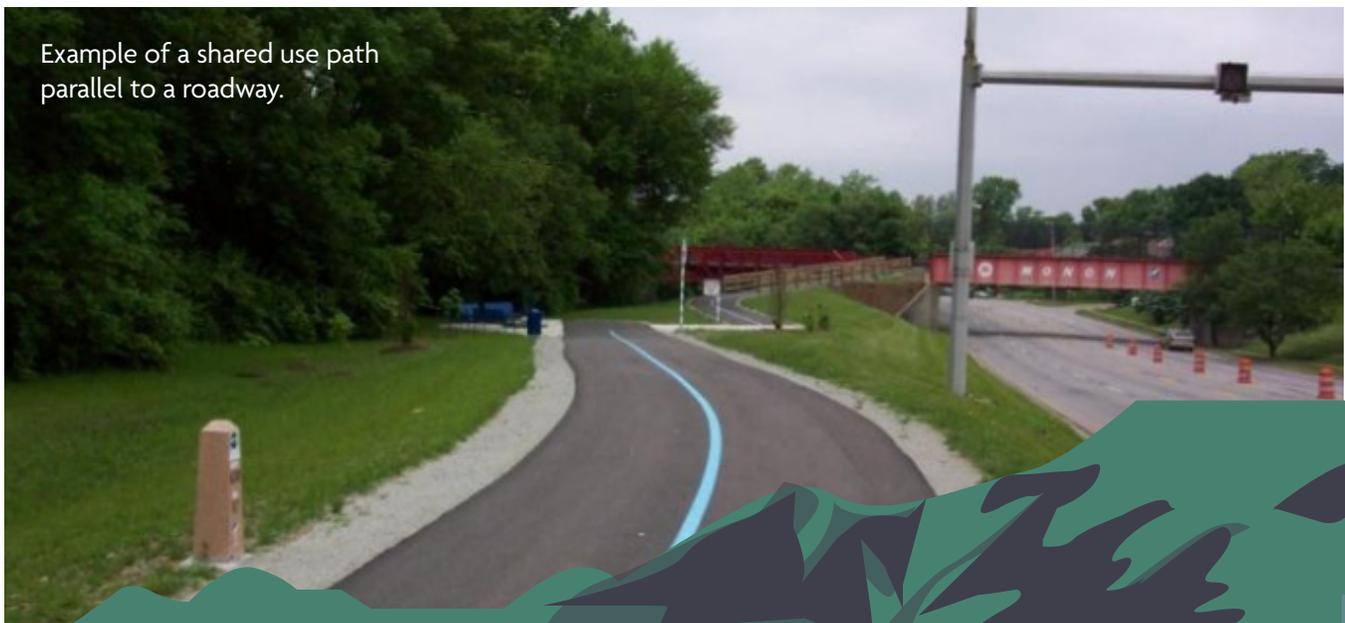
*Support Fiscal Responsibility*



*Manage Access*



*Enhance Economic Vibrancy*



Example of a shared use path parallel to a roadway.

Source: Purdue.edu



# Complete Trail Connections

## PROJECT M11

### CATEGORY

*New Bicycle and Pedestrian Enhancement*

### COST

N/A

### TIMELINE



*Mid-Term*

### PROJECT LOCATION

Citywide

### PROJECT DESCRIPTION

Community members in Manzanita spearheaded development of the City’s Trail Master Plan. This community led effort identified a number of trail connections that could be completed to connect existing facilities in Manzanita and enhance user experience for people walking and bicycling within Manzanita. This project would develop a program to prioritize and fund construction of the identified trails as funding is available.

### GOALS THIS PROJECT ADVANCES



*Enhance Quality of Life*



*Create Safe Connections*



*Plan for the Future*



*Support Fiscal Responsibility*



*Manage Access*



*Enhance Economic Vibrancy*

# CHAPTER 5: FUNDING & IMPLEMENTATION

This chapter presents the forecast for available funding over the 20-year planning horizon for this document along with an overview of how projects identified in the TSP can be implemented over the next 20 years.

## Financial Forecast

Historically, revenue for the City's Road Fund has come from franchise and utility agreements, street permit fees, grants, transfers from the general fund, and the motor vehicle tax. **Table 9** presents the annual revenues, expenditures and the 20-year forecast for transportation related funds based on actual revenues and expenditures from FY 2019/2020 and FY 2020/2021.

**Table 9 | 20 Year Financial Forecast**

LINE ITEMS	ACTUALS		AVERAGE	20-YEAR FORECAST
	FY 19/20	FY 20/21		
<b>REVENUES</b>				
Franchise & Utility Agreements	\$ 83,617	\$ 89,140	\$ 86,379	\$ 1,727,570
Street Permit Fees	\$ 2,000	\$ 4,300	\$ 3,150	\$ 63,000
Motor Vehicle Tax	\$ 41,076	\$ 46,404	\$ 43,740	\$ 874,800
Grants	\$ 5,919	\$ 40,478	\$ 23,199	\$ 463,970
Earned Interest	\$ 5,376	\$ 2,336	\$ 3,856	\$ 77,120
<b>TOTAL</b>	<b>\$ 137,988</b>	<b>\$182,658</b>	<b>\$160,323</b>	<b>\$3,206,460</b>
<b>EXPENDITURES</b>				
Personnel Services	\$ 82,504	\$ 63,409	\$ 72,957	\$ 1,459,130
Materials & Services	\$ 28,895	\$ 44,527	\$ 36,711	\$ 734,220
Transfers to Other Funds	\$ 9,200	\$ 9,200	\$ 9,200	\$ 184,000
<b>TOTAL</b>	<b>\$ 120,599</b>	<b>\$ 117,136</b>	<b>\$ 118,868</b>	<b>\$ 2,377,350</b>
<b>POTENTIALLY AVAILABLE FUNDS (REVENUES-EXPENDITURES)</b>			<b>\$ 41,456</b>	<b>\$ 829,110</b>



As shown in **Table 9**, Manzanita is forecast to have approximately \$41,000 available annually and \$830,000 available of the next 20 years for transportation related projects.

The 20-year forecast, shown in the table above, assumes that revenues and expenditures will not substantially change over the next 20 years. For purposes of this forecast, available cash on hand was not considered under revenues, and one-time costs (capital outlay) were not included under expenditures.

## Other Funding Options

### System Development Charges

System Development Charges (SDCs) are charges that may be applied to new development within the City. Once in place, these charges may be used to increase the system capacity to accommodate new users. In Oregon, cities may charge SDCs for services including water, transportation, sewer, stormwater, and parks and recreation. If adopted, revenue from SDCs could be used to complete TSP projects that build new transportation facilities, including off-street connections for people walking and biking. Manzanita currently has SDCs for water, storm water, and parks but not for transportation. The City should consider updating its SDCs to include funding for transportation facilities.

### Local Gas Taxes

Another local option to supplement funding available for street projects is the local gas tax. At the local level, gas taxes are implemented by levying a business license tax on fuel dealers. This tax is set at a rate of cents per

gallon of fuel sold by the dealer. HB 2001 requires that any proposed gas taxes or increases to existing taxes must be approved through a public vote. A review of current tax rates, available through ODOT, indicates that 35 cities currently have local gas taxes with rates ranging from \$0.015 to \$0.10 per gallon.

### Urban Renewal Areas

Urban Renewal Areas (URAs) or Tax Increment Financing (TIF) have been used by communities across the state to fund transportation improvements. Creating a URA is a way to improve poorly developed or under-developed areas using a portion of the revenue generated by property taxes from properties in the URA.

### Transportation Utility Fees

Transportation Utility Fees (TUFs) are monthly fees that are collected from residences and business as part of their water/sewer bills. These fees are applied based on the number of trips the land use is likely to generate. Most cities use these funds to supplement funds for road and sidewalk maintenance, but these funds can be used for one time capital improvements. Based on data gathered in 2011, 19 cities in Oregon have adopted this revenue source, the nearest to Nehalem being Bay City. These are typically assessed as a flat fee for residential uses and either size of commercial space or in some cases, the number of trucks. In cities where TUFs are in place, this revenue contributes to between 15 and 20 percent of the revenue in the city's street fund.



