



CITY OF MANZANITA

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ci.manzanita.or.us

COUNCIL REGULAR SESSION

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

AGENDA

March 6, 2024 **UPDATE**
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](http://ci.manzanita.or.us/broadcast)

or by joining via Zoom:

<https://us02web.zoom.us/j/82718540772?pwd=amJSMG5sZS9JQTBqOGxOQWVrcmRGdz09>

Meeting ID: 827 1854 0772 Passcode: 978887

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 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. PROCLAMATIONS

A. Manzanita Day Proclamation

Kathryn Stock, Mayor

B. American Red Cross Proclamation

Kathryn Stock, Mayor

3. 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), or in person to city staff**

4. 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. February 07, 2024, Regular Session
 - b. February 14, 2024, Work Session

- B.** Approval of Bills

5. REPORTS

- A.** City Manager Report
Leila Aman, City Manager
- B.** Council Report
City Council

6. NEW BUSINESS

- A.** February 27, 2024 City Hall Town Hall Update
Leila Aman, City Manager
- B.** Gross Maximum Price Amendment (GMP) to Cove Built, LLC
Construction Management/General Contractor (CM/GC) Contract
for the Purpose of Constructing a City Hall
Leila Aman, City Manager
- C.** City Manager City Hall Construction Expenditure Authority
Leila Aman, City Manager
- D.** Water Billing Discussion and Proposed Amendment to Ordinance
Leila Aman, City Manager
Dan Weitzel, Public Works Director

7. OLD BUSINESS

- A.** Moratorium on Dune Grading for Views – Adoption of Findings
Leila Aman, City Manager
- B.** Dark Sky Ordinance
Mike Sims, Police Sergeant
- C.** Planning Commission Appointment / **STR Selection Committee Appointment**
Linda Kozlowski, Council President

- D. 4th of July Parade Liaison
Kathryn Stock, Mayor

8. INFORMATION

- A. Emergency Volunteer Corps of Nehalem Bay (EVCNB) / Public Works Augmentation Team (PWAT) Update
~~Dan Weitzel, Public Works Director~~
Lee Hiltenbrand, Public Works Augmentation Team Leader

9. ADJOURN (8:10)

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 or phone at 503-812-2514. Staff will do their best to respond in a timely manner and to accommodate requests. Most Council meetings are broadcast live on the ci.manzanita.or.us/broadcast.



MEMORANDUM

To: City Council
From: Leila Aman, City Manager
Subject: **March 6, 2024, City Council Regular Session**

Date Written: March 3, 2023

NEW BUSINESS

A. FEBRUARY 27, 2024 TOWN HALL UPDATE

The city held a Town Hall meeting for the City Hall Project via Zoom on February 27, 2024 and resented the history of the project and final design. A video of the town hall meeting can be found here: <https://ci.manzanita.or.us/city-hall-project/#1116>

B. GUARANTEED MAXIMUM PRICE AMENDMENT AND

C. CITY MANAGER EXPENDITURE AUTHORITY

See staff report.

D. WATER BILLING DISCUSSION AND ORDINANCE AMENDMENT

Staff are recommending that Ordinance 90-8 be updated to officially grant authority for the city to read meters and bill rate payers monthly in lieu of quarterly. Staff advocated for monthly water billing because of the associated benefits. The primary benefit of monthly billing is related to the detection of leaks which has cost implications in terms of loss of water from the system as well as potential for property damage. Monthly billing also helps identify account errors, bad meters, and homes that have sold with no buyer/seller info recorded. Monthly billing does impact staff time, but our staff has done a great job with it so far, and the change has encouraged people to switch to auto billing. Staff is requesting council approve the proposed Ordinance for a first reading.

OLD BUSINESS

A. MORATORIUM ON DUNE GRADING FOR VIEWS

See updated staff report

B. DARK SKY ORDINANCE

See staff report

C. PLANNING COMMISSION APPOINTMENT

See attached memorandum

D. 4TH OF JULY PARADE LIASON

A member of council will be selected to serve as a liaison to the planning committee for the annual 4th of July parade.



CITY OF MANZANITA

PROCLAMATION

WHEREAS, During American Red Cross Month in March, we recognize the compassion of people in Manzanita and reaffirm our commitment to care for one another in times of crisis; and

WHEREAS, This generous spirit is woven into the fabric of our community and advances the humanitarian legacy of American Red Cross founder Clara Barton — one of the most honored women in our country's history — who nobly dedicated herself to alleviating suffering; and

WHEREAS, kindhearted individuals in our community exemplify Barton's commitment as they step up through Oregon and SW Washington to provide a beacon of hope for our neighbors in need. Through their voluntary and selfless contributions, they make a lifesaving difference in people's darkest hours — whether it's delivering shelter, food and comfort during disasters; providing critical blood donations for hospital patients; supporting military families, veterans and caregivers through the unique challenges of service; saving lives with first aid, CPR and other skills; or delivering aid and reconnecting loved ones separated by global crises.

NOW, THEREFORE, I, Kathryn Stock, Mayor of the City of Manzanita, a municipal corporation in the County of Tillamook, in the State of Oregon, do hereby proclaim March 2024 as Red Cross Month in honor of all those who lead with their hearts to serve people in need and I encourage all citizens of Manzanita to join in this commitment to strengthen our community.

IN WITNESS, WHEREOF, and with the consent of the City Council of the City of Manzanita, I have hereunto set my hand on this 6th day of March 2024.

Kathryn Stock, Mayor

ATTEST:

Leila Aman, City Manager / Recorder

CITY OF MANZANITA
FEBRUARY 07, 2024
CITY COUNCIL REGULAR SESSION

1. CALL TO ORDER: The meeting was called to order on February 7, 2024, at 6:08pm at the Pine Grove Community Center by Mayor Kathryn Stock.

Roll: Council members present: Kathryn Stock, Linda Kozlowski, Jerry Spegman, and Brad Hart. Staff present: City Manager Leila Aman, Police Sergeant Mike Sims, Police Officer John Garcia, Public Works Director Dan Weitzel, and Assistant City Recorder Nancy Jones. Staff Present via Zoom: Accounting Manager Nina Crist, and Development Services Manager Scott Gebhart. Councilor Applicants: Connie Burton, and Tom Campbell.

2. ICE STORM EMERGENCY RESPONSE DEBRIEF AND GRATITUDE FOR RESPONDERS: -

Mayor Kathryn Stock and Council President Linda Kozlowski
Mayor Kathryn Stock and Council President Linda Kozlowski spoke about their gratitude for the responders of the Ice Storm. Responders of each organization took turns speaking about their response teams:

- County Commissioner, Mary Faith Bell
- Nehalem Bay Fire and Rescue, Chief Knight
- Tillamook County Public Works Director, Chris Laity
- County Emergency Manager, Randy Thorpe
- Tillamook People's Utility District (PUD), Landon Myers
- Manzanita Police Department, Sergeant Mike Sims and Officer John Garcia
- Emergency Volunteer Corps of Nehalem Bay (EVCNB), Brad Hart
- Public Works Director, Dan Weitzel

3. AUDIENCE PARTICIPATION: There were 38 people in attendance, 21 attended via zoom, 38 attended via website. There were two public comments.

4. CONSENT AGENDA:

A. APPROVAL OF MINUTES –

- a. January 03, 2024, City Council Regular Session
- b. January 10, 2024, City Council Work Session
- c. January 23, 2024, Budget Committee Work Session

B. APPROVAL OF BILLS FOR PAYMENT

A motion was made by Kozlowski, seconded by Hart, to approve the consent agenda that included approval of the January 3, 2024, Regular Session Minutes; January 10, 2024, Work Session Minutes; January 23, 2024 Budget Committee Work Session; Approved payment of bills

and all subsequent bills subject to approval by the Mayor or Council President and City Manager; Motion passed unanimously.

5. INFORMATION:

A. City Manager Report – City Manager Leila Aman

- City Manager Leila Aman shared an update regarding trail immunity. The city is diligently working towards providing trail information on the city's website.
- Please visit the city's website for water payment options. If you choose to pay online, newsletters and special announcements are available electronically.
- The city received a \$75,000 grant from Tillamook County Visitors Association Facilities Grant Program. This grant will assist in paying for restroom upgrades inside the new city hall building.
- There is a Virtual Town Hall meeting planned for February 27 from 5:30pm to 7pm. The design and construction team will be present during this virtual meeting. Please note that this date and time is tentative and will be finalized soon.
- Construction plans for city hall are currently out to bid.

B. Council Reports

Council members took turns sharing information and updates of what they were involved in for the month.

6. NEW BUSINESS:

A. Operations Manager Position – City Manager Leila Aman

City Manager Leila Aman announced a vacancy in the public works department. The current position has been upgraded to an Operations Manager Position and will be a supervisory role in the field. She provided an overview of the position and said the application is currently on the website.

Allowed for public comment: There was one public comment.

A motion was made by Kozlowski to Approve the Operations Manager Description and Salary Scale on the 23/24 Fiscal Year Audit. Seconded by Spegman; Motion passed unanimously.

B. Supplemental Budget – City Manager Leila Aman

City Manager Leila Aman presented an overview and history of a proposed amendment to the current fiscal year's approved budget. She stated that the published summary must include the name of the fund, the source and amount of any resources that are changing, the new appropriation amount and the funds revised total resources and requirements. Aman shared the reasons why a supplemental budget is needed and said that notice of the public hearing was posted in the Tillamook Headlight Herald on January 24th. If Resolution 24-01 is approved, it will allow the city to take out debt from the Special Public Works Fund for the construction of a new city hall. The gross maximum price (GMP) is expected to be presented to city council at the meeting in March for approval of the funding amount. If approved, construction would begin in April.

Mayor Stock opened the public hearing at 7:30pm and closed it at 7:31pm. There were no public comments.

A motion was made by Spegman to Approve Resolution 24-01 Authorizing a Supplemental Budget for the Fiscal Year 2023/2024. Seconded by Kozlowski; Motion passed unanimously.

C. Geo Technical Service Contract for City Hall Construction – City Manager Leila Aman

City Manager Leila Aman requested approval from city council for authorization to execute a contract with Rhino One Geotechnical. She said that this contract will be the third contract with Rhino One. The first contract included a geotechnical engineering study, the second contract focused on the design for ground improvement for the Police Station. The new contract is for geotechnical construction observation and testing services. The combined total of the three contracts will be less than \$100,00 maximum price.

Allowed for public comment: There was one public comment.

A motion was made by Hart to Delegate Authority to the City Manager to Execute a Contract with Rhino One to perform Construction Observations and Testing Services for the Construction of City Hall. Seconded by Kozlowski; Motion passed unanimously.

D. Interim Appointment for the Planning Commission / Planning Commission Criteria and Appointment Selection Committee – City Manager Leila Aman

City Manager Leila Aman said that Planning Commission Chair Karen Reddick-Yurka's term expired before the committee process could be initiated due to conflicting records of her term expiration. The application was posted on January 11, 2024, and closed on February 2, 2024. Mayor Stock appointed Karen Reddick-Yurka on an interim basis while the city council can complete the appointment process as identified in Chapter 8 of the Rules Procedures for City Council. Council President Linda Kozlowski will serve on the selection committee with Frank Squillo from the Planning Commission. It is anticipated that the official appointment will be made at the March 6th Regular Session City Council meeting.

Allowed for public comment: There was one public comment.

Mayor Stock directly appointed Karen Reddick-Yurka on an interim basis.

A motion was made by Hart to appoint Council President Linda Kozlowski and Planning Commissioner Frank Squillo to serve on the Planning Commission selection committee and to accept the selection criteria. Seconded by Spegman; Motion passed unanimously.

E. Comprehensive Plan Advisory Committee Criteria – City Manager Leila Aman

City Manager Leila Aman spoke about the Comprehensive Plan Public Advisory Steering Committee (PASC). She stated that this committee will serve as ambassadors to the project and members will actively engage the community. She presented the responsibilities of the new committee and the criteria for selecting the members. The selection committee consists of City Manager Leila Aman, Mayor Kathryn Stock and Planning Commissioner John Collier. The application for this committee will be posted on February 9th to fill four seats.

