



# CITY OF MANZANITA

P.O. Box 129, Manzanita, OR 97130-0129  
Phone (503) 368-5343 | Fax (503) 368-4145 | TTY Dial 711  
ci.manzanita.or.us

## COUNCIL REGULAR SESSION

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

## AGENDA

APRIL 3, 2024  
06:00 PM Pacific Time

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

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

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

or by joining via Zoom:

<https://us02web.zoom.us/j/82822750703?pwd=bVt0NTVORDIsWnpCanlCemlEOGV5dz09>

Meeting ID: 828 2275 0703 Passcode: 368947

Call in number: +1 253 215 8782

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

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

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

**2. AUDIENCE PARTICIPATION**

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

**3. CONSENT AGENDA**

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

**A. Approval of Minutes**

- a. March 06, 2024, Regular Session
- b. March 08, 2024, Work Session
- c. March 13, 2024, Work Session

**B. Approval of Bills**

#### **4. INFORMATION**

- A.** City Manager Report  
Leila Aman, City Manager
  
- B.** Council Reports  
City Council
  
- C.** Neah Kah Nie School District 5 Year Plan  
Tyler Reed, Superintendent, Neah Kah Nie School

#### **5. NEW BUSINESS**

- A.** Farmer's Market Special Event Permit  
Kendra Hall, Executive Director, Manzanita Farmers Market
  
- B.** Visitors Center Management Contract with Tillamook County Visitors Association  
Leila Aman, City Manager
  
- C.** 2024 Council Goals Resolution  
Kathryn Stock, Mayor
  
- D.** 2024-2025 Salary Schedule  
Leila Aman, City Manager
  
- E.** 2024-2025 Master Fee Schedule and Ordinance 24-03 Requiring a License to Conduct Business within the City: Establishing Process and Fee to Obtain a Business License; and; Rescinding Ordinance 98-04 and Ordinance 05-05 First Reading  
Leila Aman, City Manager
  
- F.** Appointments to Comprehensive Plan Public Advisory Steering Committee  
Kathryn Stock, Mayor  
John Collier, Planning Commissioner
  
- G.** Comprehensive Plan Consultant Contract  
Leila Aman, City Manager
  
- H.** Intergovernmental Agreements with Nehalem and Wheeler for Police Services  
Leila Aman, City Manager

## 6. OLD BUSINESS

- A. Ordinance 24-02 Dark Sky Ordinance First Reading  
Mike Sims, Police Sergeant
- B. Water Billing Ordinance 24-01 Second Reading  
Leila Aman, City Manager
- C. STR Committee Appointment Criteria  
Linda Kozłowski, Council President  
Mike Sims, Police Sergeant  
Jo Newhouse, Short-Term Rental Committee Chair

## 7. ADJOURN (8:30)

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

The city is committed to providing equal access to public meetings. To request listening and mobility assistance services contact the Office of the City Recorder at least 48 hours before the meeting by email at [cityhall@ci.manzanita.or.us](mailto:cityhall@ci.manzanita.or.us) or phone at 503-812-2514. 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](https://ci.manzanita.or.us/broadcast).



## MEMORANDUM

To: City Council  
From: Leila Aman, City Manager  
Subject: **April 3, 2024, City Council Regular Session**

Date Written: March 26, 2024

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## NEW BUSINESS

### A. FARMERS MARKET SPECIAL EVENT PERMIT

Annual Manzanita Farmers Market Permit Request for Underhill Plaza. City Manager requests council approval to develop a Memorandum of Understanding with the Manzanita Farmers Market for use of Underhill Plaza for the Market.

### B. VISITOR CENTER MANAGEMENT CONTRACT WITH TILLAMOOK COUNTY VISITORS ASSOCIATION

This is the third renewal of the TCVA contract which includes the Visitor Center Manager, Carolyn Greenwood. Carolyn has served in this position for nearly three years now. The Visitor Center also manages the visitmanzanita.org website, social media, provides supplies for events, manages off season marketing grants, and this upcoming fiscal year they will update and print a new Manzanita Map. Staff propose that the contract be approved and requests council authority to execute the contract.

### C. COUNCIL GOALS RESOLUTION

The purpose of setting council goals is to establish expectations for the year and provide guidance to the city manager on her work plan. The Council goals set the broad framework for which the council and the manager work together, starting with the budget process to implement policies and programs that will help achieve the goals. The mayor will review the goals and expectations for the current year.

### D. 2024-2025 SALARY SCHEDULE RESOLUTION

Each year the City Council is asked to approve a Resolution authorizing salaries for the upcoming fiscal year. Salaries are reviewed annually, and salary studies are conducted every four years. The next salary study will be conducted for FY 2025-2026. The proposed salary schedule for Fiscal Year 2024-2025 reflects a cost-of-living adjustment (COLA) of 3% based on the Western Consumer Price Index.

### E. 2024-2025 MASTER FEE SCHEDULE RESOLUTION ORDINANCE 24-X – REQUIRING A LICENSE TO CONDUCT BUSINESS WITHIN THE CITY; ESTABLISHING A PROCESS AND FEE TO OBTAIN A BUSINESS

**LICENSE; AND, RESCINDING ORDINANCE NO. 98-4 AND ORDINANCE NO. 05-05.**

Council is being asked to adopt a "Master Fee Schedule" for Fiscal Year 2024-2025 that encompasses every fee, including utility rates, that the city charges. Council is also being asked to conduct a first Reading of an updated Business License Ordinance that allows City Council to make changes to the fees for business licenses via Resolution. The Resolution and new Business License Ordinance provides the appropriate authority to administer and change the fees in one annual motion from here forward. In future years, a simple Resolution with the fee schedule attached will allow for the update of all fees. It is anticipated that the fees will be adjusted annually in March of each year and go into effect on the first day of the following fiscal year. This approach allows for budget planning and ensures that annual inflation adjustments to services and fees that require them can be done in an orderly and transparent fashion.

**F. APPOINTMENTS TO COMPREHENSIVE PLAN PUBLIC ADVISORY STEERING COMMITTEE (PASC)**

The selection committee received five applications for the PASC including Mark Adamcin, Connie Burton, Linda Kuestner, Jon Reimann and Brian Sindt. Mayor Kathryn Stock, Planning Commission member John Collier and the City Manager interviewed all five applicants and enthusiastically recommend their appointment to the PASC. The city is still accepting applications for businesses and employees.

**G. COMPREHENSIVE PLAN CONSULTANT CONTRACT**

The City conducted a formal Request for Proposals (RFP) process and issued an RFP for Comprehensive Planning Zoning Ordinance Updates on December 8, 2023. The city received three proposals from three highly qualified firms including 3J Consulting, MIG, and Cascadia by the deadline of February 23, 2024. The selection committee was comprised of Mayor Kathryn Stock, Planning Commission member John Collier and Leila Aman, the City Manager. The committee reviewed each proposal based on the criteria outlined in the RFP and held interviews with all three teams. Each team was highly qualified, with different strengths, and any of them could have done an excellent job for the city. The selection committee ultimately decided to move forward with 3J and issued a Notice of Intent to Award on March 22, 2024. The protest period ended on March 29, 2024, at 5pm with no protest. Council is being asked to approve a Resolution awarding 3J Consulting the Comprehensive Plan Contract and delegating authority to the city manager to negotiate an agreement with 3J for council approval.

**H. INTERGOVERNMENTAL AGREEMENTS WITH NEHALEM AND WHEELER FOR POLICE SERVICES**

The City Manager and Chief of Police have worked together with the City Attorney to prepare the revised Intergovernmental Agreements (IGA) for Police Services. The updated IGAs include updated cost recovery for services, updated terms of the Agreement including an annual 4% cost-of-living adjustment and a longer term (3-years.) The City Manager and Chief have met with staff from both cities. Both cities have discussed and have approval from their City Council to execute the Agreement. Staff reviewed the IGAs with the City Council in a work session on March 13, 2024. The only change to the IGAs since March 13 is related

to the annual inflation increase. Wheeler requested that be reduced from 5% to 4%. Given inflation is tracking below 4% staff recommends this change and that it be applied to Nehalem's contract as well. Staff recommends City Council make a motion to approve the IGA and delegate authority to the City Manager to execute the Agreements with both cities.

**I. ORDINANCE 24-1 REGULATING LIGHT POLLUTION, GLARE AND LIGHT TRESPASS AT NIGHT**

An updated staff report is included in the packet. Staff recommend a first reading.

**J. SHORT TERM RENTAL COMMITTEE APPOINTMENT CRITERIA**

The Short Term Rental Committee has two positions that will be opening in June 2024. Per council rules of procedure Council President Linda Kozlowski, STR Committee Chair Jo Newhouse and Sergeant Mike Sims have been appointed to serve on the selection committee. The selection committee is requesting council approval of the criteria for selecting committee members. The proposed criteria is outlined below.

The applicant:

- Lives, works or owns property in Manzanita.
- Has a strong interest in representing and serving the broader community regarding STRs.
- Can balance the needs of the greater community regardless of personal needs or agendas.
- Is able to work in a collaborative and respectful manner, maintaining an open mind with solid listening skills.
- Can objectively review and provide input on qualitative and quantitative information
- Will hear and appreciate multiple perspectives and ultimately reach consensus on a variety of topics.