## Statewide Transportation Improvement Program (STIP)

One funding option for projects of regional significance is the Statewide Transportation Improvement Program (STIP). The STIP is ODOT's capital improvement plan for state and federally funded projects. The STIP is developed by the Oregon Transportation Commission and ODOT in coordination with a wide range of stakeholders and the public. The STIP includes the following investment areas:

- Fix-it programs
- Enhance highway programs
- Safety programs
- Non-Highway programs
- Local government programs
- Other functions

Funding allocated by the STIP is typically directed to regionally important projects that will enhance safety and improve operations at the regional level. Projects included on the Manzanita TSP project list that may be eligible for funding through the STIP are the safety projects on U.S. 101.

The most effective way to secure STIP funding for a project is by seeking support through the Northwest Oregon Area Commission on Transportation (NWACT). The NWACT is chartered by the Oregon Transportation Commission and is focused on addressing transportation issues in Columbia, Clatsop, Tillamook Counties, and portions of Washington County.

## Grants

In recent years, Manzanita has received grant funding through ODOT to complete transportation improvements. It is expected that this will continue to be the primary way for Manzanita to fund the projects identified through the TSP process. Grants that may be available to Manzanita are described in more detail below, along with a brief description of the types of projects that may be eligible.

## Oregon Community Paths

The Oregon Community Paths program is geared towards helping communities create and maintain connections through shared use paths. Eligible projects include:

- Continuous paths made up of one or more connected segments that are primarily physically separated from the roadway
- Paths that connect two or more communities, with each community no more than 15 miles apart, or traverses a single large community with a path that is 10 miles or longer
- Paths that will serve as a connection point between communities, or is a part of an officially designated walking and bicycling route
- Paths that are endorsed by elected bodies along path alignment

## Recreational Trails Program

This federally funded program, which is administered by the Oregon Parks and Recreation Department, provides funds for local agencies to develop, improve, or expand motorized and non-motorized trails and their facilities. Eligible projects for these funds include:

- Construction of new trails
- Major rehabilitation of existing trails
- Development or improvement of trailhead or other support facilities
- Acquisition of land or easements for the purpose of trail development
- Safety and education projects

There are many different funding sources available for recreational trails. A full list of recourses is available on ODOT's [Local Government Funding Overview](#).



Typically, grant submittals for the annual awards are due in November with annual allocations of \$1.6M. The proposed trail between Nehalem and Manzanita is likely to be competitive for this grant.

## Small City Allotment

The Small City Allotment program is an annual allocation of state funds to local transportation projects. Under this program, ODOT sets aside \$5M for incorporated cities with a population of 5,000 or less. Funding received through this program may only be used on streets that are inadequate for the capacity they serve or are in a condition that creates a safety hazard for users. Funding under this program is limited to \$250,000 per project and is awarded through a competitive process, with applications typically due in July.

As Manzanita has a population below 5,000 and would be eligible for funding through this program. Funds received from this program could be used on TSP projects that would repair and enhance existing roadways within the city.

# Implementation

This TSP sets the vision for Manzanita’s transportation system, creates a plan for enhancing the transportation system to better accommodate all modes of travel, and identifies 16 projects, that when implemented, would achieve the goals documented in the TSP.

What this TSP does not do is identify funding for the projects included in the project list. While this TSP identifies high priority projects and timelines for implementation, projects may be implemented in any order when funding is available.

To achieve the vision established identified in this TSP, community members, elected officials, and City staff should use this document as a starting point to advocate for transportation improvements in Manzanita, including applying for grants, to secure funding to advance the projects and ultimately bring Manzanita’s transportation vision to fruition.





## **COUNCIL ORDINANCE No. 23-03**

**AN ORDINANCE OF THE CITY OF MANZANITA, OREGON, AMENDING GOAL 12 TRANSPORTATION POLICIES, AND GOAL 11 PUBLIC FACILITIES RELATING TO STREET POLICIES OF THE CITY OF MANZANITAS COMPREHENSIVE PLAN, RESCINDING THE DOWNTOWN TRANSPORTATION PLAN AND REPLACING IT WITH VOLUME 2 OF THE NEHALEM BAY TRANSPORTATION SYSTEM PLAN FOR MANZANITA.**

WHEREAS, the Planning Commission held a special session to conduct final deliberations and take public comment on the Transportation Systems Plan on July 31, 2023; and

WHEREAS, the Planning Commission has recommended the adoption of the Transportation Systems Plan and Policies to the City Council; and

WHEREAS, the City of Manzanita provided the Department of Land Conservation and Development notice of a Post Adoption Plan Amendment on August 24, 2023 which was at least 35 days in advance of the first hearing as required by state law; and

WHEREAS, the City of Manzanita City Council held a public hearing on October 4, 2023 and received public testimony on the proposed changes; and

WHEREAS, the City Of Manzanita City Council supports the adoption of the proposed Transportation Systems Plan and policies.

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

Section 1. The City of Manzanita Downtown Transportation Plan, is hereby rescinded and replaced with the Nehalem Bay Transportation System Plan Volume 2 a copy of which is attached as Exhibit A hereto and by this reference incorporated herein, is hereby adopted and incorporated into and made a part of the City of Manzanita Comprehensive Plan.

Section 2. Transportation Policies stated under Goal 12 of the City of Manzanita Comprehensive Plan are hereby amended to read as follows:

### TRANSPORTATION POLICIES:

Transportation planning in Manzanita includes cars and trucks, commercial buses, the senior citizen bus, bicycles and walking. The street system is described in the public facilities section of the plan. ~~In addition, improvements along Highway 101, Classic Street and Laneda Avenue are included in the adopted Downtown Transportation Plan, Section 4. (Amended by Ord. 03-05, passed July 9, 2003)~~ Additional policies concerning the transportation system are:

1. Efforts to reduce speeding on Laneda Avenue should be carried out by the city.

This should take the form of maintaining a low speed (20 MPH), requesting that the City police and Tillamook County Sheriff's Department maintain a high level of enforcement and installing appropriate warning signs. (Amended by Ord.14-02; passed on April 9, 2014)

~~2. Sufficient pavement width should be included on all major streets or roads to accommodate bicycle traffic. Facilities such as bicycle racks should be considered in the city park and downtown area.~~

~~3. The city traffic management plan should be used as a guide for the installation of traffic signs, crosswalks, and other street improvements. The plan should be communicated to the county for their participation on county roads, and should be updated on a regular basis. . In addition, crosswalks and other improvements on Highway 101, Classic Street and Laneda Avenue are included in the adopted Downtown Transportation Plan, Section 4. (Amended by Ord. 03-05, passed July 9, 2003)~~

4.2. Crosswalks in the downtown commercial area should be a high priority for the City. Consideration should be given to the installation of planters or other landscaping devices in conjunction with the crosswalks.

5.3. The City and State shall cooperate to retain the airport at Nehalem Bay State Park. It is the position of the city that the airport should be surfaced, that "T-Hangers" should be installed, and that a caretaker should be stationed at the airport. It is the goal of the City that the facility be improved for existing traffic rather than expanded.

6.4. The City and State shall cooperate to limit the number of accesses onto U.S. Highway 101 to as few as possible. No new access shall be permitted north of Laneda, or in other locations where traffic visibility is limited.

7.5. The City will work with the Oregon Department of Transportation to coordinate plans and projects particularly through the Oregon Transportation Plan and the US Highway 101 Corridor Study. Specifically, the city wishes to have direct input into highway improvement plans on U.S. Highway 101 in the vicinity of the City, and on future uses of the unused highway right-of-way.

8.6. The City discourages property owners from improving street rights-of-way with landscaping, driveways, walkways and similar projects, especially in the vicinity of water, sewer, and storm drainage lines. All parking required by the zoning ordinance must be useable by the property owners, generally not exceeding 10% grade from the street.

7. The City will support equitable access for underserved and vulnerable populations through compliance with ADA standards for new transportation infrastructure improvements and upgrades to existing infrastructure that does not meet ADA standards.

8. The City will support the development of planned regional bicycle and pedestrian trails, including the Salmonberry Trail, Oregon Coast Trail, and Tillamook County Water Trail.

9. The City will support streetscape improvements to improve downtown areas, including, but not limited to, improved landscaping pedestrian scale lighting, benches, bicycle racks, and street trees.

10. The City will support alternative travel modes that reduce vehicle travel between cities, including, but not limited to, regional shuttle services or water taxis.