A motion was made by Hart to Approve the Committee Selection Criteria with an amendment that Reserves the option for City Council to add additional Committee Members. Seconded by Kozlowski; Motion passed unanimously.

F. Budget Committee Appointments – City Councilor Brad Hart

City Councilor Brad Hart spoke about the budget selection committee and application process. He stated that there are currently two vacant seats and that the city received two qualified applications. The selection committee interviewed the applicants and recommended Joy Nord and Jeffrey Sonshine to fill the current vacant seats. Mayor Kathryn Stock approved the recommendation and recommended that council approve a Resolution appointing Joy Nord and Jeffrey Sonshine to the Budget Committee. Joy Nord's term will begin March 1st 2024, and end March 2027. Jeffrey Sonshine's term will begin March 1st 2024, and end March 2026.

A motion was made by Spegman to Approve Resolution 24-02, Making Appointments to the Budget Committee; Joy Nord and Jeffrey Sonshine. Seconded by Kozlowski; Motion passed unanimously.

The meeting was paused at 8:50pm for council to vote to extend the meeting another 30 minutes as per the Rules and Procedures for City Council Meetings. The vote was unanimous to extend, and the meeting continued.

G. City Council Appointment Interviews – Mayor Kathryn Stock

Kathryn Stock was appointed Mayor effective January 3, 2024, leaving an empty city council seat. Applications for the vacant council position closed on January 4, 2024, with two candidates applying: Constance Burton and Thomas Campbell. City Council conducted a public interview, which included four questions. At the conclusion of the interviews, a vote was taken by ballot to fill the empty seat which resulted in a split vote of two for applicant Burton and two for applicant Campbell. Constance Burton withdrew her application for the vacant seat. Another vote was taken, by a unanimous vote of all council members, Thomas Campbell was selected. Thomas Campbell was sworn in by City Manager Leila Aman. Councilor Campbell's term will end in December 2024.

7. INFORMATION AND ADJOURN:

- Manzanita Municipal Court will be held February 16, 2024.
- Planning Commission will meet on Monday February 12, 2024 at 4pm.

Mayor Stock adjourned the meeting at 9:12 PM.

**MINUTES APPROVED THIS
6th Day of March, 2024**

Kathryn Stock, Mayor

Attest:

Leila Aman, City Manager

CITY OF MANZANITA
FEBRUARY 14, 2024
CITY COUNCIL WORK SESSION

1. CALL MEETING TO ORDER: The meeting was called to order on February 14, 2024, at 2:04pm via Zoom by Mayor Kathryn Stock.

ROLL: Members present: Kathryn Stock, Linda Kozlowski, Jerry Spegman, Brad Hart, and Tom Campbell. Staff present: City Manager Leila Aman, Accounting Manager Nina Aiello, and Assistant City Recorder Nancy Jones. Panelist present: None

2. Updated Financial Forecast: City Manager Leila Aman

City Manager Leila Aman presented an update on the city's financial forecast. She incorporated the 2023 audit and shared four forecast budget scenarios. She explained why the conservative approach to the budget planning scenarios helps to provide insight for the future.

3. Master Fee Schedule: City Manager Leila Aman, Public Works Director Dan Weitzel, Development Services Manager Scott Gebhart

City Manager Leila Aman reported that staff has been working on the development of an updated master fee schedule that includes all fees and rates charged by the city. The purpose and intent of establishing a master fee schedule is to consolidate the Ordinances and Resolutions pertaining to fees into one Resolution that can be updated annually. She presented an overview of the department fees and shared the court, police and administrative fee increases to reflect current costs. The goal is to adopt a resolution in April for the updated master fee schedule that would go into effect on July 1, 2024.

Development Services Manager Scott Gebhart shared the fee schedule methodology, actual costs of service and the adjusted cost recovery for staff time. He spoke about the proposed Land Use and Development fees and said the proposed fee increases will cover the costs associated with providing development services. A fee chart has been posted on the website that includes current fees and proposed fees. Gebhart proposed three new fees that are not currently being charged and shared some fees that are not being increased this year.

Public Works Director Dan Weitzel spoke about the water rate study from 2023 and the yearly Consumer Price Index increase. He specified that the water rate increase was approved on July 5th, 2023, and implemented in October 2023. At the time of the increase, the city also switched to monthly water billing. Weitzel shared the new proposed water rates that reflect an annual increase that follows the Consumer Price Index currently of 4.71%. He also shared an update to the System Development fees, public works fees and other departmental fee increases. He proposed three new fees that are not currently being charged and shared some fees that are not being increased this year.

4. Discussion on Rules and Charter: Councilor Jerry Spegman

Councilor Jerry Spegman spoke of potential updates to the city's Charter and the Rules and Procedures for City Council Members.

5. Adjourn: Mayor Stock adjourned the meeting at 4:05pm.

**MINUTES APPROVED THIS
6th Day of March 2024**

Kathryn Stock, Mayor

Attest:

Leila Aman, City Manager

BILLS FOR APPROVAL OF PAYMENT

From 02/01/2024 - 02/29/2024

VENDOR	TOTAL	ADMIN	POLICE	BLDG	COURT	PARKS	CH EXP	ROADS	Visitors Center	WATER
ALEXIN ANALYTICAL (WATER TESTING)	\$1,355.00									\$1,355.00
BACKFLOW MNGMT (WATER CERT TRAINING)	\$850.00									\$850.00
BEARING ARCH (CITY ARCHITECT)	\$19,359.70						\$19,359.70			
CASELLE (SOFTWARE SUPP.)	\$2,220.00	\$1,663.00								\$557.00
CHARTER (INTERNET SERVICE)	\$733.82	\$219.98	\$129.98						\$253.88	\$129.98
CITY OF MANZANITA (CH BUILDING PERMIT)	\$20,873.97						\$20,873.97			
CITY OF NEHALEM (FINES & ASSMNTS)	\$779.00				\$779.00					
CITY OF WHEELER (FINES & ASSMNTS)	\$99.00				\$99.00					
COAST PRINTING (OFFICE SUPPLIES)	\$56.00								\$56.00	
CPED (ANNUAL MEMBERSHIP)	\$250.00	\$250.00								
COVE BUILT (CMGC)	\$79,334.28						\$79,334.28			
DMV (RECORDS REQUEST)	\$3.60				\$3.60					
FASTENAL (MATERIALS & SUPP.)	\$837.29							\$168.86		\$668.43
FERGUSON (MATERIALS & SUPP.)	\$743.35							\$554.00		\$189.35
GRAND PEAKS (CONSULTANT)	\$2,537.38	\$2,537.38								
HEADLIGHT HERALD (ADVERTISING)	\$233.10	\$233.10								

BILLS FOR APPROVAL OF PAYMENT

From 02/01/2024 - 02/29/2024

VENDOR	TOTAL	ADMIN	POLICE	BLDG	COURT	PARKS	CH EXP	ROADS	Visitors Center	WATER
KLOSH GROUP (OWNERS REP.)	\$2,939.98						\$2,939.98			
LARRY BLAKE (MUNICIPAL JUDGE)	\$400.00				\$400.00					
LES SCHWAB (VEHICLE MAINT.)	\$15.98							\$15.98		
MILLER NASH (CITY ATTORNEY)	\$13,284.00	\$12,757.50					\$526.50			
NEHALEM LUMBER (MATERIALS & SUPP.)	\$25.26									\$25.26
NEHALEM BAY WW (SEWER UTILITY)	\$688.50	\$81.00	\$81.00	\$81.00		\$364.50				\$81.00
OAWU (ANNUAL MEMBERSHIP)	\$992.80									\$992.80
ONE ELEVEN (IT SERVICES)	\$4,060.00	\$4,030.00								\$30.00
ONE ELEVEN (COMPUTER EQUIP.)	\$1,204.14	\$84.61	\$45.00							\$1,074.53
OR. DEPT OF REV (FINES & ASSMNTS.)	\$353.23				\$353.23					
PACIFIC OFFICE (POSTAGE/COPIER)	\$166.00	\$131.50								\$34.50
RHINO ONE (GEOTECH SERVICES)	\$295.00						\$295.00			
RHYNO (NETWORK SVCS)	\$255.00	\$136.00	\$68.00							\$51.00
RTI (PHONE SERVICE)	\$998.23	\$194.61	\$197.49							\$606.13
SHELDON OIL CO. (FUEL)	\$2,567.74		\$839.91	\$99.01		\$76.78		\$383.88	\$93.30	\$1,074.86
STAPLES (OFFICE SUPPLIES)	\$1,137.19	\$155.81		\$981.38						

BILLS FOR APPROVAL OF PAYMENT

From 02/01/2024 - 02/29/2024

VENDOR	TOTAL	ADMIN	POLICE	BLDG	COURT	PARKS	CH EXP	ROADS	Visitors Center	WATER
STATE OF WASHINGTON (RECORDS REQUEST)	\$0.08				\$0.08					
STEP FORWARD (MATERIALS & SUPP.)	\$2,587.99								\$2,587.99	
SWEET SEPTIC (PORTABLE TOILETS)	\$295.00								\$295.00	
TILL. CO PAYABLE (FINES & ASSMNTS.)	\$113.04				\$113.04					
TCVA (VC COORDINATOR)	\$5,556.51								\$5,556.51	
TILLAMOOK PUD (ELECTRIC SERVICE)	\$3,489.75	\$101.80	\$326.94			\$98.40			\$112.32	\$2,850.29
US BANK (CITY VISA)	\$4,402.04	\$1,333.14	\$1,386.75	\$135.00				\$112.46		\$1,434.69
VERIZON (TELEPHONE)	\$1,187.60	\$294.58	\$344.36	\$114.98					\$64.99	\$368.69
VOMELA (VEHICLE MAINT & SUPPLIES)	\$675.00		\$675.00							
WALTER WENDOLOWSKI (CITY PLANNER)	\$400.00	\$400.00								
WASHINGTON FEDERAL (UNDERHILL LOAN)	\$77,666.22						\$77,666.22			
WORKPLACE SOLUTIONS (PROFESSIONAL SERVICES)	\$679.00	\$679.00								
ZUMAR IND. (MATERIALS & SUPP.)	\$404.80							\$404.80		
TOTALS	\$257,105.57	\$25,283.01	\$4,094.43	\$1,411.37	\$1,747.95	\$539.68	\$200,995.65	\$1,639.98	\$9,019.99	\$12,373.51



COUNCIL STAFF REPORT

To: Mayor and City Council

Date Written: March 1, 2024

From: Leila Aman, City Manager

Subject: Guaranteed Maximum Price Amendment to the Cove Built Construction Manager / General Contractor (CMGC) Contract for the Purpose of Constructing a City Hall

ACTION REQUESTED

Approve Resolution Authorizing the City Manager to execute a Guaranteed Maximum Price Amendment to the Cove Built CMGC Contract and Authorize the City Manager to Execute Certain Contracts for the Construction of City Hall.

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 – City Council approved Resolution 22-04 authorizing the City Manager to Execute a contract with Cove Built LLC for the Construction of Manzanita City Hall

November 8, 2023 – City Council Approved Resolution 23-21 authorizing an Early Work Amendment for the abatement and demolition of the buildings on Underhill Plaza for the purpose of constructing a city hall.

ANALYSIS

The approval of the Guaranteed Maximum Price Amendment will enable the city's CM/GC, Cove Built, to begin construction of Manzanita City Hall.

BUDGET IMPACT

On February 7, 2024 City Council Passed Resolution 24-01 approving a supplemental budget for the current Fiscal Year (23-24). The supplemental budget included the transfer of \$147,000 in COVID relief funds to the City Hall Fund and authorized the city to draw up to \$3 Million in Loan Proceeds from the Special Public Works fund in Fiscal Yr 23-24 for the purpose of constructing a new city hall. Interest will accrue at 2.01% on loan proceeds as they are drawn. Substantial Completion of the project is expected by mid-June so it is anticipated that the loan will be sold to the Oregon Bond Bank and a permanent interest rate and term will be set in the fall of 2025. The city is currently anticipating debt service to begin in Fiscal Year 2025-2026. The proposed financing structure of the project includes utilizing no more than \$4.1 Million in debt and funding the balance of the project with grants or general fund resources including the proceeds from the sale of the former city hall building.