**K. 2<sup>ND</sup> READING AMENDING ORDINANCE 90-08 (MONTHLY WATER BILLING)**

Staff recommend the City Council approve a second reading of Ordinance 90-8 to officially grant authority for the city to read meters and bill rate payers monthly in lieu of quarterly readings and billings. Monthly billing does require additional staff time, and it does cost about \$7500 more per year in postage. However, billing monthly allows the city to identify leaks early and often, reducing water loss and property damage and it allows the city to seamlessly integrate the water billing system with the financial accounting system creating a more efficient and transparent accounting process. Overall costs could be reduced if customers switch to auto billing and payment. That, in addition to reduced postage provides many other benefits including staff time required for these services.

CITY OF MANZANITA  
MARCH 6, 2024  
CITY COUNCIL REGULAR SESSION

**1. CALL TO ORDER:** The meeting was called to order on March 6, 2024, at 6:01pm at the Pine Grove Community Center by Mayor Kathryn Stock.

**Roll:** Council members present: Kathryn Stock, Linda Kozlowski, Jerry Spegman, Brad Hart, and Tom Campbell. Staff present: City Manager Leila Aman, Police Sergeant Mike Sims, Development Services Director Scott Gebhart, and Assistant City Recorder Nancy Jones. Staff present via Zoom: Accounting Manager Nina Crist. Panelist's present: Lee Hiltenbrand Public Works Augmentation Team Leader, Jason Stegner owner of Cove Built LLC, and Ketzell Levine with the Hoffman Center. Panelist's present via Zoom: Jenee Pearce-Mushen with the American Red Cross and Jessie Steiger with the Klosh Group.

**2. PROCLAMATIONS:**

**A. Manzanita Day Proclamation – Mayor Kathryn Stock**

Ketzell Levine with the Hoffman Center shared information about the Manzanita shrub and encouraged everyone to plant, cultivate and celebrate the Manzanita plant to keep it thriving. Mayor Kathryn Stock read the proclamation and declared March 31<sup>st</sup> as Manzanita Day.

**B. American Red Cross Proclamation – Mayor Kathryn Stock**

Jenee Pearce-Mushen with the Red Cross shared information about the Red Cross and what they do in the community. Mayor Kathryn Stock read the proclamation and declared the month of March 2024 as Red Cross month.

**3. AUDIENCE PARTICIPATION:** There were 10 people in attendance, 16 attended via zoom, 26 attended via website. There were two public comments.

**4. CONSENT AGENDA:**

**A. APPROVAL OF MINUTES –**

- a. February 07, 2024, City Council Regular Session
- b. February 14, 2024, City Council Work Session

**B. APPROVAL OF BILLS FOR PAYMENT**

**A motion was made by Kozlowski, seconded by Spegman, to approve the consent agenda that included approval of the February 07, 2024, Regular Session Minutes; February 14, 2024, Work**

**Session Minutes; Approved payment of bills and all subsequent bills subject to approval by the Mayor or Council President and City Manager; Motion passed Unanimously.**

## **5. REPORTS:**

### **A. City Manager Report - City Manager Leila Aman**

City Manager Leila Aman shared the following information:

- The city received a direct appropriation from the state legislature of 2.7 million dollars towards affordable housing infrastructure.
- Planning Commission hearing is scheduled for March 11, 2024, at 4pm.
- Municipal Court is scheduled for March 22, 2024, at 1:30pm and is open to the public.

### **B. Council Reports- City Council**

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

- There is a goal setting workshop scheduled for March 8, 2024.
- A central email for councilors has been created and will be posted on the city's website: [citycouncil@ci.manzanita.or.us](mailto:citycouncil@ci.manzanita.or.us)

## **6. NEW BUSINESS:**

### **A. February 27, 2024, City Hall Town Hall Update – City Manager Leila Aman**

City Manager Leila Aman spoke about the Town Hall meeting that was held via Zoom on February 27, 2024. She stated that the meeting shared the history of the project, the public outreach process, how the challenges were addressed, and the final design. The design and construction teams were present and available for questions from the public. Aman referred people to the recording of the meeting on the city's website.

### **B. Gross Maximum Price Amendment (GMP) to Cove Built, LLC Construction Management/General Contractor (CM/GM) Contract for the Purpose of Constructing a City Hall – City Manager Leila Aman**

City Manager Leila Aman spoke about the Gross Maximum Price (GMP) to build a new city hall. She shared the history of the project and acknowledged the people that worked on the progression over the past 30 years. She spoke about the two phases of the project and the Resolutions that have been passed to bring the city to this point. Aman explained the Project Development Schedule and communicated the process from Schematic Design to Design Development to Construction Documents.

Jessie Steiger with the Kloss Group explained that the Guaranteed Maximum Price (GMP) is a fixed price to construct and turn over a fully functioning building. She explained the difference between an owner contingency, a contractor contingency, and communicated that contingency is included in the Guaranteed Maximum Price (GMP). She explained payment and change order processes and spoke about hard and soft construction costs. The total Guaranteed Maximum



Price (GMP) to build a new city hall is \$4,589,944. If the council passes Resolution 24-03, construction will begin in April with a substantial completion date of May 16, 2025.

**C. City Manager City Hall Construction Expenditure Authority – City Manager Leila Aman**

City Manager Leila Aman spoke about the funding strategy for city hall construction, design development, and provided the financial funding amounts. She shared an overview of previous funding strategy discussions and stated that the city was approved for the Special Publics Works Fund. Aman spoke about grants the city has received and specified the amount that would need to be financed is \$4,100.00.

Allowed for public comment: There were no public comments.

**A motion was made by Kozlowski to accept Resolution 24-03, 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. Seconded by Hart; Motion passed Unanimously.**

**D. Water Billing Discussion and Proposed Amendment to Ordinance - City Manager Leila Aman and Public Works Director Dan Weitzel**

City Manager Leila Aman asked the City Council for a vote to approve the first reading of Ordinance 24-01 which will update Ordinance 90-08 and officially grant authority for the city to read meters and bill rate payers monthly.

Allowed for public comment: There were no public comments.

**A motion was made by Kozlowski to accept the First Reading of Ordinance 24-01, Amending Ordinance 90-08. Seconded by Campbell; Motion passed Unanimously.**

**7. OLD BUSINESS:**

**A. Moratorium on Dune Grading for Views – Adoption and Findings – City Manager Leila Aman**

City Manager Leila Aman spoke about previous council actions and discussions regarding the view grading moratorium. She stated that this would be the third extension since the city adopted a moratorium on view grading on November 9, 2022. Aman asked the council to adopt findings supporting a continuation of the View Grading Moratorium for a period of 6 months, expiring September 2024. This extension allows the city to continue to make progress toward updating Goal 18 of the Comprehensive Plan.

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

**B. Dark Sky Ordinance – Police Sergeant Mike Sims**

Police Sergeant Mike Sims shared the timeline and history of the Dark Sky Ordinance. He explained that this Ordinance would amend the Short-Term Rental exterior lighting section of Ordinance 10-03 making it city wide. Sims presented the final draft of the Dark Sky Ordinance and asked the council for direction on what the grace period would be for a compliance timeline, and asked if commercial properties would be included or exempt from the ordinance. City council gave direction to keep moving ahead on this.

**C. Planning Commission Appointment / STR Selection Committee Appointment – Council President Linda Kozlowski**

Council President Linda Kozlowski spoke about the planning commission committee and application process. She shared that Karen Reddick-Yurka’s term has ended, leaving one vacant seat. The Selection Committee interviewed one applicant and recommended Karen Reddick-Yurka to fill the vacant seat. This seat is for a 4-year term and will end December 2027.

**A motion was made by Campbell to accept Resolution 24-04 Making an Appointment to the Planning Commission. Seconded by Spelman; Motion passed Unanimously.**

Council President Linda Kozlowski announced that there are three openings on the Short-Term Rental Committee. She volunteered herself and nominated Sergeant Mike Sims, and Short-Term Rental Committee Chair Jo Newhouse to serve on the selection committee.

**A motion was made by Campbell to appoint Council President Linda Kozlowski, Sergeant Mike Sims, and Short-Term Rental Committee Chair Jo Newhouse to the Selection Committee. Seconded by Spelman; Motion passed Unanimously.**

**D. 4th of July Parade Liaison – Mayor Kathryn Stock**

Mayor Kathryn Stock spoke about the annual fourth of July parade. Councilor Tom Campbell volunteered to be the liaison for the parade this year.

**A motion was made by Kozlowski to Appoint Tom Campbell as the 4<sup>th</sup> of July Parade Liaison. Seconded by Hart; Motion passed Unanimously.**

**8. INFORMATION:**

**A. Emergency Volunteer Corps of Nehalem Bay (EVCNB) / Public Works Augmentation Team (PWAT) Update – Public Works Director Dan Weitzel and Public Works Augmentation Team member Lee Hiltenbrand**

Public Works Augmentation Team member Lee Hiltenbrand spoke about the public works augmentation team. He said this team consists of seven volunteers trained in necessary skills, that work alongside the public works department when needed. He communicated the team's work focus and spoke of training courses they have completed. Hiltenbrand specified projects the team has completed and shared upcoming projects. If you are interested in volunteering contact Public Works Director Dan Weitzel (503) 368-5347.