11. The City should prioritize improvements to non-motorized routes that include pedestrian and bicycle facilities between Nehalem Bay communities.

12. The City should prioritize enhancing pedestrian and bicycle crossings on US 101 that connect businesses and recreational destinations with neighborhoods.

13. The City will support improvements that increase visibility of transportation users in constrained areas, such as hills and blind curves.

14. The City shall prioritize improvements that address known safety issues at locations with fatal or severe injury crashes, crashes involving bicyclists or pedestrian, and vehicles entering and exiting US 101.

15. The City will coordinate with ODOT to implement engineering and traffic calming strategies on US 101 to reduce vehicle speeds and are consistent with ODOT's Highway Design Manual and other local and regional planning efforts.

16. The City should maintain transportation infrastructure so that facilities can withstand extreme weather events and aid in evacuation efforts.

17. The City will support improvements to traffic circulation and access for fire and emergency vehicles.

18. The City shall prioritize cost-effective transportation improvements.

19. The City should seek additional funding sources for transportation improvements, such as, but not limited to, grants, developer contributions, and transportation system charges.

20. The City should support partnerships that maximize the benefit and return on investment for associated costs when prioritizing transportation investments.

21. The City should support improvements that increase local vehicle circulation and encourage local traffic to use local roads.

22. The City should support non-motorized and transit connections from key destinations and the commercial core.

23. The City should prioritize bicycle and pedestrian facilities on arterials and collectors that enhance connections to local destinations.

24. The City should prioritize transportation and land use solutions that support all road-users in the downtown area and to/from residential areas to the downtown core and beach.

Section 3. Street Policies stated under Goal 11 Public Facilities and Services of the City of Manzanita Comprehensive Plan and hereby amended as follows:

## PUBLIC FACILITIES AND SERVICES

The demographic trends of North Tillamook County, and increasing costs of mandated regulations, encourages cooperation between communities relative to Public Facilities and Services.

## STREET POLICIES

1. The cost of constructing streets in new subdivisions, planned developments, or in rights-of-way where no improved street exists shall be the responsibility of the developer or the adjacent property owners. The City shall share costs in the following way:
  - A. On existing dedicated, but unimproved streets, which are arterials or feeders, the City will pay the difference in pavement width between the existing width and arterial or feeder width. On existing dedicated unimproved or underimproved residential streets, the abutting property owners shall pay all costs of the improvement.
  - B. Substantial improvement of existing street intersections shall be the responsibility of the City.
  - C. There shall be no city participation in bearing the cost of streets in subdivisions or planned developments. Owners wishing to build access to their property on unimproved rights-of-way must adhere to City Street Standards.
2. Asphaltic concrete pavement shall be required for all streets.
3. Storm drainage, as determined by the PWD, shall be required for all street improvements and construction.
4. Street right-of-way which cannot be improved due to steep topography, or other valid reason, should be used for other purposes, such as parks or open space, walking trails or greenbelts.
- ~~5. Street standards for the City of Manzanita are located in the Street Improvement Standards Ordinance and future improvements to intersections along US 101 are identified in the adopted Downtown Transportation Plan, Section 4. (Added by Ord. 03-05, passed July 9, 2003)~~

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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Deb Simmons, Mayor

ATTEST:

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Leila Aman, City Manager/Recorder



## COUNCIL STAFF REPORT

To: Mayor and City Council

Date Written: September 26, 2023

Reviewed: Leila Aman, City Manager  
Souvanny Miller, Miller Nash

From: Leila Aman, City Manager

Subject: Annexation and Zoning Property Following Consent Filed with the City Council by Landowners in Said Area Pursuant to ORS 222.120 and ORS 222.170; Manzanita Transfer Station

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### ACTION REQUESTED

Application by Tillamook County to annex approximately 2.55 acres into the City limits and establish the Medium Density Residential Zone (R-2) on the newly annexed property.

### HISTORY OF PRIOR ACTIONS AND DISCUSSIONS

The applicant submitted a land use application on July 12, 2023, and included a letter from the Tillamook County Board of Commissioners requesting annexation. A public hearing was held before the Planning Commission on August 21, 2023, whereby the Planning Commission reviewed and approved the annexation application.

### ANALYSIS

The City of Manzanita has not adopted Annexation regulations. By default, Oregon Revised Statute Chapter 222 governs the City's actions. The Commission determined the proposal complies with provisions in ORS 222.111 which establish the basis for annexations: the property is within the Urban Growth Boundary, adjacent to the City limits and is capable of being developed for urban uses. It currently operates a transfer station. The area to be annexed is zoned R-2.

Provisions in ORS 222.120 to ORS 222.177 outline the City Council's responsibilities. The Council retains options to reject the request outright; proceed with the request as a quasi-judicial land use application; or send the matter to the public for a vote.

### BUDGET IMPACT

None, this is publicly owned property and will not result in additional tax benefit to the city.

### WORKLOAD IMPACT

If approved, the city will need to submit the decision to the Secretary of State and amend the City zoning maps. This action must also be coordinated with Tillamook County.

### COORDINATION, CONCURRENCE, OR DISSENT

The Planning Commission reviewed the request at their August 21, 2023, meeting and unanimously recommended the City Council approve the request. The City Attorney has

Reviewed the Ordinance. The Tillamook County Board of Commissioners has made this request of the city and has provided consent to annex the property.

**STAFF RECOMMENDATION**

Staff recommends the City Council conduct a quasi-judicial public hearing on the matter, at which staff will recommend approval of the request to Annex the subject area.

**ALTERNATIVES**

The City has the option to reject the request, conduct a hearing or hold a public vote on the application.

**ATTACHMENTS**

1. Consent to Annex Letter
2. Proposed City Council Annexation Ordinance with Exhibits



## Tillamook County Board of Commissioners

201 Laurel Avenue, Tillamook, OR 97141

Phone: 503-842-3403

TTY Oregon Relay Service

Erin D. Skaar, Chair

Mary Faith Bell, Vice-Chair

David Yamamoto, Commissioner

July 12, 2023

To: City of Manzanita, Planning Commission & City Council

RE: Annexation of the Remainder of the Manzanita Transfer Station Into the City Limits

Tillamook County owns the real property located at 34995 Necarney City Road in Manzanita, also identified as 3N-10W-29D-2000 and has operated a solid waste disposal site there since at least 1953 when the property was transferred to the county. Following its closure as an open dump site, the site was converted into a transfer station and recycling center, which is currently operated by the Tillamook County Solid Waste Department.

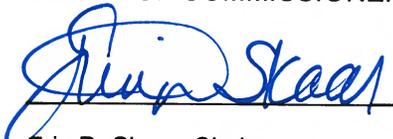
At this time, approximately  $\frac{3}{4}$  of the northern portion of the site is included within the city limits of the City of Manzanita, and approximately  $\frac{1}{4}$  of the southern portion of the site is within the Urban Growth Boundary of the City of Manzanita. The city limits boundary runs through the area of operations.

We believe that it would benefit all and provide jurisdictional clarity if the area of the site currently located outside the city limits were to be annexed into the city limits.

We therefore request that the City of Manzanita approve the annexation of the remainder of this lot into the city limits.

Sincerely,

BOARD OF COMMISSIONERS FOR TILLAMOOK COUNTY, OREGON

  
Erin D. Skaar, Chair

  
Mary Faith Bell, Vice-Chair

  
David Yamamoto, Commissioner



**COUNCIL ORDINANCE No. 23-04**

**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 222.120 AND ORS 222.170; TILLAMOOK COUNTY.**

**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 August 21, 2023, the Planning Commission for the City of Manzanita conducted a hearing on said application submitted by Tillamook County, 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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Deb Simmons, Mayor

ATTEST:

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Leila Aman, City Manager/Recorder

## EXHIBIT A

### MANZANITA TRANSFER STATION ANNEXATION LEGAL DESCRIPTION

A portion of that tract of land described as Parcel 11, Deed Book 138, Page 264 of Tillamook County Deed Records more particularly described as follows:

Beginning at the Northeast Corner of Section 32, Township 3 North, Range 10 West of the Willamette Meridian, said point being marked by a 3" diameter Tillamook County Brass Cap as shown on Rewitness Card #151, Tillamook County Survey Records; thence southerly along the east line of above described Section 32, bearing South 0°07'41" West a distance of 230.13 feet to a 3/4" Iron Rod; thence North

87°54'46" West a distance of 507.87 feet to a 1" Iron Rod, thence North 2°05'14" East to a point on the north line of above described Section 32; thence easterly along the north line of above described Section 32 to the Northeast Corner thereof. Said point being the True Point of Beginning. The above described bearings and distances were derived from Map A-4609, Tillamook County Survey Records.