WORKLOAD IMPACT

The City Manager will continue to play a key role in the Project Management Team and will dedicate the time required to complete the project. The Public Works Director, Development Services Manager and Police Chief will also be involved and engaged throughout the construction process.

COORDINATION, CONCURRENCE, OR DISSENT

The City Attorney, Owners Representative and Cove Built have reviewed and approved the proposed GMP amendment.

STAFF RECOMMENDATION

Approve Resolution Authorizing the City Manager to execute a Guaranteed Maximum Price Amendment to the Cove Built CMGC Contract and Authorize the City Manager to execute certain contracts for the construction of city hall.

ALTERNATIVES

Council may elect to delay or cancel the GMP.

ATTACHMENTS

1. Guaranteed Maximum Price Amendment to Cove built CM/GC Contract including attachments
2. Resolution



City of Manzanita

COUNCIL RESOLUTION No. 24-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANZANITA, OREGON, APPROVING A GUARANTEED MAXIMUM PRICE AMENDMENT TO THE COVE BUILT, LLC CMGC CONTRACT, AUTHORIZING THE CITY MANAGER TO EXECUTE THE GUARANTEED MAXIMUM PRICE AMENDMENT FOR THE PURPOSE OF CONSTRUCTING A NEW CITY HALL, AND AUTHORIZING THE CITY MANAGER TO EXECUTE CERTAIN CONTRACTS RELATED TO THE CONSTRUCTION OF THE NEW CITY HALL.

WHEREAS, the Manzanita City Council adopted findings authorizing the use of the construction manager-general contractor (“CM/GC”) alternative delivery method per ORS 279C.335(2) on January 5, 2022; and

WHEREAS, the City of Manzanita (the “City”) conducted a formal Request for Proposals process; and

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

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

WHEREAS, on November 8, 2023, the City Council approved Resolution 23-21 authorizing an early work amendment to the CM/GC Contract for the purpose of abatement, demolition and site clearing; and

WHEREAS, the City received a cost estimate for construction of the Project from Cove Built, LLC based on 100% construction document set and inclusive of the early work amendment to establish the guaranteed maximum price (“GMP”) for the Project; and

WHEREAS, a GMP amendment to the CM/GC Contract (the “GMP Amendment”) will, pursuant to the CM/GC Contract, establish the GMP for the Project and authorize construction of the Project; and

WHEREAS, the City Council desires to delegate signing authority to the City Manager for other contracts and agreements related to the Project provided that the contract price of such contracts and agreements does not exceed \$100,000.

Now, Therefore, the City Council resolves as follows:

Section 1: The City Council approves and authorizes the City Manager to execute the GMP Amendment with Cove Built, LLC in an amount not to exceed \$4,589,943.67 for the purpose of constructing the Project.

Section 2: The City Council delegates to the City Manager authority to negotiate and execute any contract or agreement related to the Project with a contract price of \$100,000 or less.

Introduced and adopted by the City Council on **March 6, 2024**.

This resolution is effective on **March 6, 2024**.

Kathryn Stock, Mayor

ATTEST:

Leila Aman, City Manager/ City
Recorder

ATTACHMENT 1 TO GMP AMENDMENT

GMP Budget Detail

OWNER: City of Manzanita
ADDRESS: Manzanita, Oregon

PROJECT NAME : Manzanita City Hall
PROJECT ADDRESS Underhill Plaza
PROJECT #: 22-016
PHONE:
E-MAIL:



COVE BUILT
79117 Tide Rd. Arch Cape, Or. 97102
503-572-3375
jason@covebuilt.com
CCB# 227572

2/26/24

PHASE	DESCRIPTION	SUB/SUPPLIER	GMP BUDGET
			\$ -
			\$ -
			\$ -
			\$ -
DIVISION I - GENERAL CONDITIONS			
01 00 01	General Requirements		\$ -
			\$ -
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		\$ -
01 30 50	Ex Director		\$ -
01 31 00	Project Manager		\$ -
	Preconstructin - DD estimate and GMP estimate		\$ 20,000.00
01 31 10	Project Manager		\$ 44,000.00
01 31 15	Superintendent		\$ 132,000.00
01 31 20	Estimator		\$ -
01 31 22	MP&E Superintendent		\$ -
01 31 25	Project Assistant		\$ -
01 31 30	Foreman		\$ -
01 31 56	Office Admin		\$ -
01 31 58	Safety		\$ -
			\$ -
01 32 00	Design & Consultants		\$ -
01 32 01.1	Conceptual/Renderings		\$ -
01 32 01.2	30% Design Development		\$ -
01 32 01.3	60% Design Development		\$ -
01 32 01.4	100% Permit Set		\$ -
01 32 01.5	City/County Coordination		\$ -
01 32 01.6	Construction Admin		\$ -
01 32 01.7	Structural Drafting		\$ -
01 32 01.8	General Drafting		\$ -
01 32 01.9	Design Expenses		\$ -
01 32 01.91	Designer Mileage		\$ -
01 32 01.92	Design Prints		\$ -
01 32 02	Design Survey		\$ -
01 32 03	Civil Engineering		\$ -
01 32 05	Geotech		\$ -
01 32 06	Exterior Envelope		\$ -
01 32 07	Septic Consultant		\$ -

PHASE	DESCRIPTION	SUB/SUPPLIER	GMP BUDGET
01 32 08	Structural Engineering		\$ -
01 32 09	Interior Design		\$ -
01 32 10	Landscape Design		\$ -
01 32 11	Lighting Design		\$ -
01 32 12	Low Voltage Design		\$ -
			\$ -
01 32 23	Survey and Layout		\$ 15,000.00
			\$ -
	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/Cords/Temp lighting		\$ 3,600.00
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		\$ -
			\$ -
01 51 33	Telecommunications		\$ 3,000.00
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		\$ 3,500.00
01 52 001	Relocation Costs		\$ -
01 52 001	Dry Storage		\$ -
01 52 001	Office Trailers		\$ 20,000.00
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/Visitor PPE/Gloves/ Glasses		\$ 2,800.00
01 52 16	First Aid Replenishment		\$ -
01 52 16	Crew/Visitor PPE		\$ -
			\$ -
01 52 19.1	Port O Johns		\$ 7,200.00
			\$ -
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		\$ -

PHASE	DESCRIPTION	SUB/SUPPLIER	GMP BUDGET
01 54 01	Trucks/Cars		\$ -
01 54 01	Material Pick Up Mileage		\$ -
01 54 02	Project Fuel		\$ 5,000.00
01 54 04	Fork Lifts		\$ 24,000.00
01 54 06	Scissor Lift		\$ 5,200.00
			\$ -
01 54 20	Scaffolding		\$ -
01 54 20	Scaffolding		\$ -
			\$ -
01 55 19	Parking Fee		\$ -
			\$ -
01 56 00	Security Fencing		\$ 12,500.00
			\$ -
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		\$ -
01 58 00	Interior Signage		\$ -
01 58 00	Safety Signs		\$ -
			\$ -
	Cleaning and Waste Management		\$ -
01 74 13	Progress Clean		\$ 26,000.00
01 74 23	Final Clean		\$ 3,000.00
01 74 25	Dump Boxes		\$ 27,500.00
01 74 25	Dump Boxes - Runs		\$ -
01 74 25	Recycling		\$ -
01 74 25	Exterior Window Wash		\$ -
01 74 25	Final Landscape Touch Up		\$ -
01 74 25	Street Sweeping		\$ -
			\$ -
01 78 00	Close out and Submittal		\$ -
01 78 00	Punch Lists		\$ -
01 78 00	O&M Manuals		\$ -
			\$ -
01 80 00	Travel and Subsistence		\$ -
01 80 00	Meals and Safety Incentive		\$ -
01 80 00	Travel Expenses		\$ -
01 80 00	Subsistence's		\$ -
			\$ -
	Contract Documents		\$ -
01 85 01	Project Plan Prints		\$ 750.00
01 85 01	Sub Plan Print		\$ -
01 85 01	FedEx/UPS		\$ -
01 85 01	CD and Scanning		\$ -
01 85 01	Courier		\$ -
01 85 01	Sub Plan Print		\$ -
			\$ -
01 90 01	Mobilization		\$ -
01 90 01	Office/Conex Mob		\$ 3,000.00
01 90 01	Equipment Relocations		\$ -
01 90 01	Flatbed Trailers		\$ -
			\$ -
01 95 00	Project Misc.		\$ -
01 95 00	Drywall Repair		\$ -

PHASE	DESCRIPTION	SUB/SUPPLIER	GMP BUDGET
01 95 00	Flooring Protection		\$ -
01 95 00	Reglazing		\$ -
01 95 00	Theft		\$ -
01 95 00	Vandalism		\$ -
			\$ -
01 95 01	Special Inspections	By Owner - Cove Built to coordinate	\$ -
			\$ -
01 95 14	Punch List		\$ -
			\$ -
DIVISION 2 - EXISTING CONDITIONS			
DIVISION 3 - CONCRETE			
	Concrete		\$ -
03 00 01	Cast in Place Concrete	RK Concrete	\$ -
03 00 01	Footings		\$ 67,258.00
03 00 01	Stem Walls		\$ -
03 00 01	Slab		\$ 87,477.00
03 00 01			\$ -
03 00 01			\$ -
			\$ -
03 54 00	Gypcrete		\$ -
			\$ -
DIVISION 4 - MASONRY			
DIVISION 5 - METALS			
DIVISION 6 - WOOD & PLASTICS			
			\$ -
06 10 01	Framing	Cove Built	\$ -
06 10 01.1	Framing Materials		\$ 97,069.75
06 10 01.2	Framing Labor		\$ 146,244.44
	Trellis		\$ 19,133.33
	Trusses		\$ 18,915.00
	Hoisting/Setting Trusses		\$ 4,800.00
			\$ -
			\$ -
06 10 00.5	Dry Rot Repair		\$ -
			\$ -
06 15 10	Exterior Deck and Handrails		\$ -
	Exterior deck structure		\$ -
	Decking		\$ -
	Handrail		\$ -
			\$ -
			\$ -
			\$ -
			\$ -
06 20 11	Finish Carpentry	Cove Built	\$ -
06 20 11	Interior Finish Carpentry		\$ -
06 20 11	Install Doors		\$ 11,550.00
06 20 11	Install Windows		\$ 12,150.00
06 20 11	Install Wood Base (in Chambers and lobby only)		\$ 8,900.00
06 20 11	Install Interior window and door casing		\$ 15,166.67
06 20 11	Window Seats		\$ 13,000.00
06 20 11	T&G Walls		\$ 10,465.00
06 20 11	Window Sills (pre-primed pine - painted)		\$ 9,400.00
06 20 11			\$ -
06 20 11			\$ -
			\$ -
DIVISION 7 - THERMAL & MOISTURE			