**9. INFORMATION AND ADJOURN:**

Planning Commission Meeting will be held March 11, 2024, at 4pm  
Short-Term Rental Committee will be held March 15, 2024, at 10am  
Manzanita Municipal Court will be held March 22, 2024, at 1:30pm and is open to the public.

**Mayor Stock adjourned the meeting at 9:03PM.**

**MINUTES APPROVED THIS  
3<sup>rd</sup> Day of April, 2024**

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Kathryn Stock, Mayor

Attest:

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Leila Aman, City Manager

**CITY OF MANZANITA**  
**MARCH 8, 2024**  
**CITY COUNCIL WORK SESSION**

**1. CALL MEETING TO ORDER:** The meeting was called to order on March 8, 2024, at 1:01pm at the Nehalem Bay Fire and Rescue Station by Mayor Kathryn Stock.

**ROLL:** Members present: Kathryn Stock, Linda Kozlowski, Jerry Spegman, Brad Hart, and Tom Campbell. Staff present: City Manager Leila Aman, and Police Sergeant Mike Sims. Staff Present via Zoom: Accounting Manager Nina Crist, and Assistant City Recorder Nancy Jones.

**2. COUNCIL GOALS DISCUSSION:** City Manager Leila Aman

City Manager Leila Aman spoke to the council about the importance of setting goals and priorities and explained how the goals of the council influence the budget. She shared the four goals of last year's city council and the status of those projects. City Council engaged in a discussion around the goals and reached consensus to continue supporting the existing multi year council goals.

1. Level Up Manzanita
2. Budget Forward Manzanita
3. Envision Manzanita
4. Council Communication

**3. ADJOURN:** Mayor Stock adjourned the meeting at 2:52pm.

**MINUTES APPROVED THIS**  
**3<sup>rd</sup> Day of April 2024**

\_\_\_\_\_  
Kathryn Stock, Mayor

Attest:

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

**CITY OF MANZANITA**  
**MARCH 13, 2024**  
**CITY COUNCIL WORK SESSION**

**1. CALL MEETING TO ORDER:** The meeting was called to order on March 13, 2024, at 2:00pm via Zoom by Mayor Kathryn Stock.

**ROLL:** Members present: Kathryn Stock, Linda Kozlowski, Jerry Spegman, and Tom Campbell. Brad Hart was absent and excused. Staff present: City Manager Leila Aman, Police Chief Erik Harth, Public Works Director Dan Weitzel, Development Services Director Scott Gebhart, and Assistant City Recorder Nancy Jones. Panelist present: None

**2. Police Services Contract with Wheeler and Nehalem:** City Manager Leila Aman

City Manager Leila Aman spoke about the police service contracts the city has with Wheeler and Nehalem. She said these contracts expire at the end of June and are in the renewal process. She explained updates and changes in both contracts and stated that the police service will remain the same as previous contracts. Aman reported that Nehalem has approved the updated contract and Wheeler is scheduled to have another discussion about it. There was a consensus from the city council to move ahead with the contracts if approved by Wheeler and Nehalem. Chief Erik Harth answered questions from the council about the police services that are provided.

**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 developing an updated master fee schedule that will be updated annually. She said that staff has taken a comprehensive look at the service the city provides with a focus on cost recovery. Aman spoke about the updated business license fee tiers which were lower than the previous proposal and said all updates on the master fee schedule would go into effect July 1<sup>st</sup>. It is planned to adopt the fee schedule prior to approval of this year's budget.

Development Services Manager Scott Gebhart spoke about the current Short-Term rental fees and stated that they will not be increased at this time.

Public Works Director Dan Weitzel presented the current and proposed water rates and shared a projected forecast for 2024. He explained the difference between the basic and consumption fees and led a discussion on the Consumer Price Index increase. He answered questions from the council regarding water pricing.

**4. Council Communication:** Council President Linda Kozlowski

Council President Linda Kozlowski shared the concept of guiding principles in conducting business and pursuing council goals. She spoke about opportunities for council to connect with the community to increase awareness and specified ways to improve on goal number four, Council Communication. She shared three options that the public can use to reach out to council members about questions they have. -Conversations with Councilors, is a planned quarterly meeting with citizens and two councilors about a specific topic. - Councilors Corner, is a casual questions and answers session with citizens and two councilors over coffee. This will be scheduled for the 3<sup>rd</sup> Tuesday of every month. -Ask a City Councilor, is a central email address for people to provide input and ask questions of all councilors.

Mayor Kathryn Stock led a conversation about moving the July 3<sup>rd</sup> Regular Session to July 10<sup>th</sup>. This will be scheduled on the next meeting agenda for further discussion.

City Manager Leila Aman announced a groundbreaking ceremony for the new city hall building on April 6, 2024 – Time to be announced.

**5. Adjourn:** Mayor Stock adjourned the meeting at 3:57pm.

**MINUTES APPROVED THIS  
3<sup>rd</sup> Day of April 2024**

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Kathryn Stock, Mayor

Attest:

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Leila Aman, City Manager

## BILLS FOR APPROVAL OF PAYMENT

From 03/01/24 - 03/31/24

VENDOR	TOTAL	ADMIN	POLICE	BLDG	COURT	PARKS	CH EXP	ROADS	Visitors Center	WATER
3J CONSULTING (CITY PLANNER)	\$2,852.00	\$2,852.00								
BEARING (ARCHITECT)	\$53,815.10						\$53,815.10			
CASELLE (FINANCIAL SOFTWARE)	\$2,220.00	\$1,663.00								\$557.00
CHARTER (INTERNET)	\$349.96	\$219.98	\$129.98							
CIS TRUST (BLDRS RISK)	\$3,624.68						\$3,624.68			
CITY OF MANZ. (PETTY CASH)	\$25.14	\$25.14								
CITY OF NEH. (FINES & ASSMNTS)	\$413.00				\$413.00					
CITY OF WHLR. (FINES & ASSMNTS)	\$247.00				\$247.00					
COAST PRINTING. (SUPPLIES)	\$165.90	\$165.90								
DAN WEITZEL (STAFF REIMB.)	\$376.02									\$376.02
DATA CENTER (WATER BILLING MAILING)	\$1,785.24									\$1,785.24
DAY WIRELESS (VEHICLE EQUIP.)	\$1,121.50		\$1,121.50							
DMV (RECORDS REQ.)	\$1.15				\$1.15					

## BILLS FOR APPROVAL OF PAYMENT

From 03/01/24 - 03/31/24

VENDOR	TOTAL	ADMIN	POLICE	BLDG	COURT	PARKS	CH EXP	ROADS	Visitors Center	WATER
EXTREME PROD. (EQUIPMENT)	\$6,020.00	\$6,020.00								
FASTENAL (MTRLS & SUPP.)	\$204.53							\$102.27		\$102.26
FERGUSON (MTRLS & SUPP.)	\$2,530.29									\$2,530.29
GOVOS (ANNUAL STR SOFTWARE)	\$5,214.00	\$5,214.00								
GRAND PEAKS (CONSULTANT)	\$1,089.15	\$1,089.15								
JOHN GARCIA (STAFF REIMB.)	\$238.60		\$238.60							
KLOSH (OWNERS REP.)	\$4,173.62						\$4,173.62			
LANDMARK FORD (PD VEHICLE)	\$42,505.73		\$42,505.73							
LARRY BLAKE (MUNICIPAL JUDGE)	\$400.00				\$400.00					
LB BUILDING (CONTRACT BUILDING OFF.)	\$23,318.96			\$23,318.96						
LOC (ADVERTISING)	\$20.00									\$20.00
LES SCHWAB (VEHICLE MAINT.)	\$288.86							\$144.43		\$144.43



## BILLS FOR APPROVAL OF PAYMENT

From 03/01/24 - 03/31/24

VENDOR	TOTAL	ADMIN	POLICE	BLDG	COURT	PARKS	CH EXP	ROADS	Visitors Center	WATER
MANZANITA LUMBER (MTRLS & SUPP.)	\$72.55									\$72.55
MILLER NASH (CITY ATTORNEY)	\$20,860.50	\$19,969.50					\$891.00			
MUELLER (WATER SOFTWARE)	\$5,414.71									\$5,414.71
NB READY MIX (MTRLS & SUPP.)	\$240.00							\$120.00		\$120.00
NEHALEM LUMB. (MTRLS & SUPP.)	\$30.32									\$30.32
NBWW (SEWER UTILITY)	\$243.00					\$243.00				
NINA CRIST (STAFF REIMB.)	\$301.02	\$301.02								
ONE ELEVEN (IT SERVICES)	\$4,060.00	\$4,030.00								\$30.00
ONE ELEVEN (COMPUTER EQUP.)	\$98.21	\$18.22								\$79.99
OR. DEPT REV (FINES & ASSMNTS.)	\$353.23				\$353.23					
PACIFIC OFFICE (PSTG & COPIER)	\$465.21	\$403.01	\$27.70							\$34.50
PS SOFTWARE (ANNUAL SUBSCRIPTION)	\$240.00				\$240.00					