## EXHIBIT B

### I. BACKGROUND

- A. APPLICANT: Tillamook County
- B. PROPERTY LOCATION: The property is located at 34995 Necarney City Road in Manzanita. The County Assessor places the property within Township 3 North; Range 10 West; Section 29D; Tax Lot #2000
- C. MAPPED AREA: 9.2 acres.
- D. EXISTING DEVELOPMENT: Transfer Station
- E. ZONING: Special Residential/Recreation Zone (SR-R) – 6.65 acres of Tax Lot 2000; Medium Density Residential (R-2) – 2.55 acres also Tax Lot 2000.
- F. ADJACENT ZONING AND LAND USE: Property to the east is located in Tillamook County and designated R-2. To the North on the same Tax Lot of the proposed area for annexation the land is zoned SR-R. To the West all of the property is zoned SR-R and contains a mix of open space and residential development.
- G. REQUEST: Application to Annex the remaining 2.55 acres of Taxlot 2000 into the City limits of Manzanita.

*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 2.55 acres of R-2 designated land. (Please note that the zone for the property has been updated to reflect the correct zoning.) The subject area is located in the south portion of the property identified as part of Tax Lot #2000.
- 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.
- D. ORS 222.170. Annexation by consent before public hearing. This Section allows for annexation by ordinance after a public hearing, if it receives written consent from (1) a majority of electors living in the territory to be annexed and (2) the owners of more than half the land in the territory to be annexed.

FINDINGS: The property owner, Tillamook County, submitted a request to annex the property. The applicant represents a majority of the electors and owns more than half of the land in the territory proposed to be annexed and has filed a statement of consent to be annexed on or before the date of the public hearing. The subject property (a 2.55 acre portion of Tax Lot 2000) is located within the City's Urban Growth Boundary and adjacent to and contiguous to the City limits). Existing service districts (fire and sanitary sewer) will continue to serve the site. The 2.55 acre portion of the property 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.



## COUNCIL STAFF REPORT

To: Mayor and City Council

Date Written: September 29, 2023

From: Leila Aman, City Manager

Subject: Early Work Amendment to Cove Built/CMGC Contract for Hazardous Materials Abatement and Demolition of Structures on Underhill Plaza

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### ACTION REQUESTED

Approve Resolution Authorizing the City Manager to execute an Early Work Amendment to the Cove Built CMGC Contract for Hazardous Materials Abatement and Demolition of Structures on Underhill Plaza.

### HISTORY OF PRIOR ACTIONS AND DISCUSSIONS

January 5, 2022 – City Council acting as the Local Contract Review Board Approved Findings in Support of an Exemption from Competitive Bidding Under ORS 279C.335(2) to allow the city to pursue a Construction Manager/General Contractor (CM/GC) alternative contracting process.

November 9, 2022 – The City Council Acting as the Local Contract Review Board approved Resolution 22-04 authorizing the City Manager to Execute a contract with Cove Built LLC for the Construction of Manzanita City Hall

### ANALYSIS

The approval of this Early Work Amendment will enable the city's CM/GC, Cove built, to begin the abatement of hazardous materials and demolition and site preparation work for the construction of City Hall. At a special meeting held on February 15, 2023, the City Council approved the demolition of the structures on Underhill Plaza and directed staff to proceed with the preferred option for a new City Hall building on Underhill Plaza.

On July 5, 2023, the City Council authorized the City Manager to execute a contract with G2 Consultants to provide the city of Manzanita with abatement consulting services for the abatement design, bid walks and air clearances for the abatement activities associated with the buildings on Underhill Plaza. This work was completed and G2 produced a scope of work for the abatement on August 18, 2023. This scope was competitively bid by the CM/GC and the firm AAC, LLC was selected.

The total cost of the Early Work Amendment is \$319,772.47 – this reflects \$277,600 in construction hard costs, a contingency of \$12,492, 7% contractor fee of \$20,306.44, general liability insurance of \$3,103.93 and a Bond of \$6,270.05. The original estimate for the construction hard costs (abatement and demolition) was \$250,000 which was not inclusive

of contingency, overhead, liability or bond insurance. The additional \$27,000 will be covered, in part, by the \$60,000 grant from Business Oregon.

On August 31, 2023, the State Historic Preservation Office confirmed that the city had met its responsibilities under Section 106 of the National Historic Preservation Act of 1966 as amended, Oregon Revised Statute 358.653, local permitting process, and authorized that the project may proceed with the demolition and abatement of the structures on Underhill Plaza.

#### **BUDGET IMPACT**

The City Hall Fund was allocated sufficient resources to cover all costs associated with the Abatement and Demolition scope. There is \$324,000 currently budgeted for in the FY 2023-2024 budget for capital improvements.

#### **WORKLOAD IMPACT**

This will have limited impact on the City Manager other than continued attendance at Owner/Architect/Contractor meetings and engagement of the City's Public Works Director as needed.

#### **COORDINATION, CONCURRENCE, OR DISSENT**

The City Attorney has prepared this Early Work Amendment and will Review and Approve its final form.

#### **STAFF RECOMMENDATION**

Staff recommends the City Council Approve the Resolution Authorizing the City Manager to execute Early Work Amendment to the Cove Built CMGC Contract for Hazardous Materials Abatement and Demolition of Structures on Underhill Plaza.

#### **ALTERNATIVES**

Council may elect to delay this Early Work Amendment to the GMP. This will add time, and cost to the project.

#### **ATTACHMENTS**

1. Resolution
2. Early Work Amendment Contract

**AMENDMENT NO. 1**  
**EARLY WORK AMENDMENT**  
**TO CM/GC CONTRACT**  
**Construction of City Hall**

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**THIS EARLY WORK AMENDMENT** shall become effective upon execution by all parties and receipt of any applicable approvals.

The Standard Form of Agreement between Owner and Construction Manager as Constructor, AIA A133 – 2019, as modified by the parties, which was effective November 9, 2022, for the construction of a new City Hall building, between:

The Owner: **City of Manzanita**  
167 S. 5<sup>th</sup> Street  
Manzanita, Oregon 97130

And the Construction Manager: **Cove Built LLC**  
79117 Tide Road  
Arch Cape, Oregon 97102

(the “CM/GC Contract”) is hereby amended as follows, and all defined terms used in this Amendment have the definitions set forth in the CM/GC Contract unless specifically defined in this Amendment:

**1. EARLY WORK**

In accordance with Sections 2.1 and 3.3.1.3 of the Agreement, which authorizes the Construction Manager to perform construction services in advance of the execution of a Guaranteed Maximum Price Amendment if an Early Work Amendment is executed, Owner and the Construction Manager hereby agree that the Construction Manager shall perform the Early Work generally described below and more specifically described in the Construction Documents for the Early Work that are listed in Exhibit A, including any Early Work Plans and Specifications. Exhibit A and all Construction Documents listed in Exhibit A are by this reference incorporated herein. This Early Work consists generally of the following:

**Abatement, demolition, and disposal of the existing school and Quonset hut. Salvage existing light fixture globes from school. Provide erosion control/soil stabilization measures when demolition is complete.**

**2. MAXIMUM EARLY WORK PRICE**

The maximum not-to-exceed Early Work Price (“Maximum Early Work Price”) for the Early Work described in the Construction Documents listed in Exhibit A is stated below. No authority

is given to incur costs for any work, materials, equipment, or services that are not expressly included in this Early Work Amendment. Costs incurred by Construction Manager that are outside the scope of this Early Work Amendment or in excess of the Maximum Early Work Price will be borne by the Construction Manager. The cost breakdown for the Maximum Early Work Price is shown in Exhibit B which is by this reference incorporated herein, and consists of the following elements which are specifically described in Paragraph 3:

- (a) Estimated Cost of Work (maximum not to exceed amount) including contingency  
\$ 284,462.05
- (b) Reimbursable Maximum Not-To-Exceed Costs for general conditions Work attributable to Early Work/Insurance/Bonds  
\$ 11,900.00
- (c) Maximum Construction Manager Fee (7% of the sum of (a) and (b))  
\$ 20,306.44
- (d) General Liability Insurance (1% of the sum of (a) and (b) and (c))  
\$ 3,103.98
- (d) Maximum Early Work Price of this Amendment  
**\$ 319,772.47**

### **3. COST ELEMENTS OF EARLY WORK PRICE**

The above-stated Maximum Early Work Price includes the following elements:

- (a) the cost for performance of the Early Work (including the Construction Manager's Contingency) which shall not exceed the maximum Estimated Cost of Work stated in Paragraph 2(a). The Construction Manager will be paid for performance of the Early Work in accordance with the payment provisions set forth in Article 11 of the Agreement and Article 9 of the General Conditions. Performance of the Early Work by the Construction Manager will be compensated on a cost reimbursement basis, but in no event shall the Construction Manager receive more than the maximum amount stated in Paragraph 2(a) for completing the Early Work.
- (b) the maximum Construction Manager Fee amount stated in Paragraph 2(c) which is an estimated amount based on the maximum Estimated Cost of the Work stated in Paragraph 2(a) plus the maximum Cost for General Conditions Work attributable to the Early Work stated in Paragraph 2(b). The actual Construction Manager Fee will be based

on the actual cost of performance of the Early Work (plus the actual Cost for General Conditions Work attributable to the Early Work) and will be paid to the Construction Manager ratably with each application for payment during the performance of the Early Work beginning with the first progress billing after commencement of the scheduled Early Work Construction Phase.

#### **4. CURRENT TOTAL CONTRACT SUM**

The Current Total Contract Sum is comprised of a maximum Preconstruction Fee and the sum of the actual cost of all previous Early Work Amendments and the Maximum Early Work Price under this Amendment, all as shown below:

(a)	Preconstruction Fee (maximum not to exceed amount)	\$ 30,000.00
(b)	Prior Early Work Amendments	\$ 0.00
(c)	Prior Total Contract Sum (before this Amendment)	\$ 30,000.00
(d)	Maximum Early Work Price for this Amendment	\$ 319,772.47
(e)	Current Total Contract Sum	\$ 349,772.47

#### **5. BONDING**

The Construction Manager shall provide to Owner a performance bond and a payment bond as required by Section 13.1.2 of the General Conditions, each bond in an amount that equals or exceeds the Current Total Contract Sum set forth in paragraph 4(e), prior to supplying any labor or materials for prosecution of the Early Work.

#### **6. REMAINING PROVISIONS**

Except as amended herein, all provisions of the CM/GC Contract, as previously amended, shall remain in full force and effect, including Article 6 of the Agreement regarding establishment of the Guaranteed Maximum Price. This Amendment does not create any contractual rights or obligations regarding the possible addition of future phases of the Work, including in particular additional Construction Phase Services not authorized hereunder, unless a Guaranteed Maximum Price Amendment or another Early Work Amendment is executed between the parties.

**7. PREVAILING WAGE RATES**

The Construction Manager and all subcontractors shall comply with the provisions of ORS 279C.800 through 279C.870, relative to Prevailing Wage Rates and the required public works bond, as outlined in Section 13.1.13 of the Agreement. The most current Bureau of Labor and Industries (BOLI) wage rates and requirements set forth in the BOLI Prevailing Wage Rate book and Apprenticeship Rates (and any listed amendments to either) in effect as of the date of this Early Work Amendment, which are incorporated herein by reference and available at the link below, apply to the Work authorized under this Early Work Amendment and to all future Work under the Contract through the remainder of the Project:

<https://www.oregon.gov/boli/employers/pages/prevailing-wage-rates.aspx>

**CONSTRUCTION MANAGER:**

COVE BUILT LLC

By \_\_\_\_\_

Its \_\_\_\_\_

Date \_\_\_\_\_

**OWNER:**

CITY OF MANZANITA

By \_\_\_\_\_

Its \_\_\_\_\_

Date \_\_\_\_\_

## **EXHIBIT A**

### **EARLY WORK CONSTRUCTION DOCUMENTS**

Clarifications, Assumptions, exclusions/construction schedule/list of plans and specifications

1. Basis of bid: Regulated Building Materials Abatement Scope of Work Specifications by G2 Consultants, dated August 18, 2023, pages 1-65
2. Clarifications/Assumptions/Exclusions: None
3. Schedule: Anticipated Notice-to-Proceed is October 16, 2023 and work is to be complete within 60 calendar days.

**EXHIBIT B**

**CM/GC EARLY WORK AMENDMENT COST ESTIMATE**

**(See 4 page attachment)**

OWNER: Manzanita City Hall - Demo and Abatement Budget  
 ADDRESS:

PROJECT NAME :  
 PROJECT  
 ADDRESS  
 PROJECT #:  
 PHONE:  
 E-MAIL:



9/27/23

**COVE BUILT**  
 79117 Tide Rd. Arch Cape, Or. 97102  
 503-572-3375  
[jason@covebuilt.com](mailto:jason@covebuilt.com)  
 CCB# 227572

PHASE	DESCRIPTION	SUB/SUPPLIER	TOTAL BASE BID
			\$ -
			\$ -
<b>DIVISION-PERMITS/INSURANCE/OH&amp;P</b>			
			\$ -
00 41 26	Permits		\$ -
00 41 30	Bonding		\$ -
00 41 35	Retention		\$ -
00 41 40	Insurance		\$ -
			\$ -
			\$ -
<b>DIVISION I - GENERAL CONDITIONS</b>			
01 00 01	General Requirements		\$ -
	Below as a % of the cost of work		\$ -
01 14 00	Work Restrictions		\$ -
			\$ -
01 14 16	Access to Occupants		\$ -
			\$ -
01 14 19	Use of Site		\$ -
			\$ -
01 15 00	Sub Bonds		\$ -
			\$ -
01 21 01	Allowances		\$ -
			\$ -
			\$ -
01 30 01	Project Management		\$ 9,500.00
			\$ -
01 32 00	Design & Consultants		\$ -
			\$ -
01 32 23	Survey and Layout		\$ -
			\$ -
	Temporary Facilities		\$ -
01 51 13	Temporary Electrical	By Owner	\$ -
01 51 13	Power Bill	By Owner	\$ -
01 51 13	Generators and Fuel	Needed if no temp power	\$ -
01 51 13	Misc. Cords and Accessories		\$ -
01 51 13	Spider Boxes		\$ -
01 51 13	Trailer and jobsite Extinguishers		\$ -
01 51 13	Temp Lighting		\$ -
			\$ -
01 51 23	HVAC		\$ -
01 51 23	Dehumidification System		\$ -
01 51 23	Temp Heat	Required for Dry out	\$ -
01 51 23	Gas Bill		\$ -
01 51 23	Propane Heaters		\$ -
01 51 23	Light stands		\$ -
			\$ -

PHASE	DESCRIPTION	SUB/SUPPLIER	TOTAL BASE BID
01 51 33	Telecommunications		\$ -
01 51 33	Cell Phone/Bills		\$ -
01 51 33	Trailer Phone		\$ -
01 51 33	Phone Hook up		\$ -
01 51 33	Internet Line		\$ -
			\$ -
	Temp Utilities		\$ -
01 51 36	Temp Water		\$ -
01 51 36	Hookup Fee	By Owner	\$ -
01 51 36	Fire Hydrant Meter	By Owner	\$ -
01 51 36	Water Bill	By Owner	\$ -
			\$ -
01 52 001	Construction Facilities		\$ -
01 52 001	Conex/Storage		\$ -
01 52 001	Relocation Costs		\$ -
01 52 001	Dry Storage		\$ -
01 52 001	Office Rent		\$ -
01 52 001	Connex/Storage		\$ -
01 52 001	Crew Trailers		\$ -
01 52 007	Office Trailers		\$ -
			\$ -
01 52 16	First Aid and Facilities		\$ -
01 52 16	First Aid Kits		\$ -
01 52 16	First Aid Replenishment		\$ -
01 52 16	Crew/Visitor PPE		\$ -
			\$ -
01 52 19.1	Port O Johns		\$ 900.00
			\$ -
01 52 25	Field Office Equipment		\$ -
01 52 25	Computers		\$ -
01 52 25	Fax/Copier/Printer	In OH&P	\$ -
01 52 25	Copier Setup	In OH&P	\$ -
01 52 25	Digital Cameras	In OH&P	\$ -
01 52 25	Field Office Equipment - Office Supplies		\$ -
			\$ -
	Construction Equipment		\$ -
01 54 01	Trucks/Cars		\$ -
01 54 01	Material Pick Up Mileage		\$ -
01 54 02	Project Fuel		\$ -
01 54 04	Fork Lifts		\$ -
01 54 06	Scissor Lift		\$ -
			\$ -
01 54 20	Scaffolding		\$ -
01 54 20	Scaffolding		\$ -
			\$ -
01 55 19	Parking Fee		\$ -
			\$ -
01 56 00	Security Fencing		\$ -
			\$ -
01 57 00	Temp Environmental Control		\$ -
01 57 00	Dust Control		\$ -
01 57 00	Trash Wash Area		\$ -
01 57 00	Spill Prevention Kit		\$ -
01 57 00	Hazardous Material Storage		\$ -
01 57 00	Storm Repair/Cleanup		\$ -
01 57 00	Erosion Control Maintenance		\$ -
			\$ -
01 58 00	Project Signage		\$ -
01 58 00	Project Signage		\$ 1,500.00
01 58 00	Interior Signage		\$ -