PHASE	DESCRIPTION	SUB/SUPPLIER	GMP BUDGET
	Thermal & Moisture		\$ -
07 00 30	Waterproofing		\$ -
07 20 01	Insulation	Insulation Contractors	\$ 118,858.00
	Spray Foam ceiling		\$ -
	Rigid insulation exterior of concrete		\$ 14,500.00
			\$ -
07 31 00	Roofing		\$ -
07 31 00	Metal Roofing	Dakota Roofing	\$ 100,856.00
07 31 00	Poly carbonate roofing		\$ 1,500.00
07 31 00	Shake Roofing		\$ -
			\$ -
07 31 10	Membrane Roofing		\$ -
			\$ -
07 46 00	Siding		\$ -
07 46 00	Cedar shingle siding (changed to vertical ship lap)	Lakeside Lumber/Cove Built Install	\$ 154,813.33
07 46 00	Vertical Siding		\$ -
07 46 00	Hardie Board and Batt		\$ -
07 46 00	Exterior window trim		\$ -
07 46 00	Window & Flashing		\$ -
07 46 00	Siding - Shingle replacement		\$ -
07 46 00	Siding - Cedar lap to match existing		\$ -
			\$ -
07 46 07	Dry Rot Repair		\$ -
			\$ -
07 46 19	Metal Siding		\$ -
			\$ -
07 60 01	Flashing And Sheet Metal	Misc - Siding etc	\$ 15,500.00
			\$ -
07 60 10	Gutters & Downspouts	Frenches (assumes K gutter)	\$ 8,404.00
	Alternate for 1/2 round gutters		\$ -
07 71 00	Roof Specialties		\$ -
07 71 00	Roof Hatches		\$ -
			\$ -
07 90 01	Joint Protection - Caulkings	Misc - Siding etc	\$ 10,000.00
			\$ -
DIVISION 8 - DOORS & WINDOWS			
	Doors & Windows		\$ -
			\$ -
08 10 01	Doors and Frames and Hardware	Mid Valley	\$ 83,810.00
	Interior Doors and Timely Frames		\$ -
	Exterior Doors and HM Frames		\$ -
	Interior swing door		\$ -
	Double interior doors		\$ -
	Access Doors -	Allowance	\$ 4,000.00
			\$ -
08 30 11	Garage Doors	Coast Garage Door	\$ 10,054.00
			\$ -
08 40 10	Hollow Metal/Storefront	Kiwi	\$ 31,530.00
	Storefront		\$ -
	Storefront doors -		\$ -
			\$ -
			\$ -
			\$ -
08 50 11	Windows and Sliders		\$ -
	Vinyl Windows	Henderson and Daughter	\$ 31,028.00
			\$ -
			\$ -
			\$ -
08 60 01	Skylights		\$ -

PHASE	DESCRIPTION	SUB/SUPPLIER	GMP BUDGET
			\$ -
08 71 00	Door Hardware - interior doors	Above	\$ -
	Exterior doors		\$ -
			\$ -
			\$ -
08 80 01	Glazing		\$ -
08 80 01	Interior glass	Allowance	\$ 10,660.00
			\$ -
08 90 01	Louvers and Vents		\$ -
			\$ -
			\$ -
DIVISION 9 - FINISHES			
	Finishes		\$ -
			\$ -
09 29 01	Drywall	New Purpose	\$ 91,996.00
	Walls and Ceilings		\$ -
			\$ -
			\$ -
			\$ -
09 30 11	Tiling	Ultra Quiet	\$ 12,826.00
	Floors		\$ -
	Walls (just the walls in 103 and 104		\$ -
	Shower walls (prefab shower)		\$ -
	Shower Floor (prefab shower)		\$ -
	Tile Base - (3 bathrooms)		\$ -
			\$ -
09 51 10	Acoustical Ceilings		\$ -
	Wood Veneer Ceiling - Assumes Hemlock	Cove Built	\$ 37,375.00
	ACT	New Purpose	\$ 20,500.00
	Fabric Wrapped Panels	Fsorb supply/Cove Built Intall	\$ 5,996.67
			\$ -
09 60 01	Flooring	Ultra Quiet	\$ -
09 64 00	Carpet Tiles		\$ 13,039.00
09 65 00	Polished Flooring		\$ 25,367.00
09 68 00	Epoxy Flooring		\$ 9,854.00
	Sealed Concrete		\$ 1,682.00
	Rubber Base		\$ 5,366.00
	Walk Off Grates		\$ 16,500.00
	FRP		\$ 554.00
09 72 00	Wallpaper		\$ -
			\$ -
09 81 00	Acoustical Wall Finishes		\$ -
			\$ -
09 91 00	Painting		\$ -
09 91 00	Walls	A1	\$ 54,375.00
09 91 00	Ceilings		\$ -
09 91 00	Staining And Transparent of exterior siding	Lakeside Lumber	\$ 17,050.00
			\$ -
09 97 00	Special Coatings		\$ -
			\$ -
			\$ -
DIVISION 10 - SPECIALTIES			
			\$ -
10 10 01	Information Specialties		\$ -
	Signage		\$ 2,500.00
	Flagpole	Elmers Flag	\$ 8,892.00
			\$ -
			\$ -
10 28 16	Bath Accessories	Mid Valley	\$ 6,579.00

PHASE	DESCRIPTION	SUB/SUPPLIER	GMP BUDGET
	Install	Cove Built	\$ 3,500.00
	Fire Extinguishers and Cabinets	Mid Valley	\$ 1,040.00
	Install	Cove Built	\$ 1,555.56
10 28 19	Tub And Shower Doors		\$ -
			\$ -
10 30 01	Fireplaces And Stoves		\$ -
	Gas Fireplace		\$ -
			\$ -
			\$ -
			\$ -
DIVISION 11 - EQUIPMENT			
			\$ -
11 00 00	Equipment		\$ -
11 00 00	Security Equipment		\$ -
			\$ -
11 31 01	Appliances	Allowance	\$ 4,000.00
			\$ -
11 51 00	AV Equipment		\$ -
11 51 00	Specialty Equipment		\$ -
			\$ -
DIVISION 12 - FURNISHINGS			
			\$ -
12 00 00	Furnishings		\$ -
12 00 00	Evidence Locker		\$ 7,296.00
12 00 00	Interior Furnishings		\$ -
			\$ -
12 20 01	Window Blinds	Superior Interiors	\$ 12,508.00
			\$ -
12 32 05	Cabinets	Burgeners	\$ 92,408.00
	PLAM cabinets		\$ -
	Council Chamber		\$ -
			\$ -
			\$ -
12 36 00	Countertops		\$ -
12 36 00	Solid Surface	PNW Granite	\$ 15,366.00
12 36 00			\$ -
12 36 00			\$ -
12 36 00	Chambers		\$ 4,800.00
12 36 00			\$ -
			\$ -
DIVISION 13 - SPECIAL CONSTRUCTION			
			\$ -
13 00 00	Special Construction		\$ -
	Seismic joint	Not included	\$ -
DIVISION 14 - CONVEYING SYSTEMS			
			\$ -
14 00 01	Conveying Systems		\$ -
			\$ -
DIVISION 21 - FIRE SPRINKLERS			
			\$ -
21 10 01	Fire Suppression		\$ -
	Sprinklers	Sprinkit	\$ 77,798.00
			\$ -

PHASE	DESCRIPTION	SUB/SUPPLIER	GMP BUDGET
			\$ -
DIVISION 22 - PLUMBING			
			\$ -
22 00 00	Plumbing		\$ -
22 00 00	Roughin and Finish	North Coast Mechanical	\$ 129,101.00
22 00 00	Fixture Allowance		\$ -
22 00 00	VE ideas		\$ -
22 00 00			\$ -
22 00 00			\$ -
22 00 00			\$ -
22 00 00			\$ -
22 50 10	Gas Piping		\$ -
			\$ -
			\$ -
DIVISION 23 - MECHANICAL			
			\$ -
23 00 00	Mechanical Hvac	Diamond Heating	\$ 189,875.00
	3 Heat Pump/Air Handlers		\$ -
	Bath Fans		\$ -
	Outdoor makeup fan		\$ -
	Heat for lobby		\$ -
			\$ -
			\$ -
			\$ -
			\$ -
DIVISION 26 - ELECTRICAL			
			\$ -
26 00 10	Electrical	Cox	\$ -
26 00 10	Electrical		\$ 305,328.00
26 00 10	Low Voltage		\$ 155,395.00
26 00 10	Fire Alarm		\$ -
26 00 10	AV		\$ -
26 00 10	Data		\$ -
26 00 10	Security		\$ -
26 00 10	Cameras		\$ -
26 00 10	Access Control		\$ -
26 00 10	Temp Power		\$ 7,500.00
26 00 10	NETA Testing		\$ -
26 00 10	Coordination drawings		\$ -
26 00 10	VE lighting package		\$ -
26 00 10	Voice Evac for fire alarm		\$ -
26 00 10	Transfer switch		\$ 10,665.00
26 00 10	Generator docking station		\$ 19,120.00
26 00 10	Extra stock of lights		\$ 5,000.00
			\$ -
26 30 10	Fire Alarm Systems		\$ -
			\$ -
26 50 01	Lighting		\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
DIVISION 27 - COMMUNICATIONS			

[illegible]

PHASE	DESCRIPTION	SUB/SUPPLIER	GMP BUDGET
			\$ -
			\$ -
			\$ -
	Irrigation - nothing included		\$ -
DIVISION 33 - WATER UTILITIES			
DIVISION 48 - ALTERNATIVE ENERGY SYSTEMS			
		SUBTOTAL	\$ 3,664,847.54
	TOTAL HARD COST		\$ 3,664,847.54
	SUB SAVINGS CONTIGENCY		\$ 53,129.00
	CONTINGENCY	5%	\$ 185,898.83
	OVERHEAD AND PROFIT	7%	\$ 273,271.28
	TOTAL COST		\$ 4,177,146.64
	GENERAL LIABILITY	1%	\$ 41,771.47
	SUB TOTAL		\$ 4,218,918.11
	BOND	1.75%	\$ 73,831.07
	BUILDING PERMIT		BY OWNER
	TOTAL PROJECT COST		\$ 4,292,749.18

Allowances

07 20 00	Insulation	Rigid insulation at foundation	\$14,500.00
07 60 01	Flashing and Sheet Metal	Misc	\$15,500.00
07 90 01	Joint Protection	Caulkings	\$10,000.00
08 31 13	Access Doors	Access Doors	\$4,000.00
08 80 01	Interior Glass	Transaction Counter	\$10,660.00
10 10 01	Information Specialties	Signage	\$2,500.00
11 31 01	Appliances	Nothing specified	\$4,000.00
31 00 01	Earthwork	Remove Spoils from CDSM - Assumes 300 yd	\$6,000.00
31 00 01	Earthwork	Digging for subs in footings	\$15,000.00
32 00 00	Concrete Site Improvements	Trench Drain Supply	\$3,000.00

Alternates

07 60 10	Gutters and Downspouts	Additive alternate for half round gutter – 6” K style gutter in the budget	\$9,056.00
22 00 00	Plumbing	Deductive alternate Value Engineering Goals	-\$10,000.00
31 40 01	Shoring	Additive alternate to Use 3' piles as opposed to 8' piles. Pending engineer review and approval	\$36,045.00
32 10 01	Paving/Surfacing	Additive alternate to add paving to gravel parking areas	\$10,022.00

Exclusions











































03 00 01	Foundation	Concrete cure or sealer
28 00 00	Low Voltage	See Cox's narrative of inclusions and exclusions
32 90 01	Landscaping	Irrigation

Assumptions and Clarifications

06 20 11	Finish Carpentry - Interior Shiplap Ceiling	1x6 tongue and groove western red cedar
06 20 11	Finish Schedule Clarifications	BASE 2 assumed hemlock. All other finish carpentry in chambers, lobby, and reception to be hemlock. WD 1 assumed to be Cedar tightknot shiplap. T&G ceiling assumed cedar. Standard windowsills in rest of building assumed to be pre-primed pine and painted.
07 31 00	Roofing	HT Ice and Water underlayment shield, roofing Taylor Metal 24ga Versa Span Panels, color TBA
07 46 00	Siding	Tight-knot cedar vertical channel stained siding 1x6