## BILLS FOR APPROVAL OF PAYMENT

From 03/01/24 - 03/31/24

VENDOR	TOTAL	ADMIN	POLICE	BLDG	COURT	PARKS	CH EXP	ROADS	Visitors Center	WATER
RHINO ONE (GEOTECH)	\$1,330.00						\$1,330.00			
ROBERTSON MOTOR (PD VEHICLE)	\$43,206.25		\$43,206.25							
RTI (PHONE SERVICE)	\$494.01	\$95.60	\$98.09							\$300.32
SHELDON OIL (FUEL)	\$1,361.82		\$751.21	\$97.92		\$20.20		\$101.01	\$108.64	\$282.84
SHRED NW (SHREDDING)	\$190.00	\$190.00								
STAPLES (OFFICE SUPPLIES)	\$154.92	\$154.92								
SWEET SEPTIC (PORTABLE TOILETS)	\$295.00								\$295.00	
TILL. PAYABLE (FINES & ASSMNTS.)	\$129.03				\$129.03					
TCVA (VC COORD.)	\$3,502.61								\$3,502.61	
TPUD (ELECTRIC SERVICE)	\$4,360.56	\$100.68	\$299.11			\$96.69		\$1,218.00	\$94.26	\$2,551.82
US BANK (CITY VISA)	\$5,564.64	\$1,377.70		\$1,450.00		\$206.95		\$979.46		\$1,550.53
VERIZON (TELEPHONE)	\$1,187.60	\$294.58	\$344.36	\$114.98					\$64.99	\$368.69

## BILLS FOR APPROVAL OF PAYMENT

From 03/01/24 - 03/31/24

VENDOR	TOTAL	ADMIN	POLICE	BLDG	COURT	PARKS	CH EXP	ROADS	Visitors Center	WATER
WALTER WEND. (CITY PLANNER)	\$540.00	\$540.00								
WIRELESS SOL. (VEHICLE EQUIP.)	\$3,294.25		\$3,294.25							
WIRE WORKS (VEHICLE EQUIP.)	\$11,916.32		\$11,916.32							
<b>TOTALS</b>	<b>\$260,054.19</b>	<b>\$41,872.40</b>	<b>\$103,933.10</b>	<b>\$24,981.86</b>	<b>\$1,783.41</b>	<b>\$566.84</b>	<b>\$63,834.40</b>	<b>\$2,665.17</b>	<b>\$4,065.50</b>	<b>\$16,351.51</b>

# NEAH·KAH·NIE SCHOOL DISTRICT

## Strategic Planning 2024



In partnership with:



# Who We Are: Neah-Kah-Nie School District

- 720 Student
- 63 Licensed Teachers
- 66 Classified Staff
  
- Robust Extracurriculars and Activities for students
  
- District ~400 sq. miles
  - North to Falcon Cove
  - South to Bay City
  - Includes timber lands between Hwy 26 and Hwy 6



# Strategic Planning



- The Neah-Kah-Nie School District is engaging its community in a collaborative effort to build the district's next strategic plan.
- Through a robust community engagement process the district hopes to identify key strengths, challenges, and opportunities from which to develop strategies that will improve academic outcomes and experiences to better meet the needs of children and families in the Neah-Kah-Nie School District.
- The final board adopted strategic plan will outline key district priorities, goals, measurements of success, and a clear vision of a Neah-Kah-Nie graduate.

# Strategic Planning Process



## Explore

- Review of relevant strategic plan progress and engagement to date
- Informational interviews with organization leaders
- Facilitated Board session



## Engage

- Implement community engagement plan
- Informal interviews
- Listening sessions
- Community presentations
- Digital survey
- Engagement summary



## Emerge

- Strategic planning committee meetings to develop the vision of a graduate and strategic plan
- Present final plan to board for adoption
- Development of executive summary



## Elevate

- Implementation of the strategic plan.

# What is a Strategic Plan?



**VISION OF A GRADUATE**



**STRATEGIC PLAN**



**PRIORITIES**

What are we focusing on to achieve our mission?



**GOALS**

What is the long-term objective of this priority?



**STRATEGIES**

How do we plan to achieve the goal?



**MEASUREMENTS OF SUCCESS**

How will we measure success?



# Engage: Goals

- **Broad and diverse participation** – hear from a wide range of Neah-Kah-Nie community members including staff, students, families, businesses, Board members and community partners.
- **Continued communication and transparency** – in alignment with current district goals, the engagement process will continue to prioritize communication and transparency throughout the process, including providing clear and accessible information to all interested partners.



# Engage: Audiences

- Students
- Families
- Staff
- Board members
- Community partners
- Business partners
- Equity Priority Communities:
  - LGBTQ+ students
  - Spanish-speaking students and families
  - Special education parents and families



# Engage: Activities

- Listening Sessions - facilitated by PointNorth
- Equity Priority Community Listening Sessions - facilitated by Tyler
- Community Presentations - facilitated by Tyler
- Meetings at each school - facilitated by Tyler
- Digital Survey
- Interviews with key partners - facilitated by PointNorth



# Timeline



- **March 2024**
  - Soft launch survey
  - Community Presentations
- **April 2024**
  - Survey outreach
  - Listening Session #1 - April 9, 2024
  - Listening Session #2 - April 24, 2024
  - Community Presentations
- **May 2024**
  - Complete engagement
  - Develop Community Engagement Report
  - Convene Strategic Planning Advisory Committee
- **June 2024 - September 2024**
  - Strategic Planning Advisory Committee meets & develops strategic plan
- **October 2024**
  - Board adopts new Strategic Plan
  - Begin implementation



# Opportunities for Involvement



- Take the Survey
- Attend a listening session
  - Tuesday, April 9th - Nehalem Elementary School
  - Wednesday, April 24th - Garibaldi City Hall
- Share the survey with your community
- Express Interest in serving on the Strategic Planning Advisory Committee



# Questions?



## Contact Info

**Tyler Reed**

503-355-2222

[tylerr@nknsd.org](mailto:tylerr@nknsd.org)





## City of Manzanita Application for Special Event Permit

Date of request: \_\_\_\_\_, \_\_\_\_\_

Person making request: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Cel number: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

\_\_\_\_\_

Type of event: \_\_\_\_\_

Date(s): \_\_\_\_\_ to \_\_\_\_\_ Hours: \_\_\_\_\_ to \_\_\_\_\_

Location: \_\_\_\_\_

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

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

Estimated attendance: \_\_\_\_\_

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

Restrooms Available: Yes:  No:  Handicap Accessible: Yes:  No:

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

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

Describe Event Support Staff: \_\_\_\_\_

Describe Parking Conditions: \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



March 1, 2024

To: Leila Aman, City Manager, City of Manzanita  
From: Nan Devlin, Tillamook Coast Visitors Association

Re: Two year proposal for Visitor Center Management

Hello Leila,  
As requested, attached is a two year proposal for management of the Manzanita Visitor Center.

The goals are to:

- 1) Continue management of the visitor center
- 2) Retain Carolyn Greenwood as a subcontractor to manage the center and its volunteers
- 3) Provide a one-time management fee for overseeing the July 4<sup>th</sup> parade event
- 4) Keep visitmanzanita.org updated
- 5) Provide social media services
- 6) Provide supplies for special events the visitor center promotes (such as scavenger hunts)
- 7) Manage the process for the \$20,000 off-season marketing grant
- 8) In 2024-25, we will update and print the Manzanita map

TCVA will also launch the city wayfinding plan and logo development in March, 2024. Designers will do site visits, study the community survey, suggest optimal locations for signage, and provide examples of logo and sign designs. This information will be used to create a draft of the wayfinding plan that can be used for city and community review. Once the plan is approved, TCVA will request funds for fabrication and installation in the 2025-26 budget planning process to the county. Both planning and fabrication/installation is paid for by the lodging tax collected by the county. Wayfinding is at no cost to the city of Manzanita.

If you have any questions or changes to the two proposed budgets, please let me know.

Thank you.

Sincerely,

A handwritten signature in dark ink that reads "Nan Devlin".

Nan Devlin  
Executive Director, Tillamook Coast Visitors Association  
[nan@tillamookcoast.com](mailto:nan@tillamookcoast.com)





March 1, 2024

To: Leila Aman, City Manager, Manzanita

Re: **Visitor Center Management Proposal for FY 2024-25**

Hello Leila,

Here is the proposed budget for 2024-25. TCVA will continue to oversee the Manzanita visitor center from July 1, 2024 to June 30, 2025. TCVA will perform the following:

- Subcontract with as visitor center manager under a TCVA personal services agreement
- Provide the city's IT manager with website updates as needed (city can charge against this proposal)
- Manage social media channels (Facebook and Instagram)
- Provide grant management for the off-season marketing grant

*Proposal includes budget to update the Manzanita map brochure*

*Proposal includes a one-time \$1000 stipend for Carolyn Greenwood to manage July 4<sup>th</sup> parade event*

**Proposed budget (12 months), July 1, 2024 to June 30, 2025**

Budget		\$67,587
<i>Expenses</i>	Visitor center manager (subcontracted by TCVA)	\$39,516 (\$3,293 per month x 12 months (represents \$100 more per month)*
	Website updates	\$ 1,000 (IT manager fees: Josh Gandy)
	Social media management	No fee
	Update/print Manzanita map	\$ 1,250
	Visitor Center activities/events (such as scavenger hunts, holidays)	\$ 400
	July 4 <sup>th</sup> parade management	\$ 1,000
	Off-Season marketing grant	\$ 20,000 (\$2000 max grant per application) Will provide free grant writing workshop
	<b>Total Expenses</b>	<b>\$ 63,166</b>
	7% admin fee	\$ 4,421
	<b>Total expenses and admin fee</b>	<b>\$ 67,587</b>
<i>*Additional fee covers work involved in maintaining and preparing the electric track chair</i>		

**Wayfinding**

TCVA will begin the wayfinding planning process this month (March 2024). Partners in Design will be onsite to review current signage, determine optimal locations, prepare suggested logos and signage per the community survey. The goal is to have a community wayfinding plan done for city review and approval. This will set the stage for fabrication and installation in fiscal year 2025-26. *There is no fee for this work.* Signage is paid for through the county's TLT funds, administered by TCVA.