**EXHIBIT C**

**ABATEMENT BID FORM WITH UNIT PRICES**

**(See 8 page attachment)**

## **APPENDIX B: BID FORM**

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### Base Bid:

**Flooring** - Asbestos-containing flooring materials are known to be located under built-in fixtures, on top of counters, shelving etc., and potentially under walls. It is the responsibility of the abatement contractor to perform the demolition necessary to access and abate all asbestos-containing flooring materials. Non-asbestos-containing soft demolition waste can be set aside, and left in the building. Abatement contractor is not responsible for removal offsite and disposal of soft demolition waste. Leveling compounds may exist under flooring materials throughout the building. Any leveling compound found under the work areas shall be considered asbestos-containing and removed. All flooring is on concrete substrate. All abatement locations are depicted on the asbestos abatement drawings provided in Appendix A.

1. Removal and disposal of all asbestos-containing floor tile, asbestos-containing black mastic, non-asbestos-containing carpet glue, and carpet
  - a. Building 1 and Building 2 - 3,690 sq. ft.
2. Removal and disposal of all asbestos-containing floor tile and asbestos-containing black mastic
  - a. Building 1 - 860 sq. ft.
3. Removal and disposal of all asbestos-containing floor tile, asbestos-containing black mastic, non-asbestos-containing glue, and various floor coverings.
  - a. Building 1 and Building 2 - 305 sq. ft.

**Wall Systems** - Drywall with asbestos-containing joint compound and asbestos-containing wall texture are included in the abatement. All plaster walls are to be considered to have drywall with asbestos-containing joint compound present behind the plaster finish. It is the responsibility of the abatement contractor to perform the demolition necessary to access and abate all asbestos-containing wall systems. Non-asbestos-containing soft demolition waste can be set aside, and left in the building. Abatement contractor is not responsible for removal off-site and disposal of soft demolition waste. Wall heights were observed to be approximately 9 - 12 feet tall. All abatement locations are depicted on the asbestos abatement drawings provided in Appendix A.

The bidding abatement contractor should verify with the demolition design drawings for specific details prior to bidding. Following demolition of drywall with asbestos-containing joint compound in the abatement scope, the abatement contractor is to clean all studs rafters, joists, mechanical equipment, and any other vertical or

Bidding Contractor: AAC, LLC

Date: 9/14/2023

## **APPENDIX B: BID FORM**

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horizontal items or surfaces in the work area where settled dust and/or debris could have conceivably accumulated. If batt insulation is present this material is to be presumed to have gathered asbestos-containing dust from demolition and disposed of as asbestos contaminated waste.

1. Removal and disposal of all drywall walls with asbestos-containing texture and asbestos-containing joint compound.
  - a. Building 1 and Building 2 - 6,300 sq. ft
2. Removal and disposal of all drywall walls with asbestos-containing joint compound behind non-asbestos-containing plaster.
  - a. Building 1 and Building 2 - 6,530 sq. ft

**Ceiling Systems** - All plaster ceilings are to be considered to have drywall above with asbestos-containing joint compound present above the plaster finish. It is the responsibility of the abatement contractor to perform the demolition necessary to access and abate all asbestos-containing ceiling systems. Non-asbestos-containing soft demolition waste can be set aside, and left in the building. Abatement contractor is not responsible for removal offsite and disposal of soft demolition waste. Ceiling heights were observed to be approximately 9 - 12 feet tall. All abatement locations are depicted on the asbestos abatement drawings provided in Appendix A.

The bidding abatement contractor should verify with the demolition design drawings for specific details prior to bidding. Following demolition of drywall with asbestos-containing joint compound in the abatement scope, the abatement contractor is to clean all studs rafters, joists, mechanical equipment, and any other vertical or horizontal items or surfaces in the work area where settled dust and/or debris could have conceivably accumulated. If batt insulation is present this material is to be presumed to have gathered asbestos-containing dust from demolition and disposed of as asbestos contaminated waste.

1. Removal and disposal of all drywall ceiling with asbestos-containing joint compound above non-asbestos-containing plaster.
  - a. Building 1 and Building 2 - 1,070 sq. ft.

**Other Interior Materials** - Light fixtures with asbestos-containing insulation were observed throughout Building 1 and Building 2. The light fixtures in their entirety are to be removed and disposed of as an asbestos-containing material including the mounting hardware. Some light fixtures are stored within the buildings and are no longer mounted to the ceiling. The Contractor is to dispose of these stored fixtures also.

Bidding Contractor: AAC LLC

Date: 9/14/2023

## **APPENDIX B: BID FORM**

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In addition, asbestos-containing Aircell pipe insulation and asbestos-containing hard fittings were observed on pipes throughout the buildings, including the crawlspace of Building 1 and the attic space in Building 1 and Building 2. These materials were also observed in the form of asbestos-containing debris in Area 9 (Boiler Room) and in the crawlspace of Building 1. Bags of stored asbestos-containing pipe insulation debris are also included in the scope of abatement. Interstitial spaces above ceilings and behind walls may also have pipe and fitting insulation, or other inaccessible ACMs. Contractor is to quantify, document with photos, catalogue, and abate all asbestos-containing Aircell pipe and fitting insulation beyond that which is included in the Thermal System Insulation (TSI) base bid scope of work. This additional cost to abate uncovered TSI will be addressed by the unit pricing included in ALTERNATE 1. Boiler insulation is also included in the scope of abatement in Area 9 of Building 1.

All known abatement locations are depicted on the asbestos abatement drawings provided in Appendix A.

1. Removal and disposal of all light fixtures with asbestos-containing insulation.
  - a. Building 1 and Building 2 - 36 light fixtures
2. Removal and disposal of all asbestos-containing Aircell pipe insulation and asbestos-containing hard pipe fittings.
  - a. Building 1, Main Floor - 20 lf.
  - b. Building 1, Area 9 - 70 lf.
  - c. Building 1 and Building 2, Attics - 75 lf.
  - d. Building 1, Crawlspace - 112 lf.
3. Removal and disposal of all asbestos-containing boiler insulation.
  - a. Building 1, Area 9 - 80 sq. ft.
4. Removal and disposal of all bagged asbestos-containing insulation debris.
  - a. Building 1, Area 9 and Building 3 - 4 Bags
5. Removal and disposal of all asbestos-containing insulation debris on concrete floor and horizontal surfaces.
  - a. Building 1, Area 9 - 150 sq. ft.
6. Removal and disposal of all asbestos-containing insulation debris and approximately 3" - 4" of asbestos-contaminated sand
  - a. Building 1, Crawlspace - 450 sq. ft. of pipe insulation debris and asbestos-contaminated sand.

Bidding Contractor: AAC, LLC

Date: 9/14/2023

**APPENDIX B: BID FORM**

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**Exterior/Roofing Materials** - An asbestos-containing silver coating/paint is present within the built-up roofing and various asbestos-containing roof patch and repair materials are present throughout the different roof elevations on Building 1 and Building 2. The entirety of the built-up roofing systems on Building 1 and Building 2 is to be considered asbestos-containing. All three-dimensional roofing material is to be removed from the substrate if the material is to be removed from the wood sheathing. If a silver coating or patch/sealant material transitions up a parapet or other roof-mounted item, that affected parapet must be cut and removed/disposed, the roof-mounted item removed/disposed, or all three-dimensional material is to be scraped from the substrate.