07 60 00	Gutters	Gutters changed to K-style gutters. Sub contractor has said that 1/2 round gutter will be problematic.
08 71 00	Hardware	Hardware changed to Assa Abloy Hardware - approved during question and answers
08 30 11	Garage Door	Clopay -MDL 9208 Premium Urethane Insulated Steel w/ steel back: Flush panel Door 16x8. color: black; solid- no windows; windloaded (+46/-52 PSF);upgrade spring cycle; snap latch, 2 sides
08 40 10	Metal Storefronts	Cascade Aluminum SF1-101A and SF2-105A plus automatic closer
08 50 11	Windows	Marvin Essential Series
09 60 01	Flooring	Shaw Translate Modular Carpet, Elite Crete Hermetic Quartz with 4" speed cove base, Daltile Color Wheel Wall tile, 4" and 6" Rubber Base, Polished concrete
12 20 01	Window Blinds	Mecho V Manual Roller shades with Fascia, Fabric Soho 1600 Series 3% openness
12 32 05	Window seats	Assumes clear finished hemlock
12 32 05	Casework - PLAM Cabinets	Plastic laminate still to be selected. Priced based on Wilsonart mid-range plastic laminate
12 36 00	Countertops	Corian B. Price based on one color used throughout.
31 40 01	Earth Amendments	Using 8' piles. Includes 3 CDSM columns for the test program with CPT testing on all three because coring and recovery of CDSM colums can be tough to impossible. Assumes primarily mixing below bottom of footing but we will partially mix the zone above bottom of footing to maintain safe subgrade in the drill locations only. Excludes pile load testing, survey and layout, gravel transfer pad, 2" hydrant or equivalent water supply, excavation, continuous spoils handling & disposal, CDSM removal to final grade, concrete washout area/eco pans and safe access
32 10 01	Paving/Surfacing	Level 2 1/2 Inch ACP At An Approximate 3 Inch Depth Compacted (1 lift)
12 32 05	Casework - City Council Desk	Pricing based on plain sliced Red Oak
09 91 00	Painting	Cedar siding to be stained by supplier- Stain TBD
01 30 01	General Conditions	Schedule Commencement to begin once CDSM subcontractor submits approved engineering
32 90 01	Landscaping	Includes 1 year maintenance, including temporary irrigation

GMP Baseline Schedule

ID		Task Mode	Task Name	Duration	Start	Finish	Predecessors	24	T	W	T	F	S
1			Manzanita City Hall	326 days	Thu 3/7/24	Thu 6/5/25							
2			Signed Contract	1 day	Thu 3/7/24	Thu 3/7/24							
3			Notice to Proceed	1 day	Fri 3/8/24	Fri 3/8/24	2						
4			CDSM Engineering	20 days	Mon 3/11/24	Fri 4/5/24	3						
5			Mobilize CDSM	1 day	Mon 4/8/24	Mon 4/8/24	4						
6			CDSM Scope	25 days	Tue 4/9/24	Mon 5/13/24	5						
7			Building Excavation	15 days	Tue 5/14/24	Mon 6/3/24	6						
8			Underground utilities	20 days	Tue 6/4/24	Mon 7/1/24	7						
9			Curbs	20 days	Tue 7/2/24	Mon 7/29/24	8						
10			Footings	15 days	Tue 6/4/24	Mon 6/24/24	7						
11			Stem walls	10 days	Tue 6/25/24	Mon 7/8/24	10						
12			In slab utilities	15 days	Tue 7/9/24	Mon 7/29/24	11						
13			Slab prep	7 days	Tue 7/30/24	Wed 8/7/24	12						
14			Slab	3 days	Thu 8/8/24	Mon 8/12/24	13						
15			Slab Cure	7 days	Tue 8/13/24	Wed 8/21/24	14						
16			Framing	40 days	Thu 8/22/24	Wed 10/16/24	15						
17			Trusses	5 days	Thu 10/17/24	Wed 10/23/24	16						
18			Roofing	10 days	Thu 10/24/24	Wed 11/6/24	17						
19			WRB Window installation	10 days	Thu 11/7/24	Wed 11/20/24	18						
20			Weather Float	15 days	Thu 11/21/24	Wed 12/11/24	19						
21			Siding	30 days	Thu 12/12/24	Wed 1/22/25	20						
22			MEP Rough in	20 days	Thu 12/12/24	Wed 1/8/25	20						
23			Sheetrock	15 days	Thu 1/9/25	Wed 1/29/25	22						
24			Painting	5 days	Thu 1/30/25	Wed 2/5/25	23						
25			Door Install	10 days	Thu 2/6/25	Wed 2/19/25	24						
26			Finish Carpentry	15 days	Thu 2/20/25	Wed 3/12/25	25						
27			Cabinet install	10 days	Thu 3/13/25	Wed 3/26/25	26						
28			Countertop install	2 days	Thu 4/17/25	Fri 4/18/25	27FS+15 days						
29			MEP Finish	20 days	Thu 3/27/25	Wed 4/23/25	27						
30			Flooring	10 days	Thu 4/24/25	Wed 5/7/25	29						
31			Paint doors/Final touchups	10 days	Thu 5/8/25	Wed 5/21/25	30						
32			Final site work	33 days	Tue 4/1/25	Thu 5/15/25							
33			Sidewalks	20 days	Tue 4/1/25	Mon 4/28/25							
34			Paving prep	10 days	Tue 4/29/25	Mon 5/12/25	33						
35			Final Paving	3 days	Tue 5/13/25	Thu 5/15/25	34						
36			Owner TCO/Substantial Completion	1 day	Fri 5/16/25	Fri 5/16/25	35						
37			Final Punch list	10 days	Thu 5/22/25	Wed 6/4/25	31						
38			Final Occupancy	1 day	Thu 6/5/25	Thu 6/5/25	37						
39			Final Completion	1 day	Thu 6/5/25	Thu 6/5/25	37						

List of Subcontractors

Division	Subcontractor 1	Address	CCB
03 00 01 Concrete	RK Construction	PO Box 289 Otis, OR 97368	152475
05 51 00 Metal Stairs and Railings	Ultra Quiet Floors	403 N. Main St. Newberg Or. 97132	45418
06 10 01 Framing	Cove Built	543 Laneda Ave Manzanita, OR 97130	227572
06 20 11 Finish Carpentry	Cove Built	543 Laneda Ave Manzanita, OR 97130	227572
07 20 01 Insulation	Insulation Contractors	22706 58th Pl. S. Kent, WA. 98032	233334
07 31 00 Roofing	Dakota Roofing	1191 Capitol St NE Salem, OR 97301	209048
07 60 10 Gutters	French's	1365 SE 10th St Warrenton, OR 97146	120907
08 10 01 Doors, frames, and hardware	Mid Valley Glass and Millwork	2630 W 7th Pl Eugene, OR 97402	156180
08 30 11 Garage Doors	Coast Garage Door	835 Avenue S, Suite A Seaside, OR 97138	153495
08 40 10 Metal Storefronts	Kiwi Glass	2793 US 101 Unit 11, Gearhart, OR 97138	119815
08 50 11 Windows	Henderson and Daughter	6110 NE 152nd Ave #110 Vancouver, WA 96862	68623
09 29 01 Drywall	New Purpose Drywall	12001 SW Walker Rd Beaverton, OR 97005	242736
09 51 10 Acoustical Tile Ceilings	New Purpose Drywall	12001 SW Walker Rd Beaverton, OR 97005	242736
09 60 01 Flooring	Ultra Quiet Floors	403 N. Main St. Newberg Or. 97132	45418
09 91 00 Painting	A1	PO Box 271 Garibaldi, OR 97118	46097
10 28 16 Bathroom Accessories	Mid Valley Glass and Millwork	2630 W 7th Pl Eugene, OR 97402	156180
10 44 16 Fire Extinguishers	Mid Valley Glass and Millwork	2630 W 7th Pl Eugene, OR 97402	156180
10 51 13 Metal Lockers	Fasco	29790 Bayside Ave Rush City, MN 55069	n/a
10 75 16 Flagpole	Elmer's Flag	1332 NE Broadway Portland, OR 97232	195605
12 20 01 Blinds	Superior Interiors	11800 NE 95th St Ste 210 Vancouver, WA 98682	135112
12 32 05 Casework	Burgeners	4809 NW Fruit Valley Rd., Vancouver, Wa. 98660	43489
12 36 00 Solid Surface Countertops	Pacific NW Granite	2840 Industrial Ave Hubbard, OR 97032	176300
21 10 01 Fire Sprinklers	Sprinkit	PO Box 2227 Oregon City, OR 97045	211320
22 00 00 Plumbing	North Coast Mechanical	P.O. Box 1038 Cannon Beach, OR. 97110	95835
23 00 00 Mechanical	Diamond	1425 N Roosevelt Dr, Seaside, OR 97138	77979
26 00 10 Electrical	Cox	3855 Cascadia Canyon Ave. SE, Ste 110, Salem, OR 97302	206055
31 00 01 Earthwork	Longfellow	P.O. Box 416 Nehalem, Or. 97131	164614



543 Laneda Ave
Manzanita, OR
503-572-3375

31 40 01 Earth Amendments	Pacific Foundation	1400 Columbia St Vancouver, WA 98660	196167
32 10 01 Paving	Bayview Asphalt	PO Box 619 Seaside, OR 97138	63551
32 90 01 Landscaping	Andres Landscape	PO Box 1131 Oregon City, OR 971045	203183/ LCB 9479
01 32 23 Surveying	Onion Peak	44475 Carol Dr, Nehalem, OR 97131	n/a
07 46 00 Siding	Cove Built	543 Laneda Ave Manzanita, OR 97130	227572

01 32 23 Surveying	\$15,000.00
Recorp, LLC	\$17,500.00
Onion Peak	\$15,000.00
03 00 01 Concrete	\$208,689.79
D&S Concrete	\$277,100.00
RGS Structures	\$270,736.00
RK Construction	\$208,689.79
Sunset Lake	\$238,225.75
05 51 00 Metal Walkoff Grates	\$16,500.00
Ultra Quiet Floors	\$16,500.00
06 10 01 Framing	\$289,817.56
Cove Built	\$289,817.56
06 20 11 Finish Carpentry	\$118,006.67
Cove Built	\$118,006.67
Burgeners	\$150,691.00
07 20 01 Insulation	\$118,858.00
Harver Company	\$135,000.00
Insulation Contractors	\$118,858.00
JB Insulation	\$152,470.00
07 31 00 Roofing	\$102,356.00
Arctic	\$162,655.00
Dakota Roofing	\$102,356.00
Evolution Roofing	\$152,750.00
Portland Sheet Metal Works	\$167,000.00
REV	\$183,250.00
07 46 00 Siding	\$154,813.00
Cove Built	\$154,813.00
07 60 10 Gutters	\$8,403.93
French's	\$8,403.93
Great Northwest Gutter	\$24,960.00
Portland Sheet Metal	\$19,000.00
REV	\$17,460.00
08 10 01 Doors, frames, and hardware	\$83,810.00
Bayview Door	\$134,806.00
Bell Hardware	\$94,995.00
Cove Built	\$116,144.00

Mid Valley Glass and Millwork	\$83,810.00
Building Materials Specialties	\$89,960.00
08 30 11 Garage Doors	\$10,053.35
Coast Garage Door	\$10,053.35
08 40 10 Metal Storefronts	\$31,530.00
Kiwi Glass	\$31,530.00
08 50 11 Windows	\$31,027.35
Henderson and Daughter	\$31,027.35
09 29 01 Drywall	\$91,995.87
Hard Core	\$106,047.00
Harver Company	\$210,000.00
New Purpose Drywall	\$91,995.87
09 51 10 Acoustical Tile Ceilings	\$17,868.00
Hard Core	\$18,492.00
Harver Company	\$20,000.00
New Purpose Drywall	\$17,868.00
09 60 01 Flooring	\$66,688.00
Floor Solutions	\$76,816.00
Ultra Quiet Floors	\$66,688.00
09 81 00 Acoustical Wall Finishes	\$2,640.00
L&W Supply	\$2,640.00
09 91 00 Painting	\$54,375.00
A1	\$54,375.00
10 28 16 Bathroom Accessories	\$6,579.00
Mid Valley Glass and Millwork	\$6,579.00
WH Cress	\$7,575.00
Building Materials Specialties	\$9,105.20
10 44 16 Fire Extinguishers	\$979.90
Mid Valley Glass and Millwork	\$1,040.00
WH Cress	\$1,661.00
Building Materials Specialties	\$979.90
10 51 13 Metal Lockers	\$7,296.00
Fasco	\$7,296.00
10 75 16 Flagpole	\$8,192.00
Elmer's Flag	\$8,192.00
12 20 01 Blinds	\$12,508.00