March 1, 2024

To: Leila Aman, City Manager, Manzanita

Re: **Visitor Center Management Proposal for FY 2025-26**

Hello Leila,

Here is the proposed budget for 2025-26. TCVA will continue to oversee the visitor center from July 1, 2025 to June 30, 2026. TCVA will perform the following:

- Subcontract with as visitor center manager under a TCVA personal services agreement
- Provide the city's IT manager with website updates as needed (city can charge against this proposal)
- Manage social media channels (Facebook and Instagram)
- Provide grant management for the off-season marketing grant

*Proposal includes a one-time \$1000 stipend for visitor center manager to lead July 4<sup>th</sup> parade event*

**Proposed budget (12 months), July 1, 2025 to June 30, 2026**

Budget		\$66,250
<i>Expenses</i>	Visitor center manager (subcontracted by TCVA)	\$39,516 (\$3,293 per month x 12 months) <i>Will determine increase, if any, prior to budget process in 2025-26</i>
	Website updates	\$ 1,000 (IT manager fees: Josh Gandy)
	Social media management	No fee
	Visitor Center activities/events (such as scavenger hunts, holidays)	\$ 400
	July 4 <sup>th</sup> parade management	\$ 1,000
	Off-Season marketing grant	\$ 20,000 (\$2000 max grant per application) Will provide free grant writing workshop
	<b>Total Expenses</b>	<b>\$ 61,916</b>
	7% admin fee	\$ 4,334
	<b>Total expenses and admin fee</b>	<b>\$ 66,250</b>

**Wayfinding**

TCVA will request TLT funds in the 2025-26 county budget process for fabrication and installation of the approved signage. *There is no fee for this work.* TCVA will oversee the wayfinding project in collaboration with the city manager and public works department. Signage is paid for through the county's TLT funds, administered by TCVA.



## City of Manzanita

### **COUNCIL RESOLUTION No. 24-**

#### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANZANITA, OREGON, ADOPTING COUNCIL GOALS FOR 2024.**

**WHEREAS**, the City Council annually establishes goals to set priorities for the City; and

**WHEREAS**, the City Managers workplan is driven by these priorities in addition to her responsibility in carrying out the day to day operations of the City; and

**WHEREAS**, Council Goals provide direction to the City Manager on how resources should be allocated adding clarity and transparency to the city's budget process; and

**WHEREAS**, the City Council and City Manager participated in an in-depth work session to evaluate and set goals on March 8, 2024; and

**WHEREAS**, the City Council has reaffirmed and refined 4 goals that are intended to be carried out over multiple years and refined annually until such time that the City Council determines the goal has been met.

**Now, therefore, be it Resolved by the City Council of the City of Manzanita** the Council Goals for the City of Manzanita for 2024 are:

#### **GOAL 1 – LEVEL UP MANZANITA**

Construct and open and welcome the community to City Hall.

#### **GOAL 2 – BUDGET FORWARD MANZANITA**

Engage with the community to explore and propose strategies for diversifying the city's revenue streams to create sustainable revenue sources for operations and infrastructure.

#### **GOAL 3 – ENVISION MANZANITA**

Update the Comprehensive Plan and its enabling Ordinances including implementing SB 406 which requires Manzanita to meet Oregon's middle housing rules.

#### **GOAL 4 – COUNCIL COMMUNICATION**

The City Council will create more opportunities for direct engagement with citizens and expand resources for citizens to stay informed and engaged.

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

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

---

Kathryn Stock, Mayor

ATTEST:

---

Leila Aman, City Manager/ City  
Recorder



City of Manzanita

**COUNCIL RESOLUTION No. 24 -**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANZANITA, OREGON, SETTING SALARIES FOR CITY EMPLOYEES FOR FISCAL YEAR 2024-2025.**

WHEREAS, over the last 12 months, the Consumer Price Index-U advanced 3.3 percent; and

WHEREAS the proposed salary schedule provides a necessary adjustment of 3 percent to meet market conditions and provide livable wages.

Now, Therefore, be it Resolved that the salary schedule for city employees for the fiscal year 24-25 are hereby adopted as follows:

FY 25 Proposed Salary Schedule						
Position	Step A	Step B	Step C	Step D	Step E	
Police Chief	8,074	8,478	8,900	9,346	9,813	
Police Sergeant	6,850	7,192	7,552	7,929	8,325	
Police Officer	5,386	5,656	5,938	6,235	6,826	
Code Enforcement Officer	4,677	4,911	5,156	5,415	5,686	
Accounting Manager	5,909	6,205	6,514	6,840	7,182	
Assistant City Recorder	4,677	4,911	5,157	5,414	5,686	
Development Services Manager	7,000	7,350	7,717	8,104	8,508	
STR/TLT Program Manager	4,677	4,911	5,157	5,414	5,686	
Planning & Permit Tech	4,469	4,691	4,926	5,173	5,431	
Public Works Director	7,000	7,350	7,717	8,104	8,508	
Operations Manager	5,280	5,544	5,821	6,112	6,418	
Senior Utility Worker	4,677	4,911	5,157	5,414	5,686	
Utility Worker	4,006	4,206	4,416	4,637	4,869	
Public Works Utility Clerk	4,421	4,641	4,874	5,117	5,373	

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

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

\_\_\_\_\_  
Kathryn Stock, Mayor

ATTEST:

\_\_\_\_\_  
Leila Aman, City Manager/ City Recorder



## **COUNCIL ORDINANCE No. 24-03**

**AN ORDINANCE OF THE CITY OF MANZANITA, OREGON, REQUIRING A LICENSE TO CONDUCT BUSINESS WITHIN THE CITY; ESTABLISHING A PROCESS AND FEE TO OBTAIN A BUSINESS LICENSE; AND, RESCINDING ORDINANCE NO. 98-4 AND ORDINANCE NO. 05-05.**

**WHEREAS**, the Manzanita City Council desires to establish a business license for the purpose of providing revenue for the City for general municipal purposes, and for the necessary expenses required to administer the city's business license program;

**WHEREAS**, the Manzanita City Council desires to establish a business license for the purpose of providing revenue for the City for general municipal purposes;

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

**Section 1. Definitions.** Except as provided under Section 10, the following terms shall apply:

(a) "Applicant" means the owner, general partner or authorized agent of the owner of the business applying for a license.

(b) "Person" means all domestic and foreign corporations, associations, syndicates, partnerships of every kind, joint ventures, societies and individuals not considered an employee, transacting and carrying on business in the city.

(c) "Business" means professions, trades, occupations, shops and all and every kind of calling carried on for profit.

**Section 2. Independent Licensing Requirement.** The license fees levied by this chapter shall be independent and separate of any license or permit fees now or hereafter required of any person to engage in any business by any city ordinance regulating any business herein required to be licensed (e.g. Short Term Rentals).

**Section 3. Unlawful Activities.** The levy or collection of a license fee shall not be construed to be a license or permit to engage in any business which is unlawful, illegal or prohibited by the laws of the United States of America, the State of Oregon, the County of Tillamook or ordinances of the City.

**Section 4. Fees.** The City Council is hereby authorized and empowered to hereafter adopt, place in force and effect by resolution fee schedules relating to the business license and business license application as the City Council may deem to be in the interest of the City.

**Section 5. Application Process.** Applicants shall apply for a business license using a form approved and provided by the City. The completed application may be delivered in person, with the required fees. The license shall be issued by the City Manager. The application may be denied if the structure in which the business is located is not in compliance with state, county or city ordinances or fire codes, if the proposed business activity is deemed unlawful, or if the application is not complete. The application shall be signed by the owner, general partner or authorized agent of the owner of the business.

**Section 6. Denial of License Application.** The City Manager or designee shall issue a denial of any application in writing, and shall specify the reasons for the denial. An applicant may appeal to the City Council. The appeal shall be in writing, shall contain a statement of the reason or reasons for which it is claimed the application should be granted, and shall be mailed or delivered to the City Council at City Hall not more than 30 days following the date of the denial of the application.

**Section 7. Name Changes.** If a business changes only its name, but continues to be owned by the same persons or entity, the name change shall be made upon the City business license records for an administrative fee to be determined by the City.

**Section 8. Ownership Change.** If ownership of a business changes, though continuing with a same or different name, the new owners shall obtain a new business license for the business.