In addition, Building 3 (Quonset Hut) has an asbestos-containing silver and black coating/paint on metal roofing panels included in the scope of abatement. The entirety of the asbestos-containing silver and black coating/paint and metal roofing/siding is to be disposed of as an asbestos-containing material. This material is also present as widespread debris around Building 3 and Building 4. Cleanup of this debris is included and will require removal from the surrounding asphalt, gravel and dirt surfaces. Gravel and dirt removal is included within the scope of abatement to ensure all asbestos-containing debris has been removed and disposed of properly. Cleanup of asbestos-containing debris from Building 4's roof is also included. The contractor is responsible for ensuring that any remaining contents within Building 3 and Building 4 are protected from potential contamination prior to commencing abatement activities.

1. Removal and disposal of all built-up roofing with asbestos-containing silver coating/paint and asbestos-containing roof patch and repair
  - a. Building 1 and Building 2 Roofs - 6,750 sq. ft.
2. Removal and disposal of all metal roofing/siding with asbestos-containing silver and black coating/paint.
  - a. Building 3 - 5,300 sq. ft.
3. Removal and disposal of all visible asbestos-containing silver coating/paint debris on metal roof.
  - a. Building 4 - 1,100 sq. ft.
4. Removal and disposal of all visible asbestos-containing silver coating/paint debris on asphalt.
  - a. Adjacent to Building 3 and Building 4 - 3,730 sq. ft.

Bidding Contractor: AA C, LLC

Date: 9/14/2023

**APPENDIX B: BID FORM**

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5. Removal and disposal of all visible asbestos-containing silver coating/paint debris and approximately 2" - 3" of gravel/dirt.  
a. Adjacent to Building 3 and Building 4 - 3,715 sq. ft.

**Exterior Lead-Based Paint Stabilization**

Stabilize approximately 365 sq. ft. of deteriorated exterior lead-based paint on Building 1 and Building 2's exterior window components and exterior door trim.

**Non-ACM Regulated Materials**

Removal and disposal of the following universal/electronic waste items from the structure:

- 4' Fluorescent Tubes - 20
- 8' Fluorescent Tubes - 20
- Ballasts - 40
- Compact Fluorescent Bulbs - 3
- Mercury Thermostats - 3

Base Bid Lump Sum, Not to Exceed Cost:

TWO HUNDRED THOUSAND AND SEVEN HUNDRED dollars. \$ 200,700.00

Total Number of Shifts: 15 - CALENDAR DAYS

Est. Number of Crew: 10 GUYS

**Addenda:**

Receipt of Addenda numbered 0 is hereby acknowledged.

Bidding Contractor: AAC, LLC

Date: 9/14/2023

**APPENDIX B: BID FORM**

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Alternate 1 - Unit Pricing:

1. Add/deduct cost for removal and disposal of asbestos-containing floor tile, asbestos-containing black mastic, non-asbestos-containing carpet glue, and carpet:  
\$ 3.50 per sq. ft.
2. Add/deduct cost for removal and disposal of asbestos-containing floor tile and asbestos-containing black mastic:  
\$ 3.50 per sq. ft.
3. Add/deduct cost for removal and disposal of asbestos-containing floor tile, asbestos-containing black mastic, non-asbestos-containing glue, and various floor coverings:  
\$ 4.50 per sq. ft.
4. Add/deduct cost for removal and disposal of drywall walls with asbestos-containing texture and asbestos-containing joint compound:  
\$ 6.50 per sq. ft.
5. Add/deduct cost for removal and disposal of drywall walls with asbestos-containing joint compound behind non-asbestos-containing plaster:  
\$ 7.00 per sq. ft.
6. Add/deduct cost for removal and disposal of drywall ceiling with asbestos-containing joint compound above non-asbestos-containing plaster:  
\$ 7.00 per sq. ft.
7. Add/deduct cost for removal and disposal of light fixtures with asbestos-containing insulation:  
\$ 5.00 per fixture
8. Add/deduct cost for removal and disposal of asbestos-containing Aircell pipe insulation and asbestos-containing hard pipe fittings:  
\$ 15.00 per linear foot

Bidding Contractor: AAC, LLC

Date: 9/14/2023

**APPENDIX B: BID FORM**

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9. Add/deduct cost for bagged asbestos-containing insulation debris:  
\$ 30.00 per bag
10. Add/deduct cost for removal and disposal of asbestos-containing insulation debris on concrete floor and horizontal surfaces:  
\$ 10.00 per sq. ft.
11. Add/deduct cost for removal and disposal of asbestos-containing insulation debris and approximately 3" - 4" of asbestos-contaminated sand:  
\$ 4.00 per sq. ft.
12. Add/deduct cost for removal and disposal of built-up roofing with asbestos-containing silver coating/paint and asbestos-containing roof patch and repair:  
\$ 6.50 per sq. ft.
13. Add/deduct cost for removal and disposal of metal roofing/siding with asbestos-containing silver and black coating/paint:  
\$ 10.00 per sq. ft.
14. Add/deduct cost for removal and disposal of visible asbestos-containing silver coating/paint debris on metal roof:  
\$ 3.00 per sq. ft.
15. Add/deduct cost for removal and disposal of visible asbestos-containing silver coating/paint debris on asphalt:  
\$ 3.00 per sq. ft.
16. Add/deduct cost for removal and disposal of visible asbestos-containing silver coating/paint debris and approximately 2" - 3" of gravel/dirt:  
\$ 4.00 per sq. ft.
17. Add/deduct cost for stabilization of deteriorating exterior lead-based paint:  
\$ 3.00 per sq. ft.

Bidding Contractor: AAC, LLC  
Date: 9/14/2023

City of Manzanita  
Regulated Building Materials Abatement Scope of Work  
Pre-Demolition Abatement - Multiple Buildings: 635 Manzanita Avenue, Manzanita, Oregon  
August 18, 2023

**APPENDIX B: BID FORM**

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- 18. Add/deduct cost for removal and disposal of 4' fluorescent tubes:  
\$ 10.00 per tube
- 19. Add/deduct cost for removal and disposal of 8' fluorescent tubes:  
\$ 10.00 per tube
- 20. Add/deduct cost for removal and disposal of ballasts:  
\$ 20.00 per ballast
- 21. Add/deduct cost for removal and disposal of compact fluorescent bulbs:  
\$ 10.00 per bulb
- 22. Add/deduct cost for removal and disposal of mercury thermostats::  
\$ 25.00 per thermostat

Bids shall be submitted to Cove Built LLC using this bid form. Bids can be sent via email and should be addressed as follows:

**Project: Pre-Demolition Abatement - Multiple Buildings: 635 Manzanita Avenue, Manzanita, Oregon**

If bids are emailed, email to: [jason@covebuilt.com](mailto:jason@covebuilt.com)

It is the contractor's responsibility to make sure the bids have been received.

**Bids for this project are due on Friday, September 15, 2023, at 10:00am Pacific Time.**

Name of Submitter: GILBERTO MARTINEZ

Signature: 

Bidding Contractor: AAC, LLC

Date: 9/14/2023



## City of Manzanita

### **COUNCIL RESOLUTION No. 23-**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANZANITA, OREGON, ACTING AS THE LOCAL CONTRACT REVIEW BOARD AUTHORIZING THE CITY MANAGER TO EXECUTE AN EARLY WORK AMENDMENT TO THE COVE BUILT, LLC CMGC CONTRACT FOR HAZARDOUS MATERIALS ABATEMENT AND DEMOLITION OF STRUCTURES ON UNDERHILL PLAZA.**

**WHEREAS**, the Manzanita City Council adopted findings authorizing the use of alternative contracting per ORS 279C.335(2) at its January 5, 2022; and

**WHEREAS**, the City of Manzanita conducted a formal Request for Proposals process; and

**WHEREAS**, on November 9, 2022, the City Council approved Resolution 22-14 authorizing the City Manager to execute a contract with Cove Built, LLC, an Oregon limited liability company, to perform the required scope of construction manager-general contractor (CM/GC) services for the City Hall Construction Project (the "Project"); and

**WHEREAS**, on June 7, 2023, the Manzanita City Council approved Resolution 23-07 authorizing Phase 2 of the City Hall Construction Project; and

**WHEREAS**, on July 5, 2023 the Manzanita City Council authorized the City Manager to execute a contract with G2 Consultants to provide the city of Manzanita with hazardous materials abatement consulting services for the abatement design;

**WHEREAS**, the CM/CG competitively bid the scope of work developed by G2 and provided the city with a bid for the hazardous materials abatement and demolition work in the amount of \$319,772.47.