Superior Interiors	\$12,508.00
12 32 05 Casework	\$86,310.00
Burgeners	\$86,310.00
12 36 00 Solid Surface Countertops	\$15,366.00
Pacific NW Granite	\$15,366.00
Burgeners	\$18,093.00
21 10 01 Fire Sprinklers	\$77,798.00
Sprinkit	\$77,798.00
22 00 00 Plumbing	\$129,101.00
CMP Plumbing	\$161,080.15
North Coast Mechanical	\$129,101.00
Terrys	\$164,000.00
23 00 00 Mechanical	\$189,875.00
Diamond	\$189,875.00
JRT Mechanical	\$242,323.00
AirX	\$322,270.00
26 00 10 Electrical	\$503,008.00
Bogh	\$575,163.00
Cox	\$503,008.00
Inland Electric	\$508,308.00
31 00 01 Earthwork	\$229,824.00
Advanced	\$381,055.00
McEwan	\$234,056.00
Longfellow	\$229,824.00
Big River	\$477,843.00
31 40 01 Earth Amendments	\$370,701.58
Condon Johnson	\$420,480.00
Pacific Foundation	\$370,701.58
32 10 01 Paving	\$35,668.00
Bayview Asphalt	\$38,380.00
KL Industries	\$35,668.00
Olson Asphalt	\$48,092.50
32 90 01 Landscaping	\$90,500.00
Eagle Landscaping	\$184,831.88
Andres Landscape	\$90,500.00
Sandy's Landscaping	\$112,000.00

	Coastal	Non-Coastal
01 32 23 Surveying	\$15,000.00	
Onion Peak	\$15,000.00	
03 00 01 Concrete	\$208,689.79	
RK Construction	\$208,689.79	
05 51 00 Metal Stairs and Railings		\$16,500.00
Ultra Quiet Floors		\$16,500.00
06 10 01 Framing	\$289,817.56	
Cove Built	\$289,817.56	
07 20 01 Insulation		\$118,858.00
Insulation Contractors		\$118,858.00
07 31 00 Roofing		\$102,356.00
Dakota Roofing		\$102,356.00
07 60 10 Gutters	\$8,403.93	
French's	\$8,403.93	
08 10 01 Doors, frames, and hardware		\$83,810.00
Mid Valley Glass and Millwork		\$83,810.00
08 30 11 Garage Doors	\$10,053.35	
Coast Garage Door	\$10,053.35	
08 40 10 Metal Storefronts	\$31,530.00	
Kiwi Glass	\$31,530.00	
08 50 11 Windows		\$31,027.35
Henderson and Daughter		\$31,027.35
09 29 01 Drywall		\$91,995.87
New Purpose Drywall		\$91,995.87
09 51 10 Acoustical Tile Ceilings		\$17,868.00
New Purpose Drywall		\$17,868.00
09 60 01 Flooring		\$66,688.00
Ultra Quiet Floors		\$66,688.00
09 81 00 Acoustical Wall Finishes		\$2,640.00
L&W Supply		\$2,640.00
09 91 00 Painting	\$54,375.00	
A1	\$54,375.00	
10 28 16 Bathroom Accessories		\$6,579.00
Mid Valley Glass and Millwork		\$6,579.00
10 44 16 Fire Extinguishers		\$1,040.00

Mid Valley Glass and Millwork		\$1,040.00
10 51 13 Metal Lockers		\$7,296.00
Fasco		\$7,296.00
10 75 16 Flagpole		\$8,192.00
Elmer's Flag		\$8,192.00
12 20 01 Blinds		\$12,508.00
Superior Interiors		\$12,508.00
12 32 05 Casework		\$86,310.00
Burgeners		\$86,310.00
12 36 00 Solid Surface Countertops		\$15,366.00
Pacific NW Granite		\$15,366.00
21 10 01 Fire Sprinklers		\$77,798.00
Sprinkit		\$77,798.00
22 00 00 Plumbing	\$129,101.00	
North Coast Mechanical	\$129,101.00	
23 00 00 Mechanical	\$189,875.00	
Diamond	\$189,875.00	
26 00 10 Electrical		\$503,008.00
Cox		\$503,008.00
31 00 01 Earthwork	\$229,824.00	
Longfellow	\$229,824.00	
31 40 01 Earth Amendments		\$370,701.58
Pacific Foundation		\$370,701.58
32 10 01 Paving	\$38,380.00	
Bayview Asphalt	\$38,380.00	
32 90 01 Landscaping		\$90,500.00
Andres Landscape		\$90,500.00
06 20 11 Finish Carpentry	\$118,006.67	
Cove Built	\$118,006.67	
07 46 00 Siding	\$154,813.00	
Cove Built	\$154,813.00	
Grand Total	\$1,477,869.30	\$1,711,041.80
Total Coastal plus non-coastal		\$3,188,911.10
Percentage awarded to coastal businesses		46%

Hello, City Hall design team and Architect Keane!

I'm very pleased that progress is happening with the new building!

Here are a couple of observations based only on viewing the image in the town hall announcement.

1. To my way of thinking, a design for an entrance to a public building should at minimum accomplish two goals: It should say a. "You are welcome here" and b. "Important work happens here." Looking at the image, I'm assuming the deeply recessed doors are the main entrance. Even if that's not the case, I don't see these two goals being accomplished.
2. The building design doesn't approach the possibility of being a community-defining structure. By community-defining I mean that it's one of the first images that pops up in your thoughts when you think about a community. I can give some examples: a. Tom Bender's bank building at Classic St. & Laneda; A.E. Doyle's schoolhouse in Nehalem, and his cottage in Neakahnie; the citizen-designed street and sidewalk layout of Laneda from Classic St. to the beach. And I know the first counter to my observation will be, "We don't have a budget to do anything *fancy*." Maybe. I'm simply asking you to try on the role of creating something that's community-defining.

Thanks for your consideration,

Gene Dieken



COUNCIL ORDINANCE No. 24-01

AN ORDINANCE OF THE CITY OF MANZANITA, OREGON, AMENDING ORDINANCE 90-08.

WHEREAS, on July 5, 2023 the City Council adopted Resolution 23-19 implementing new water rates for Fiscal Year 2023-2024; and

WHEREAS, on October 1, 2023 the city implemented the new water rates and implemented a new system for monthly billing; and

WHEREAS, Ordinance 90-8 Section 6B and 6C relate to quarterly billing and require updating in order to allow for monthly billing.

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

SECTION 1:

Sections 6A and 6B of Ordinance 90-8 are hereby amended as follows. [Language proposed to be added is shown as underlined and changes proposed to be deleted are shown as ~~crossed out~~.]

Section 6. Payment of Bills.

- a. The property owner of record shall be responsible for the payment of all charges prescribed in this Ordinance. A person or persons purchasing property under contract, for the purposes of this Ordinance, shall be deemed to be the owner or owners of the property covered by the contract.
- b. Meters will be read at the time service is first established and at periodical intervals approximately ~~90~~ 30 days apart.
- c. Water service shall be billed on a ~~quarterly~~ monthly basis and payment shall be made within the first fifteen (15) days of the period following the last month for which charges are made. Water bills shall be considered delinquent after the 15th day of the period following the last month for which charge are made. A reminder notice along with a delinquent fee shall be charged to such accounts.
- d. All water charges as provided for in this Ordinance shall be a lien against the property served from and after the date of billing and entry on the ledger or other records of the City pertaining to its municipal water system and such record shall be made accessible for inspection by anyone interested in ascertaining the amount of such charges against the property. Whenever a bill for water service remains unpaid 90 days after it has been rendered, the lien thereby created may he foreclosed in the manner provided for by ORS 223.610, or in any other manner provided by law.

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 _____.

Kathryn Stock, Mayor

ATTEST:

Leila Aman, City Manager/Recorder



City of Manzanita

COUNCIL RESOLUTION No. 24-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANZANITA, OREGON, MAKING AN APPOINTMENTS TO THE PLANNING COMMISSION.

WHEREAS, Chapter 5, Section 20 of the Manzanita City Charter states that the Mayor shall appoint a committee provided for under the Rules of the Council; and

WHEREAS, the Manzanita City Council approved amendments to the Council Rules of Procedure, Section 8, Appointments establishing a competitive application process for committee appointments; and

WHEREAS, the Council Rules of Procedure require the appointment of a selection committee to conduct the process and make a recommendation to the Mayor for approval;

WHEREAS, the city established the selection committee for the Planning Commission and established criteria in accordance with Council Rules of Procedure;

WHEREAS, the selection committee reviewed 1 application and conducted an interview with the applicant;

WHEREAS, the selection committee unanimously agreed on the appointment of Karen Reddick Yurka

WHEREAS, the Mayor has ultimate responsibility for approving candidates and recommends the slate as presented for approval by the full City Council.

Now, Therefore, be it Resolved by the City Council of the City of Manzanita, Oregon that:

Section 1: Karen Reddick Yurka is hereby appointed by the Mayor to the Manzanita Planning Commission for a four-year term expiring December 31, 2027.

Introduced and adopted by the City Council on _____.

This resolution is effective on _____.

ATTEST:

Kathryn Stock, Mayor

Leila Aman, City Manager/ City Recorder

Unless you can provide a common sense reason as to why monthly billings are in my best interests, there is no need to amend the Ordinance language for water billings. I prefer to be billed quarterly and pay for what I use every 3 months.

[Sent from Yahoo Mail for iPhone](#)

Connie_vanderwaal@yahoo.com

We do not think that Ordinance 90-8 should be amended to change mandated water billing from a 90 day period to a 30 day period.

Additional clerical time and billing costs appear to outweigh any possible benefit to water customers. Water conservation and any financial benefit are highly speculative.

Please retain the more convenient and cost effective quarterly billing.

Jim and Mary Jane Gleeson

565 North Ave.

Manazanita homeowners for 42 years.

Please advise the City Council that I find no benefits for the City to continue to bill me monthly and retain the current Ordinance requirements that customers be billed quarterly for water service.

Thank you,
Randy Kugler

Unless you can provide a common sense reason as to why monthly billings are in my best interests, there is no need to amend the Ordinance language for water billings. I prefer to be billed quarterly and pay for what I use every 3 months. Let's see who's listening.

**Scott Galvin---- voting resident
thank you**

RECEIVED

FEB 27 2024

CITY OF MANZANITA

I understand that you are in violation of Ordinance 90-8. In order to deal with this problem, I would like to ask you to solve this in a manner that helps the citizens of Manzanita. We are in a time of extreme inflation. Most of your bill payers are senior citizens and many of us do not have pensions other than Social Security to help in paying our bills. Monthly billing is causing many of us to exceed the new maximum for 30 days usage and therefore be forced to pay an additional \$9.50 per month. Monthly billing is more costly for the city, both in reading meters and preparing and sending bills.

I urge you to leave ordinance 90-8 in place and bill us quarterly.

Thank you for your consideration.

Terry and Shannon Staehnke
889 N. Third St.
Manzanita.

P.S. I tried to send this to city.hall@ci.manzanita.or.us but I was unable to send it, therefore I chose this means.

Manzanita City Council,

We have a home at 9190 Windward Lane, Manzanita...Unless you can provide a sound commonsense reason as to why monthly billings are in my best interests, there is no need to amend the Ordinance language for water billings. I prefer to be billed quarterly and pay for what I use every 3 months.

I truly hope the City Council is listening.

Please confirm receipt of my email.

Thank you,

Vic Wisniewski | TRIMAC PANEL PRODUCTS

Vwis@tmppi.com | www.trimacpanel.com

6950 SW Hampton St. Ste. 210 Tigard, Oregon 97223

Direct: 503-972-3910 | Office: 503-297-1826

Cell: 503-348-0054 | Fax: 503-297-9049

To Manzanita Council Members and City Manager:

From the beginning of the new city water billing cycle I have thought that the process is unnecessary and more expensive for the city. It is also inconvenient for the consumer. What does it cost to send everyone a bill each month compared to sending the bill quarterly? It has to not only cost more in postage, but also more in employee hours.

And, speaking of employee hours, it seems like the office could be available to Manzanita citizens as long as there are employees in the office, not just from nine to noon. I asked an employee one morning if the staff didn't work in the afternoon. The answer I got was that they had other things to do in the afternoon. It is not like there is only one person in that office. At least one person could be assigned to greet a citizen when someone appeared. I actually have not ever seen anyone there when I go by or have put my bill in the slot. I have managed an office of many employees and it is possible to keep everyone working and still have customer service. Especially important when the customer is one of the persons paying my salary.

Thank you for listening.