**Section 9. Penalties.** Any business which shall be conducted in the city without having first obtained the license as required by this ordinance shall be subject to a fine of not to exceed \$500.00 and, in addition, the City may, by appropriate legal proceeding, enjoin the continued operation of the business.

**Section 10. Exceptions.** The following activities are exempt from the provisions of this ordinance:

- (a) Wholesale deliveries to licensed business from operations based outside the limits of the city.
- (b) Rental of dwellings for either short or long term occupancy.
- (c) Public utilities or other providers of services which are making payments under a city franchise agreement.
- (d) Casual labor activities performed by minors or others including but not limited to lawn mowing and child care.
- (e) Any activity conducted solely for charitable, religious, community, or public purpose.
- (f) Activity conducted solely as an employee. No person whose income is based solely on hourly, daily, weekly, monthly or annual wage or salary, for

the purpose of this ordinance, is deemed a person transacting or carrying on any business in the City; and, it is the intention that all license fees levied herein shall be borne by the employer for the privilege of doing business in the City and for the regulation of such business.

**Section 11. Severability.** If any portion of this ordinance shall be held to be invalid for any reason, the same shall be stricken from the ordinance and the remainder shall be regarded as having been adopted by the Council, and shall remain enforceable.

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/ City  
Recorder





**COUNCIL RESOLUTION No. 24-**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANZANITA, OREGON, ESTABLISHING A MASTER FEE SCHEDULE TO BE UPDATED ON AN ANNUAL BASIS.**

**WHEREAS**, the City of Manzanita (the "City") currently collects fees, rates, and charges pursuant to schedules set out in various Ordinances and Resolutions;

**WHEREAS**, with respect to Resolution 20-08 Establishing a Fee Schedule for Building Permits,

1. the City of Manzanita has assumed responsibility for plan review and inspection under the CASO One- and Two-Family Dwelling Code and the Oregon Structural Specialty Code; and,
2. ORS 455.210 (3)(a) permits a municipality to adopt by regulation such fees as may be necessary and reasonable to provide for the administration and enforcement of provisions of the structural code or One and Two Family Dwelling Code for which the City has assumed responsibility;

**WHEREAS**, with respect to Resolution 20-23 Setting a Fee Schedule for Various Land Use and Development Permit Applications,

1. The City receives requests from property owners and developers for approval of various land use actions;
2. The City processes permits for performing work within the public right-of-way; and,
3. It is important that the City recover the costs associated with processing these;

**WHEREAS**, with respect to Ordinance 10-03 and Resolution 22-15 relating to Inspection and License Fees for Short Term Rentals,

1. Section 3 of Ordinance No. 10-03 establishes regulations on short-term rentals within the City;
2. Section 3 of Ordinance No. 10-03 provides that the City Council by resolution may establish fees for short-term rental licenses and inspections; and
3. Section 3 of Ordinance No. 10-03 requires that "the fee shall include the cost of staff time to process the application and the initial Short-Term Rental inspection,"

4. The City Council wishes to set fees which more effectively cover the cost of staff time required to process short term rental license applications and perform short term rental inspections;

**WHEREAS**, with respect to Ordinance 90-08 and Resolution 23-19 relating to the City's Water Service Rate Schedule,

1. The City operates a municipal water system including the pumping of subsurface water, storage, testing, and distribution of finished water and all functions related to operation and maintenance of a public water system as governed by Federal, State and local law; and
2. The City desires to operate its water system as a self-supporting activity in accordance with the requirements of the City Charter and City Comprehensive Plan; and
3. Section 17 of Ordinance 90-8 authorizes the City Council to adopt by resolution such water rates and services charges as the Council deems to be in the interest of operating and maintaining the City water system;

**WHEREAS**, with respect to Ordinance 23-02 and Resolution 23-20 relating to Storm Drainage System Development Charges;

1. Chapter 223 of the Oregon Revised Statutes (ORS) authorizes the City to charge SDCs for increased usage of Capital Improvements; and
2. ORS 223.304 establishes requirements for determination of the amounts of SDC; and
3. Ordinance No. 23-02 implements the statutory authority to impose SDCs;
4. Section 8D of Ordinance No. 23-02 provides that the City Council by resolution may establish Storm Drain SDCs.

**WHEREAS**, with respect to Ordinance No. 24-\_\_\_ relating to Business License Fees;

1. Ordinance 24-03 establishes a license on businesses for the purpose of providing revenue for general municipal purposes;
2. Section 4 of Ordinance 24-03 provides that the City Council by resolution may establish business license fees.

**WHEREAS**, the City Council wishes to incorporate certain existing fees into a Master Fee Schedule, including:

1. Court fees;
2. Police Department fees;

3. Administrative fees such as copying, special event permits, and records requests;

**WHEREAS**, the City Council wishes to establish new fees to:

1. Cover the cost of staff time required to process Right of Way Permits;
2. Cover the cost of staff time review Traffic Control Plans;
3. Compensate the City via a daily rental rate for use of its equipment (Other Public Works Fees).

**WHEREAS**, the City Council wishes to establish a Master Fee schedule to consolidate the fees, rates, and charges collected by the City into one Resolution that can be updated annually in concert with the City's budget process;

**WHEREAS**, the City Council desires to adjust the fees, rates, and charges described herein as reflected in the Master Fee Schedule attached hereto as Exhibit A;

**WHEREAS**, the City Council deems the fees, rates, and charges reflected in the Master Fee Schedule attached hereto as Exhibit A, to be reasonable;

**Now, Therefore**, the City Council resolves as follows:

**Section 1: Building Permits**

A) Resolution 20-08 Establishing a Fee Schedule for Building Permits is hereby repealed.

B) The City Council adopts the fee schedule for Building Permits reflected in the Master Fee Schedule, attached hereto as Exhibit A.

**Section 2: Land Use and Development Permit Applications.**

A) Resolution 20-23 Setting a Fee Schedule for Various Land Use and Development Permit Applications is hereby repealed.

B) The City Council adopts the fee schedule for Land Use and Development reflected in the Master Fee Schedule, attached hereto as Exhibit A.

C) Refunds. A refund of an application fee will be issued if an application is withdrawn. The refund will be equal to the original Base Fee plus any additional deposits made less the actual costs paid to the planner, attorney, or engineer directly attributable to the application and less any direct costs for publishing or mailing of public hearing notices. A refund of an appeal fee will be issued if the application on which the appeal is based is withdrawn.

D) Payment Agreement Required. Each applicant shall be required to sign an agreement developed by the City Attorney that requires the Applicant to pay any and all costs determined by the City Staff to be above the costs covered by the Base Fees.

E) Annual Review and Report by Planning Commission. The Planning Commission shall review these fees each year and make a report to the Council as to whether any change should be made to them.

**Section 3: Inspection and License Fees for Short Term Rentals.**

A) Resolution 22-15 relating to Inspection and License Fees for Short Term Rentals is hereby repealed.

B) The City Council adopts the fee schedule for Short Term Rentals reflected in the Master Fee Schedule, attached hereto as Exhibit A.

C) The balance of the annual short term rental license renewal fee, the initial application and inspection fee, and all other fees collected noted in the Master Fee Schedule shall be credited to the General Fund.

**Section 4: Water Utility Fees.**

A) Resolution 23-19 relating to the City's Water Service Rate Schedule is hereby repealed.

B) The City Council adopts the Water Utility SDCs, Rate Schedule, and Other Fees reflected in the Master Fee Schedule, attached hereto as Exhibit A.

**Section 5: Storm Water SDCs**

A) Resolution 23-20 relating to Storm Drain SDC amounts is hereby repealed.

B) The City Council adopts Storm Water SDCs reflected in the Master Fee Schedule, attached hereto as Exhibit A.

C) Capitalized Terms. Capitalized terms used in this Section but not defined herein shall have the meaning given in Ordinance No. 23-02.

D) Engineer's Report. The 2022 Storm Drain System Development Charge Study (the "Engineer's Report") prepared by HDR Engineering Inc. is attached hereto as Exhibit B and incorporated herein by reference.

E) Methodology. The methodology for determining storm drain SDCs, including Reimbursement Fees and Improvement Fees, as presented in the Engineer's Report, is hereby ratified by this Resolution, and will continue to be the vehicle for calculating storm drain SDCs.

F) SDC Adjustment. The Storm Water SDC amounts adopted by this resolution shall be adjusted each year, following the adoption year, based on changes in the Pacific Northwest Construction cost changes in the Engineering News Record Construction Cost Index (ENR Index), as represented by the City of Seattle, Washington.

**Section 6: Business License Fees.**

The City Council adopts the Business License Fees reflected in the Master Fee Schedule, attached hereto as Exhibit A.

**Section 7: Court Fees.**

The City Council adopts the fee schedule for Court Fees reflected in the Master Fee Schedule, attached hereto as Exhibit A.

**Section 8: Police Department Fees.**

The City Council adopts the fee schedule for Police Department Fees reflected in the Master Fee Schedule, attached hereto as Exhibit A.

**Section 9: Administrative Fees.**

The City Council adopts the fee schedule for Administrative Fees reflected in the Master Fee Schedule, attached hereto as Exhibit A.

**Section 10: Right of Way Permits.**

The City Council adopts the fee schedule for Right of Way Permits reflected in the Master Fee Schedule, attached hereto as Exhibit A.