**Now, Therefore**, the City Council of the City of Manzanita acting as the Local Contract Review Board resolves as follows:

**Section 1:** The City Council authorizes the City Manager to execute an Early Work Agreement with Cove Built, LLC (the CM/GC) in an amount not to exceed \$319,772.47 for the purpose of conducting the hazardous materials abatement and demolition of the existing structures on the Underhill Plaza for the purpose of constructing a new city hall.

Introduced and adopted by the City Council on **October 4, 2023**.

This resolution is effective on **October 4, 2023**.

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Deb Simmons, Mayor

ATTEST:

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Leila Aman, City Manager/ City  
Recorder

September 6, 2023

City of Manzanita  
Leila Aman, Manzanita City Manager,  
PO Box 129, Manzanita, OR 97130

RE: Proposal for Deep Soil Mixing Design &  
Geotechnical Construction Observation and Testing Services  
Manzanita City Hall  
635-655 Manzanita Avenue, Manzanita, Oregon  
Rhino One Proposal Number COM-2022-001

Submitted Via Email: [jessie@kloshgroup.com](mailto:jessie@kloshgroup.com)

Dear Ms. Aman,

RhinoOne Geotechnical Engineering is pleased to submit this proposal to provide Deep Soil Mixing Design (Plans and Specifications) & Geotechnical Construction Observation and Testing Services for the proposed City Hall for the City of Manzanita, Oregon. We have previously prepared a geotechnical engineering report for the project<sup>1</sup>. Based on our discussions with the project team, a portion of the building (32 feet by 50 feet) will be placed on stabilized soils using deep soil mixing (DSM). This proposal is developed to provide engineer's design package including layout and performance specifications for the DSM system. The detailed design of the DSM columns will be completed by the selected contractor based on these plans and results of pre-production testing. This proposal also provides scope and budget for geotechnical construction observation and testing services.

### **SCOPE OF SERVICES**

We propose the following specific scope of services for the investigation based on the project description and anticipated subsurface conditions.

**Design of DSM System:** We will develop plans and performance specifications for the DSM system. The layout of the DSM columns will be based on the building foundation layout and will require coordination with the structural designers. The detailed design of the columns including mix-design will be completed by the selected contractor. Note that the contractor can submit alternate DSM layout as long as the minimum required number of DSM columns are placed under the building foundations.

**Construction Observation Services:** We will provide full time construction observation services during the installation of the DSM columns. Part time observation will be provided for the other geotechnical items like foundation subgrade, parking lot subgrade etc. Our specific scope of work includes the following:

- Attend pre-construction meetings.
- Provide full time observation for installation of DSM columns and coring.
- Provide part-time observation of site grading, foundation subgrades, and other geotechnical items as needed.
- Provide submittal reviews (RFI) and written input regarding changed conditions.
- Prepare daily field reports (DFR) of our observations and testing. Provide these reports to you on a weekly basis.
- Prepare a summary letter for construction observation activities at the completion of the earthwork portion of the construction.

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<sup>1</sup> City of Manzanita, Geotechnical Engineering Report, Manzanita City Hall, 635-655 Manzanita Avenue, Manzanita, Oregon, ROG Project Number COM-2022-001 dated November 14, 2022

**COMPENSATION**

It is difficult to estimate fees for construction observation services, as our services are completely dependent on the contractor schedule. For budgeting purposes, we have made the following assumptions.

- We estimate that full time observation will be required for the DSM installations during test program and production. Full time observation and logging will also be required for cores drilled for compressive strength testing. Please see the table below for breakdown of costs associated with full time site visits.
- We estimate that part time site visit for miscellaneous geotechnical items will require approximately 6 hours (including site visit, field report preparation time, and travel time). We have assumed that ten part-time site visits will be required. We estimate that each site visit, including field equipment, preparation of a field report, associated office support, and mileage costs will cost approximately \$731. Ten part-time site visits are assumed, for a total cost of \$7,310.
- Note that DSM cylinder casting and breaks will be required for DSM columns. Please note that ROG does not provide materials testing services. You will need to contract with a Materials Testing Laboratory to provide these services.
- We have also assumed that approximately 2 to 4 hours of project management time will be required each week for the site. Assuming an 8-week construction period, a maximum of 2 letters addressing special conditions, review of up to 4 contractor submittals and preparation of summary letter, the total cost is estimated to be \$4,560 for the site.

An itemization of our fees is summarized below:

<b>DSM Design and Performance Specifications</b>			
Staff Engineer - 20 hours @ \$115/hour		\$2,300	
CAD Technician (40 hours @ \$105 per hour)		\$4,200	
Senior Engineer Review (16 hours @ \$190 per hour)		\$3,040	
Sub-Total (DSM Design)			\$9,540.00
<b>DSM Test Column Installation</b>			
Field Visit and Report (Staff Engineer - 20 hours @ \$115/hour)		\$2,300	
Mileage (205 miles @ \$0.655 / mile)		\$135	
Per Diem (Lodging – 1 night)		\$131	
Per Diem (Meals and Incidentals, 1 Full Day, 1 Half Day))		\$ 103.25	
Sub-Total (DSM Test Column)			\$2,669.25
<b>DSM Test Column Coring</b>			
Field Visit and Report (Staff Engineer - 20 hours @ \$115/hour)		\$2,300	
Mileage (205 miles @ \$0.655 / mile)		\$135	
Per Diem (Lodging – 1 night)		\$131	
Per Diem (Meals and Incidentals, 1 Full Day, 1 Half Day))		\$ 103.25	
Sub-Total (DSM Test Column)			\$2,669.25
<b>DSM Production Column Installation and Coring</b>			
<b>Fees Per Week</b>			
Field Visit and Report (Staff Engineer - 50 hours @ \$115/hour)		\$5,750	
Mileage (205 miles @ \$0.655 / mile)		\$135	

Per Diem (Lodging – 4 night)		\$524	
Per Diem (Meals and Incidentals, 4 Full Day, 1 Half Day))		\$ 280.25	
Sub-Total (DSM Production – Per Week)		\$6,689.25	
Sub-Total (DSM Production –Assume Four Weeks)			\$26,757
<b>Part Time Observations</b>			
10 Site Visits @ \$731 per visit		\$7,310	
Senior Engineer Review (24 hours @ \$190 per hour)		\$4,560	
Sub-Total (Part time Observations)			\$ 11,870
<b>Total Estimated Fees (T&amp;M)</b>			<b>\$53,505.50</b>

The indicated fee and the terms under which our services are provided will be in accordance with the attached General Terms and Conditions for Professional Services attached. This fee assumes any modifications to the scope of services described above, will be considered additional work. Any additional work will be billed at the hourly rates indicated on the Schedule of Charges attached. We request that as our services are completely dependent on the contractor schedule, a contingency budget of 10 to 20% be allowed for any cost overruns.

**SCHEDULE**

RhinoOne anticipates that services can begin immediately upon our receipt of written approval of this proposal. We request that a minimum 24-hour notice be provided to us for site visits. We will develop daily field reports and leave a copy on site. We will also circulate the field reports to all interested parties once a week

**APPROVAL**

Please indicate acceptance of this Agreement by returning a signed copy of this proposal to our office. If you issue another form of authorizing document, please incorporate/attach this proposal. RhinoOne appreciates this opportunity to submit our proposal to you and look forward to your favorable consideration. If you have any questions or wish to further discuss the scope of services or compensation, please contact me at 360.852.6367.

Sincerely,



Rajiv Ali, PE, GE  
Managing Principal  
RhinoOne Geotechnical  
rajiv@rhinooneeng.com

ACCEPTED BY:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Title                      Date

Attachments:  
2023 Schedule of Charges  
2023 General Terms and Conditions for Professional Services