Mary Ruef
Full time resident

While I'm not a huge Randy Kugler fan nor appreciate the way he presents his various Points of View – after sorting thru his tone and word choices, I do find myself thinking this makes some sense.

I understand the need for the rate changes. That said -- I think moving back to quarterly billing cycles might be more efficient and hopefully less burdensome on City resources.

Thanks – Bill Kirby

Club Manzanita Oops!

Posted on [February 19, 2024](#) by [North Coast BBQ](#)

Submitted By: rkinor@gmail.com – Click to email about this post

When the City raised our water rates last July, the City Manager failed to review the Ordinance which administers our water utility and have the Council amend the requirement that meters will be read “approximately 90 days apart” and “water service shall be billed on a quarterly basis”. In effect, the City is and has been in violation of Ordinance 90-8 for 8 months.

The Tillamook County Pioneer has investigated this matter and will be reporting in more detail in the coming days. While embarrassing, mistakes happen and there is a way to fix the problem after the fact with an Ordinance amendment to match the current monthly meter reads and billing. I suspect that the City Manager will rush to place an amending Ordinance before the Council, place an emergency clause on it so that it can go into effect immediately and try to get past this as soon as possible.

But is that a solution in the best interests of water customers? Monthly water reads and billings require more staff administration and clerical effort, increased processing costs by the City's billing service all of which provides no benefit to the customer. How many CEOs in the private sector would recommend that the company increase service delivery costs which provide no customer benefits to its Board and expect the customer to be grateful?

What a monthly read and billing does do is increase the opportunity for the City to bill the tier surcharge each and every month that a customer exceeds the 2,000 gallon base water allotment now in effect. With City staff now increasing its workload with this self imposed busy work every month, the City can claim that these additional efforts justify taking more money as overhead expense to be transferred from the Water Fund to the General Fund. This now becomes the Water Fund's contribution to the City's new revenue diversification program.

The City told us that the monthly reads would promote water conservation. The Public Works Director has told the Council that we have plenty of water from our well sites. Another reason given was monthly billings would help customers more easily budget their household expenses. I would suggest that most water customers are responsible enough to manage their finances and budgets without this assistance from City Hall.

If you are one of those customers that has paid a monthly tier surcharge during these past 8 months, ask the City to recalculate your water usage on the legally required quarterly billing schedule and see if you are owed a credit for your total quarterly usage.

The Council continually reminds us that they are listening to what we want. Send them a quick email [at cityhall@ci.manzanita.or.us](mailto:atcityhall@ci.manzanita.or.us) with the following message:

Unless you can provide a common sense reason as to why monthly billings are in my best interests, there is no need to amend the Ordinance language for water billings. I prefer to be billed quarterly and pay for what I use every 3 months. Let's see who's listening.

Randy Kugler

From: North Coast BBQ <bbqadmin@northcoastbbq.com>

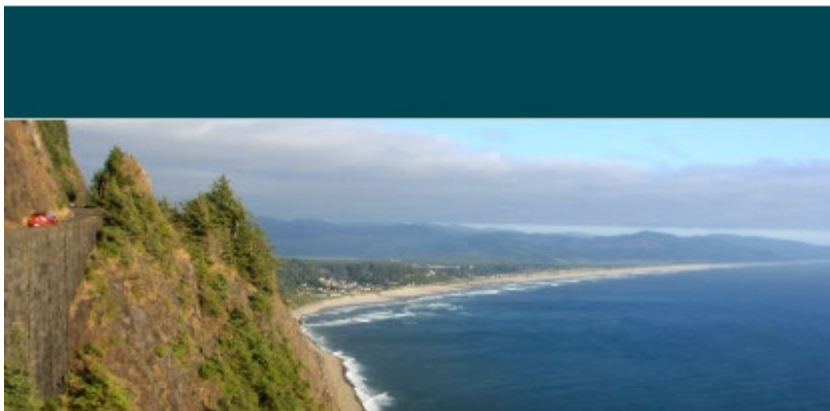
Sent: Sunday, February 18, 2024 6:01 PM

To: bill.j.kirby@gmail.com

Subject: Latest Post from North Coast BBQ

North Coast BBQ

An Oregon Coast Community Website



Hi there,

Here are the latest posts from North Coast BBQ.

[Yoga with veterans and with Molly and Janet](#)

[Sold - Heywood Wakefield Vanity](#)

[Club Manzanita Oops!](#)

[Have a question about Manzanita City issues? Ask a councilor.](#)

[Looking for rental before April 23rd](#)

[Decorative cinder blocks for sale](#)

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COUNCIL STAFF REPORT

To: Mayor and City Council

Date Written: March 2, 2024

From: Leila Aman, City Manager

Subject: Findings to Continue Moratorium on View Grading

ACTION REQUESTED

City Council is being asked to adopt findings supporting a continuation of a view grading moratorium as defined in the Manzanita Zoning Ordinance 95-4, Section 3.085.6 for a period of six months to allow the city to continue making progress toward updating the Comprehensive Plan and Goal 18 related to Dune and Beach Management.

HISTORY OF PRIOR ACTIONS AND DISCUSSIONS

[January 5, 2022](#) – City Council heard a presentation from Meg Reed Coastal Shores Specialist, Department of Land Conservation and Development and Dr. Jonathan Allan Coastal Geomorphologist, DOGAMI. Council discussed current foredune management plan and formed a consensus to have the City Manager explore a moratorium on dune grading.

[February 9, 2022](#) – City Council received a presentation from staff on next steps for a moratorium and directed staff to move forward and work with the city attorney on drafting initial findings for a moratorium.

[July 6, 2022](#) – Engineering Geologist Tom Horning presented a proposal for an amendment to the city of manzanita Foredune Management Plan. City council elected to proceed with a moratorium on view grading until the Comprehensive Plan could be updated.

[September 7, 2022](#) Staff provided draft findings for council review and discussion. Council formed a consensus to proceed with a public hearing and directed the City Manager to proceed with finalizing the findings for a public hearing to be held in November.

[November 9, 2022](#) – City Council Held a public hearing and adopted findings implementing a Moratorium pursuant to ORS 197.520 whereby the city shall not consider or approve any permit for view grading for 120 days as defined in the Manzanita Zoning Ordinance 95-4, Section 3.085.6.

[March 8, 2023](#) – City Council adopted findings to extend the view grading moratorium for another 6 months in accordance with ORS 197.520(4).

[September 6, 2023](#) – City Council adopted findings to extend the view grading moratorium for another 6 months in accordance with ORS 197.520(4).

ANALYSIS

On October 28, 2021, the City of Manzanita approved a Dune Grading Permit for the South Management Unit of the Foredune Management Overlay Zone. The Foredune Management Plan which serves as the guiding document for dune grading was adopted in 1996. The current process for grading permits requires approval from the City Manager if the proposed plan meet the requirements of the Foredune Management Plan Sub Area Plan. The city has expressed an interest in limiting view grading until the plan could be updated but did not establish any formal procedures to deny permits that meet the current requirements set forth in the Comprehensive Plan (Goal 18) and Ordinance 95-4, Section 3.085.6. The application submitted in October of 2021 met the existing requirements and the City Manager approved the permit application with a condition that the applicant obtain approval from other agencies that regulate the dunes, including Oregon Parks and Recreation (OPRD) and the Army Corps of Engineers. The applicant submitted for an Ocean Shore Alternation permit from OPRD and a public hearing on the application was held by OPRD on February 3rd, 2022. On March 21, 2022, OPRD denied the permit.

OPRD considered several factors in the evaluation of the request including public opinion and interest. The findings in the OPRD decision stated that “OPRD must consider “The physical characteristics or the changes in the physical characteristics of the area, and the suitability of the area for particular uses and improvements” as a factor in its evaluation. Much of the testimony in opposition to the request was directed toward concern over changes in the area since the plan was adopted in 1996 and the plan’s relevance, and adequacy to protect the public interest in the current environment.

Because the land proposed for alteration is likely dedicated public right-of-way, the strong public opinion in opposition to the project displayed during the review process carries significant weight in OPRD’s permit decision.”

The overwhelming opposition to the dune grading application as evidenced in the OPRD public hearing process, and in written and oral communication with the Manzanita City Council further highlighted that the Foredune Management Plan, written in 1996 is substantially out of date and no longer reflective of current environmental conditions. Furthermore, public opinion allowing for view grading generally has substantially changed since the Comprehensive Plan was adopted in 1995.

As outlined in the findings there is substantial evidence that both public opinion no longer is supportive of view grading, and adverse impacts and potential for public harm of such grading are significant enough to warrant a moratorium. When the decision from OPRD was rendered, staff began moving forward with the City Attorney to draft findings to support a Moratorium on view grading.

On November 9, 2022, Manzanita City Council unanimously approved findings to support a view grading moratorium and directed staff to move forward with an update to the Comprehensive Plan to update Goal 18 which addresses dune grading and, if required, provide next steps for an update to the foredune management plan. Since that time staff have made progress by conducting a solicitation to hire a new contract planner to assist in the effort related to this task.

Since the last extension in September of 2023 staff have issued an RFP and received three proposals from qualified contractors. Staff expect to hire of these three proposers to serve as the prime consultant on the comprehensive plan update. Once the consultant is hired the city will commence the work of updating the city's Comprehensive Plan. Staff anticipate that the moratorium will be extended until the new Comprehensive Plan is adopted.

BUDGET IMPACT

There is no budget impact to renew the Moratorium.

WORKLOAD IMPACT

There will be effort required to update the Comprehensive Plan and enabling ordinances, and potentially an update to the foredune management plan.

COORDINATION, CONCURRENCE, OR DISSENT

The City Attorney prepared these findings in consultation with Staff.

STAFF RECOMMENDATION

Staff recommends that the city council approve the findings and continue the Moratorium on view grading for another 6 months.

ALTERNATIVES

The Council can reject the findings and allow view grading.

ATTACHMENTS

1. Findings



City of Manzanita

To: Mayor and City Council

Date Written: February 14, 2024

From: Leila Aman, City Manager

Reviewed By: Souvanny Miller, City Attorney

Subject: **DUNE GRADING MORATORIUM FINDINGS PER ORS 197.520 (4)**

PROCEDURAL BACKGROUND

On November 9, 2022, the City adopted moratorium on view grading as defined in the Manzanita Zoning Ordinance 95-4, Section 3.085.6.

On Feb 10, 2023, at least 14 days prior to the public hearing to extend the moratorium for a period six month the City provided the Department of Land Conservation and Development (DLCD) written notice that the City Council would be considering an extension of the Moratorium on March 8th, 2023. Meg Reed from DLCD provided the city with a response indicating that the notice was sufficient on February 14th, 2023. The City Council approved the extension of the Moratorium for a period of six months expiring on September 9, 2023.

On August 8, 2023, at least 14 days prior to the public hearing to be held to consider the extension of the moratorium, the City provided written notice to the Department of Land Conservation and Development. This notice was provided via email to Brett Estes, North Coast Regional Representative, Department of Land Conservation and Development, and Meg Reed, Ocean Shores Specialist, Department of Land Conservation and Development. Staff was provided with an email response from Mr. Estes on August 8, 2023, indicating receipt of the notice. On September 6, 2023, the city held a public hearing.

On February 12, 2024, at least 14 days prior to the public hearing to be held to consider the extension of the moratorium, the City provided written notice to the Department of Land Conservation and Development. This notice was provided via email to Brett Estes, North Coast Regional Representative, Department of Land Conservation and Development, and Meg Reed, Ocean Shores Specialist, Department of Land Conservation and Development. Staff was provided with an email response from Ms. Reed on February 12, 2024, indicating receipt of the notice. On March 6, 2024, the city held a public hearing.

PROPOSED SCOPE OF THE EXTENSION

This Moratorium shall be extended for six months from its current expiration date of March 9, 2024, and continue in effect until expiring on September 9, 2024, unless revoked by the City Council or extended in accordance with ORS 197.520(4).

While the Moratorium is in effect, the City shall not consider or approve any permit for view grading as defined in the Manzanita Zoning Ordinance 95-4, Section 3.085.6.

DEFINITIONS

“Affected geographical area” includes all properties within the beaches and dunes overlay zone. This land is “urban or urbanizable land” within the meaning of ORS 197.520.