**Section 11: Traffic Control Plans.**

The City Council adopts the fee schedule for Traffic Control Plans reflected in the Master Fee Schedule, attached hereto as Exhibit A.

**Section 12: Other Public Works Fees.**

To compensate the City via a daily rental rate for use of its equipment, the City Council adopts the Other Public Works Fees reflected in the Master Fee Schedule, attached hereto as Exhibit A.

**Section 13: Master Fee Schedule**

A) The City Council adopts the Master Fee Schedule attached hereto as Exhibit A, and incorporates it herein by this reference.

B) The City Council shall review the Master Fee Schedule and make any adjustments to fees, rates, or charges therein annually in concert with the City's budget process.

Introduced and adopted by the City Council on \_\_\_\_\_, 2024.

This resolution is effective on \_\_\_\_\_, 2024.

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Kathryn Stock, Mayor

ATTEST:

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Leila Aman, City Manager/ City  
Recorder

**CITY OF MANZANITA  
MASTER FEE SCHEDULE**

with CPI

CATEGORY	ITEM	INCLUDED IN BASE FEE	ADDITIONAL FEES	BASE FEE
LAND USE AND DEVELOPMENT	Administrative Review/Pre-Application Meeting	\$250 Base fee which includes all staff time and one half (.5) hour Planning Consultant	PLUS Actual Costs for Planner, Attorney, or Engineer Over costs covered by Base Fee	\$250.00
	Variance	\$1,200 Base Fee which includes all staff time and six (6) hours Planning Consultant.		\$1,200.00
	Partition	\$1,500 Base Fee which includes all Staff time, six (6) hours Planning Consultant, and one (1) hour Engineer.		\$1,500.00
	PUD (Zone Change Required)	\$2,250 Base Fee which includes all Staff time and eight (8) hours Planning Consultant, one (1) hour Engineer, and one (1) hour Attorney.		\$2,250.00
	Subdivision	\$2,250 Base Fee which includes all Staff time, eight (8) hours Planning Consultant, one (1) hour Engineer, and one (1) hour Attorney.		\$2,250.00
	Lot Line Adjustment	\$300		\$300.00
	Signs	\$150		\$150.00
	Conditional Use	\$1,200 Base Fee which includes all Staff time, six (6) hours Planning Consultant	PLUS Actual Costs for Planner, Attorney, or Engineer Over costs covered by Base Fee	\$1,200.00
	Site Plan Review	\$1,000 Base Fee which includes all Staff time, five (5) hours Planning Consultant and one (1) hour Engineer		\$1,000.00
	Zone Change/Comp Plan Amendment	\$4,000 Base Fee which includes all Staff time, ten (10) hours Planning Consultant, one (1) hour Engineer, and four (4) hours Attorney.		\$4,000.00

**CITY OF MANZANITA  
MASTER FEE SCHEDULE**

<b>CATEGORY</b>	<b>ITEM</b>	<b>INCLUDED IN BASE FEE</b>	<b>ADDITIONAL FEES</b>	<b>BASE FEE</b>	
<b>LAND USE AND DEVELOPMENT</b>	Vacations	\$2,000 Base Fee which includes all Staff time and four (4) hours Planning Consultant, and two (2) hours Attorney.	PLUS Actual Costs for Planner, Attorney, or Engineer Over costs covered by Base Fee	\$2,000.00	
	Temporary Permit	\$300 Base Fee which includes all Staff time and two (2) hours Planning Consultant		\$300.00	
	Annexation	\$2,500 Base Fee which includes all Staff time and ten (10) hours Planning Consultant, one (1) hour Engineer, and two (2) hours Attorney.		\$2,500.00	
	Amendment to Urban Growth	\$4,000 Base Fee which includes all Staff time and thirteen (13) hours Planning Consultant, two (2) hours Engineer, and two (2) hours Attorney.		\$4,000.00	
	Pre-Application Conference	\$500		\$500.00	
	Accessory Structure/Addition	\$150		\$150.00	
	House or Mobile Home	\$300		\$300.00	
	Multi-Family Dwelling	\$400 first 2 units.		Plus \$100 each additional unit. \$400.00	
	Commercial/Other	\$1,500 Base Fee which includes all Staff time, five (5) hours Planning Consultant and one (1) hour Engineer		PLUS Actual Costs for Planner, Attorney, or Engineer Over costs covered by Base Fee	\$1,500.00
	Multiple Applications	If multiple land use applications are necessary on a single project and a single applicant, the applicant shall pay the highest Base Fee of the applications necessary, plus 50% of the other Base fee involved.			
	Appeal	\$500		\$500.00	



**CITY OF MANZANITA  
MASTER FEE SCHEDULE**

CATEGORY	ITEM	INCLUDED IN BASE FEE	ADDITIONAL FEES	BASE FEE
<b>LAND USE AND DEVELOPMENT</b>	Tree Removal Permit	\$150 Base fee which includes all staff time, fifteen (15) minutes Arborist.	Plus \$50 for each additional tree.	\$150.00
	Address Request	\$100.00		\$100.00
	Dune Grading - Remedial/Construction	\$400.00		\$400.00
<b>SHORT TERM RENTAL</b>	New Application			\$650.00
	Periodic Re-Inspection			\$350.00
	Follow Up Inspection			\$325.00
	Random Inspection			\$225.00
	Annual Renewal			\$850.00
<b>WATER UTILITY - SYSTEM DEVELOPMENT CHARGES</b>	Water System Development Charges. 3/4" x 5/8" Water Service	\$6,900.00	Requires Tier 2 ROW Permit and New Water Service fee. (Materials cost may vary)	\$7,086.00
	Water System Development Charges. 1" Water Service (2 EDU)	\$13,800.00		\$17,526.00
	Water System Development Charges. 1 - 1/2 " Water Service (4.5 EDU)	\$31,050.00		\$31,888.00
	Water System Development Charges. 2" Water Service (8 EDU)	\$55,200.00		\$56,690.00
	Water System Development Charges. 3" Water Service (18 EDU)	\$124,200.00		\$127,553.00
	Water System Development Charges. 4" Water Service (32 EDU)	\$220,800.00		\$226,761.00
<b>WATER UTILITY RATE SCHEDULE</b>	Inside Commercial Monthly Water Rate	Inside city	Plus Inside City Consumption unit	
		5/8" x 3/4" Meter		\$59.75
		1" Meter		\$83.66
		1 1/2" Meter		\$107.56
		2" Meter		\$173.31
	Outside Commercial & Residential Monthly Water Rate	5/8" x 3/4" Meter	Residential 2 units included in base, Plus Outside City Consumption unit	\$74.84
		1" Meter		\$100.32
		1 1/2" Meter		\$129.07
		2" Meter		\$207.94
	Inside Residential Monthly Water Rate	5/8" x 3/4" Meter	Residential 2 units included in base, Plus Outside City Consumption unit	\$49.80

**CITY OF MANZANITA  
MASTER FEE SCHEDULE**

CATEGORY	ITEM	INCLUDED IN BASE FEE	ADDITIONAL FEES	BASE FEE
<b>WATER UTILITY RATE SCHEDULE</b>		1" Meter		\$89.64
	Inside Residential Monthly Water Rate	1 1/2" Meter	Residential 2 units included in base, Plus Outside City Consumption unit	\$144.41
		2" Meter		\$173.31
	Inside City Consumption unit	Tier 1	Commercial 0 - 5,000 Residential 2,001 - 5,000	\$9.95
		Tier 2	Commercial 5,001 - 10,000 Residential 5,001 - 10,000	\$11.52
		Tier 3	Commercial +10,001 Residential +10,001	\$12.83
	Outside City Consumption unit	Tier 1	Commercial 0 - 5,000 Residential 2,001 - 5,000	\$11.94
		Tier 2	Commercial 5,001 - 10,000 Residential 5,001 - 10,000	\$13.82
		Tier 3	Commercial +10,001 Residential +10,001	\$15.39
	Wholesale Water - Monthly Water Rate (Rt 53 & Tideland)	\$142.50		\$142.50
	Wholesale Consumption unit, per unit			\$2.75
<b>WATER UTILITY OTHER FEES</b>	Bulk Hydrant Water Meter	\$30.00		\$30.00
	Delinquent Notice	\$5.00		\$5.00
	Shut Off Notice	\$40.00		\$40.00
	Delinquent Turn-off or turn-on. Regular business hours.	\$50.00		\$50.00
	Delinquent turn-on. Water restoration during non-working hours, holidays, and weekends. Service is not available 8:00pm - 8:00am	Double fee of delinquent Turn-off or turn-on. Regular business hours.		\$100.00
	Water Account sent to collections	\$50.00		\$50.00
	Same day water turn-on or off service (other than emergency or shut-off for delinquency)	Regular business hours.		\$40.00
	NSF			\$40.00
	Water Service Transfer Fee	\$60.00		\$60.00
	Fire Hydrant - Fire Flow Test	\$200.00	per hydrant	\$200.00
	Lien Search			\$20.00
	Water meter Install	\$1,395.00	*Includes 3/4" x 3/4" meter ONLY if requested for residential fire sprinkler systems. Requires Tier 2 ROW Permit.	\$1,395.13