PROPOSED FINDINGS IN SUPPORT OF THE EXTENSION OF MORATORIUM

Pursuant to ORS 197.520(4), the City of Manzanita finds as follows:

- I. The problem giving rise to the need for the Moratorium still exists, specifically:
 1. The City’s current Foredune Management Plan (“Plan”), reflected in Manzanita Development Code 3.080, is 25 years old, and a number of things have changed since the Plan was adopted. The plan does not reflect the current status of the foredune system or best practices with respect to management. For instance, the amount of sand in the dune system has grown substantially over time. This has made it virtually impossible to grade to the dune profile dimensions specified in the Plan. Additionally, more regulatory agencies have indicated to the city that they need to be more closely involved in grading activities. For example, disposal of excess sand in the intertidal zone may need to be reviewed and modified, and a separate Corps of Engineers permit may need to be obtained. The Plan also does not take into account today’s tidal flooding and erosion conditions.
 2. Because the Plan is out of date and does not reflect current conditions or best management practices, allowing view grading under the existing Plan may result in irrevocable public harm as follows:
 - a. Sand being distributed from private property onto the public ocean shore recreation area, or sand being disturbed in the ocean shore recreation area for the benefit of one or a small number of private landowners, despite:
 - i. Minimal to no public need or justification for view grading and,
 - ii. Overwhelming public opposition to recent applications for view-grading projects.
 - b. Negative impacts to the public enjoyment of the dunes during view grading activities.
 - c. Destabilization of the vegetated dunes from unsupported view grading of the dunes which could lead to impacts to both private and public development and infrastructure.
 - d. Unknown impacts on coastal shoreland resources such as razor clam and western snowy plover habitat from sand redistribution.
 - e. Unknown impacts on ocean resources by sand displacement into the intertidal zone from sand redistribution.
 - f. Establishment of additional European beach grass (which is allowed under the existing Plan) in the foredune area, rather than native beach grasses.
 - g. Un-studied impacts on public resources and nearby private properties relating

to current and future anticipated seasonal tidal events, flooding and erosion.

3. Based on the foregoing there is a compelling need for the moratorium.
- II. The city is making reasonable progress to alleviate the problem giving rise to the need for the Moratorium by:
1. The city issued a Request for Proposals in December 2023 and as of February 23, 2024 the city received proposals from 3 qualified firms to begin the update of the city's Comprehensive Plan including Goal 18 that addresses view grading. The Fiscal Year 2023-2024 budget includes sufficient approved resources to update the Comprehensive Plan. Goal 18 will be included as an early priority for community engagement and policy development.
- III. The Moratorium shall be extended by a period of six months to allow the City to continue making progress toward updating the Plan.



COUNCIL STAFF REPORT

To: Mayor and City Council

Date Written: March 1st, 2024

Reviewed: Leila Aman, City Manager

From: Mike Sims, Police Sergeant

Subject: Dark Sky Ordinance

ACTION REQUESTED

Hear a presentation from staff and discuss final draft of Dark Sky Ordinance and direct staff to finalize ordinance and move to first reading.

HISTORY OF PRIOR ACTIONS AND DISCUSSIONS

[August 9th, 2023](#) - Council held a discussion and directed staff to investigate the potential for expanding the dark sky provision in the Short-Term Rental Ordinance citywide.

[September 13th, 2023](#) Staff provided City Council with an update and draft citywide Ordinance. City Council provided input and directed staff to gather feedback from the community.

[December 13th, 2023](#) Staff presented City Council with a summary of community input and updated Ordinance language. City Council directed staff to reach out specifically to businesses on Laneda.

ANALYSIS

In 2021 Manzanita City Council adopted amendments to Ordinance 10-03 requiring Short Term Rentals to become Dark Sky compliant. Since that time, the council, and subsequent councils have had continued interest in applying the Dark Sky provision from 10-03 citywide. Staff have been steadily working on developing a dark sky policy that can be applied citywide, is flexible to fit several contexts, is easy to understand and enforceable when necessary. Key elements of the Ordinance have included proper definition of terms, limits on illumination, and enforceability.

The draft Ordinance reflects the input from the City Council and members of the community including businesses along Laneda over the last nine months. The draft Ordinance creates restrictions in residential areas and provides for an exemption of the Commercial district to allow for lighting of the unique conditions of this area.

BUDGET IMPACT

The City may incur some minor costs associated with upgrading lights on city owned properties.

WORKLOAD IMPACT

A reasonable Ordinance that is enforceable will have minimal workload impact for the responding Officer.

COORDINATION, CONCURRENCE, OR DISSENT

City has coordinated with TPUD to have all streetlights shielded. The City Attorney has reviewed the draft Ordinance.

STAFF RECOMMENDATION

Finalize Ordinance for a first reading in April.

ALTERNATIVES

Council has the option to leave the current Ordinance in place only affecting the short-term rentals within city limits.

ATTACHMENTS

1. Draft Ordinance



COUNCIL ORDINANCE No.

AN ORDINANCE OF THE CITY OF MANZANITA, OREGON, TO INCREASE LIVABILITY AND PROTECT THE NATURAL ENVIRONMENT FROM THE IMPACT OF OUTDOOR LIGHTING BY MINIMIZING LIGHT POLLUTION, GLARE, AND LIGHT TRESPASS AT NIGHT.

WHEREAS, the City Council has determined that it is in the public's best interest to implement regulations to protect and preserve the environment and enhance livability in the city.

WHEREAS, reducing light pollution at night preserves and protects the natural environment; and

WHEREAS, limiting light pollution will enhance the quality of life within the City of Manzanita for humans and wildlife; and

WHEREAS, the City of Manzanita can regulate and enforce limitations to outdoor lighting to achieve these goals.

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

Section 1. Definitions

The following words and phrases, as used herein, shall have the following meanings:

- A. Shielded Lighting- A lighting fixture or fixtures that has a covering or is designed to ensure that direct or indirect light rays emitted from the fixture are projected below a horizontal plane running through the lowest light-emitting point of the fixture, as the term defined in ORS 455.573 (4)
- B. Landscape Lighting- Lighting designed to illuminate walkways, trees, shrubs, ponds and other landscape features.
- B. Light Trespass- Direct light rays that fall beyond the property it is intended to illuminate.
- C. Patio Lighting- Temporary lighting including string lights, lights that may plug in, and solar powered lights.
- D. Seasonal Lighting- Temporary lighting installed and operated in connection with holidays or traditions.

Section 2. Prohibited Uses of Lighting

- A. All outdoor lighting fixtures shall be shielded.

- B. Landscape lights shall be prohibited from illuminating in an upwards direction beyond the boundaries of the property containing the landscape lighting.
- C. Security (flood) lights shall be on motion detectors and the direct light rays must not project on adjacent houses.
- D. Patio lighting shall have a measurement of 3,000 Kelvins or less.
- E. Light trespass is prohibited.

Section 3. Exemptions

- A. Seasonal lighting installed and operated in connection with holidays.
- B. Outdoor lights shining upwards for the purpose of illuminating the American Flag.
- C. Outdoor lighting in the Limited Commercial Zone and Commercial Zone

Section 4. Violation - Penalty

Any person who is convicted of a violation of any provision of this ordinance shall be subject to a civil fine of not more than \$250 each day. Each day is a new offence.

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 _____.

Kathryn Stock, Mayor

ATTEST:

Leila Aman, City Manager/Recorder

MEMORANDUM

To: Mayor Kathryn Stock
From: Linda Kozlowski, City Council President
RE: 2024 Budget Committee Appointment

Selection Committee Members:

Frank Squillo – Manzanita Planning Commission Vice Chair
Linda Kozlowski – Manzanita City Council President

Summary:

The selection committee had only one applicant, Karen Reddick Yurka, to fill the open position on the Planning Commission. The open position is for a ***full term, commencing March 6th 2024 for a period of four years and is currently held by Reddick Yurka.***

Karen Reddick Yurka

Karen has been an exemplary member of the Planning Commission since 2006 and Chair for at least the last 5 years. Under her tenure the Planning Commission added Design Review provisions and rewrote the sign standards to align with Federal law. She was instrumental in both efforts. Her strong interest in listening to the community at large was exemplified in her leadership of the recent evaluation and LUBA appeal of the “Lofts” project. Her background is in Real Estate law. She worked for Stoel Rives as a legal assistant. She is looking forward to the Planning Commission’s involvement in the upcoming Comprehensive Plan update. The zoning and subdivision ordinances will enact the vision and policies of the Comp Plan.

Recommendation:

The Selection Committee highly recommends that the Manzanita City Council approve a Resolution appointing Karen Reddick Yurka to the planning commission **for a term of four years commencing March 6, 2024, and concluding December 31, 2027.**



City of Manzanita

PO BOX 129, Manzanita OR 97130-0129

Phone (503) 812-2514 | Fax (503) 368-4145 | TTY Dial 711

ci.manzanita.or.us

Planning Commission Application

Name: <u>Karen Reddick Yurka</u>	Phone: _____
Address: _____	
City/State/Zip: _____	Email: _____
Occupation: <u>bookkeeper</u>	

There is one position open on the Planning Commission. This position will be a 4-year appointment and will end December 2027.

Do you live, own property, or a business within the City or Urban Growth Boundary? If yes, please describe your relationship to the City of Manzanita.

I own my home in Manzanita, and have lived and worked here since 2003.

Please explain what skills or qualifications you bring that you believe will benefit the City as a member of the Planning Commission. Be brief but be as specific as possible.

I've been a member of the PC since 2006. In my time on the commission, we added Design Review provisions and rewrote the Sign standards to align with the federal law. I was instrumental in both efforts. My background is in Real estate law - I was a legal assistant @ Steel River in Portland.
I've had the honor of serving as chair since my mentor, Ellen Nicholson, retired.

Please describe your understanding of the Comprehensive Plan, the City's Zoning Ordinance and/or Land Use Planning.

The comp plan sets in writing the values of the citizens with respect to how we think about land use. It guides development into the 20-year future. It describes how the city meets the statewide goals for community development.

The zoning and subdivision ordinances enact the vision & policies in the comp plan.

As a Planning Commissioner you will be asked to make decisions on Land Use Applications using the City's Zoning Ordinance. Your ability to interpret the Zoning Ordinance and criteria will be essential to your success in this position. Please describe how you would evaluate a land use application where you may personally disagree with what is being proposed.

I've disagreed with portions of almost every land use application I've seen during my tenure. If the application meets the standards in the ordinances though, it must be approved. The PC can impose reasonable conditions to ensure compliance with the spirit (comp plan goals) and the letter (ordinance standards) of our city.

In any event, mine is just one ^{vote} of five.

Do you have any expected or anticipated conflicts of interest that may require you to recuse yourself from a planning application? If yes, please describe.

NO. On occasion one of my bookkeeping clients has an application before the commission. I disclose my potential conflict and would recuse if my interest is challenged.

Planning Commission Meetings are held on the second Monday of each month at 4 pm. In cases where the Monday falls on a holiday the Planning Commission will meet on the third Tuesday of each month. There are also potential trainings and special meetings that may be required. Can you meet this time commitment?

☒ Yes ☐ No

* My husband is in hospice care in our home. My goal is that I have coverage @ home for meetings.

Meetings are currently held via the Zoom and are expected to continue on Zoom for two more years. Are you able to participate via Zoom? If meetings were held in person would you be able to participate? Please describe your availability to attend meetings either via Zoom or in person below.

Yes. Zoom meetings work for me. I can attend in person if required.

Is there anything else you would like to share with the selection committee about your experience and interest in the position?

It's important to me that the PC hears from everyone with an interest in an application. I'm looking forward to the public meetings to enrich the new comp plan, as well as the detailed work with the enacting ordinances.

We have work to do - and I'd like to help.

You are also welcome and encouraged to submit a CV or Resume as part of your application.

THE DEADLINE FOR SUBMISSIONS IS FEBRUARY 2, 2024 BY 4:00 PM

Please return this form
by email to cityhall@ci.manzanita.or.us

If you have any questions, please call 503-812-2514 or email us at cityhall@ci.manzanita.or.us