**CITY OF MANZANITA  
MASTER FEE SCHEDULE**

<b>CATEGORY</b>	<b>ITEM</b>	<b>INCLUDED IN BASE FEE</b>	<b>ADDITIONAL FEES</b>	<b>BASE FEE</b>
<b>STORM WATER</b>	STORM WATER, System Development Charges	Storm drainage into a city maintained system.	Requires Tier 2 or 3 ROW Permit for a physical connection to a approved storm system.	\$1,715.00
<b>PARK SYSTEM DEVELOPMENT</b>	Park Fees, System Development Charges	\$60.00		\$62.00
<b>Right of Way Permits and Traffic Control Plan Review</b>	Tier 1 ROW Permit	\$100.00		\$100.00
	Tier 2 ROW Permit	\$300.00	Performance deposit based on disturbance of materials maybe required. Minimum performance deposit is \$250. Concrete and asphalt cut \$30.00 per square foot.	\$300.00
	Tier 3 ROW Permit	\$2,900.00	Base fee covers first 2 sheets, additional sheet review cost is \$400 per sheet. Performance deposit based on disturbance of materials maybe required.	\$2,900.00
	Tier 3 ROW Inspections up to 20 hours.	\$1,950.00	Additional hours will be billed at a rate of \$100 per hour.	\$1,950.00
	Tier 3 ROW Permit Plan Re-review or Supplemental review (More than 3 reviews)	\$230.00	Additional hours will be billed at a rate of \$100 per hour if review is expected to exceed 2 hours.	\$230.00
	Agreement for Public Improvements (Bond)	\$3,000.00	\$3,000 Fee is a deposit to cover time and materials. If time exceeds the base, notice will be given on needed amount.	\$3,000.00
	Tier 1 Traffic Control Plan Review			\$200.00
	Tier 2 Traffic Control Plan Review			\$1,600.00
	Tier 3 Traffic Control Plan Review			\$3,600.00

**CITY OF MANZANITA  
MASTER FEE SCHEDULE**

CATEGORY	ITEM	INCLUDED IN BASE FEE	ADDITIONAL FEES	BASE FEE
<b>Right of Way Permits and Traffic Control Plan Review</b>	Road Grading Permit	\$0.00	Permit is for road edge grading to city standard. If work done out side of requirements a Tier 1 or 2 permit maybe required.	\$0.00
<b>Other Public Works Fees</b>	Equipment use Fee	\$20.00 Per business day. Items that may be used for fee include Metal detector, 2 baracades, 10 traffic cones	This covers the use to the Public the use of cones and metal detector.	\$20.00
<b>COURT</b>	Late payment fee			\$15.00
	Return Item/NSF Fee			\$50.00
	Failure to Appear for Trial			\$115.00
	License Suspension			\$115.00
	Payment Plan			\$60.00
	Turnover to Collections			\$60.00
<b>POLICE DEPARTMENT</b>	Police Reports	Staff Hourly Rate	These are processed as records requests	\$0.00
	Finger Printing			\$35.00
	Admin Costs Associated with Towed Vehicles			\$375.00
	NSF			\$50.00
<b>ADMIN</b>	Business License Permit-Billed Annually	1-2 Employees		\$100.00
		3-5 Employees		\$135.00
		6+ Employees		\$175.00
	Copying Fee	Per page		\$0.25
	Special Event Permits			\$0.00
	Records Requests	Employee hourly rate		\$0.00
<b>BUILDING PERMITS</b>	See building permit fees	No proposed fee increase.		

**CITY OF MANZANITA  
MASTER FEE SCHEDULE**

without CPI

CATEGORY	ITEM	INCLUDED IN BASE FEE	ADDITIONAL FEES	BASE FEE
LAND USE AND DEVELOPMENT	Administrative Review/Pre-Application Meeting	\$250 Base fee which includes all staff time and one half (.5) hour Planning Consultant	PLUS Actual Costs for Planner, Attorney, or Engineer Over costs covered by Base Fee	\$75.00
	Variance	\$1,200 Base Fee which includes all staff time and six (6) hours Planning Consultant.		\$450.00
	Partition	\$1,500 Base Fee which includes all Staff time, six (6) hours Planning Consultant, and one (1) hour Engineer.		\$500.00
	PUD (Zone Change Required)	\$2,250 Base Fee which includes all Staff time and eight (8) hours Planning Consultant, one (1) hour Engineer, and one (1) hour Attorney.		\$1,400.00
	Subdivision	\$2,250 Base Fee which includes all Staff time, eight (8) hours Planning Consultant, one (1) hour Engineer, and one (1) hour Attorney.		\$1,200.00
	Lot Line Adjustment	\$300		\$125.00
	Signs	\$150		\$75.00
	Conditional Use	\$1,200 Base Fee which includes all Staff time, six (6) hours Planning Consultant	PLUS Actual Costs for Planner, Attorney, or Engineer Over costs covered by Base Fee	\$625.00
	Site Plan Review	\$1,000 Base Fee which includes all Staff time, five (5) hours Planning Consultant and one (1) hour Engineer		\$625.00
	Zone Change/Comp Plan Amendment	\$4,000 Base Fee which includes all Staff time, ten (10) hours Planning Consultant, one (1) hour Engineer, and four (4) hours Attorney.		\$625.00

**CITY OF MANZANITA  
MASTER FEE SCHEDULE**

<b>CATEGORY</b>	<b>ITEM</b>	<b>INCLUDED IN BASE FEE</b>	<b>ADDITIONAL FEES</b>	<b>BASE FEE</b>
<b>LAND USE AND DEVELOPMENT</b>	Vacations	\$2,000 Base Fee which includes all Staff time and four (4) hours Planning Consultant, and two (2) hours Attorney.	PLUS Actual Costs for Planner, Attorney, or Engineer Over costs covered by Base Fee	\$600.00
	Temporary Permit	\$300 Base Fee which includes all Staff time and two (2) hours Planning Consultant		\$300.00
	Annexation	\$2,500 Base Fee which includes all Staff time and ten (10) hours Planning Consultant, one (1) hour Engineer, and two (2) hours Attorney.		\$1,000.00
	Amendment to Urban Growth	\$4,000 Base Fee which includes all Staff time and thirteen (13) hours Planning Consultant, two (2) hours Engineer, and two (2) hours Attorney.		\$1,000.00
	Pre-Application Conference	\$500		\$225.00
	Accessory Structure/Addition	\$150		\$100.00
	House or Mobile Home	\$300		\$250.00
	Multi-Family Dwelling	\$400 first 2 units.	Plus \$100 each additional unit.	\$250.00
	Commercial/Other	\$1,500 Base Fee which includes all Staff time, five (5) hours Planning Consultant and one (1) hour Engineer	PLUS Actual Costs for Planner, Attorney, or Engineer Over costs covered by Base Fee	\$650.00
	Multiple Applications	If multiple land use applications are necessary on a single project and a single applicant, the applicant shall pay the highest Base Fee of the applications necessary, plus 50% of the other Base fee involved.		\$0.00
	Appeal	\$500		\$450.00

**CITY OF MANZANITA  
MASTER FEE SCHEDULE**

CATEGORY	ITEM	INCLUDED IN BASE FEE	ADDITIONAL FEES	BASE FEE
<b>LAND USE AND DEVELOPMENT</b>	Tree Removal Permit	\$150 Base fee which includes all staff time, fifteen (15) minutes Arborist.	Plus \$50 for each additional tree.	\$0.00
	Address Request	\$100.00		\$0.00
	Dune Grading - Remedial/Construction	\$400.00		\$0.00
<b>SHORT TERM RENTAL</b>	New Application			\$650.00
	Periodic Re-Inspection			\$350.00
	Follow Up Inspection			\$325.00
	Random Inspection			\$225.00
	Annual Renewal			\$850.00
<b>WATER UTILITY - SYSTEM DEVELOPMENT CHARGES</b>	Water System Development Charges. 3/4" x 5/8" Water Service	\$6,900.00	Requires Tier 2 ROW Permit and New Water Service fee. (Materials cost may vary)	\$6,900.00
	Water System Development Charges. 1" Water Service (2 EDU)	\$13,800.00		\$13,800.00
	Water System Development Charges. 1 - 1/2" Water Service (4.5 EDU)	\$31,050.00		\$31,050.00
	Water System Development Charges. 2" Water Service (8 EDU)	\$55,200.00		\$55,200.00
	Water System Development Charges. 3" Water Service (18 EDU)	\$124,200.00		\$124,200.00
	Water System Development Charges. 4" Water Service (32 EDU)	\$220,800.00		\$220,800.00
<b>WATER UTILITY RATE SCHEDULE</b>	Inside Commercial Monthly Water Rate	Inside city	Plus Inside City Consumption unit	
		5/8" x 3/4" Meter		\$57.07
		1" Meter		\$79.90
		1 1/2" Meter		\$102.73
		2" Meter		\$165.51
	Outside Commercial & Residential Monthly Water Rate	5/8" x 3/4" Meter	Residential 2 units included in base, Plus Outside City Consumption unit	\$68.48
		1" Meter		\$95.81
		1 1/2" Meter		\$123.26
		2" Meter		\$198.59
	Inside Residential Monthly Water Rate	5/8" x 3/4" Meter	Residential 2 units included in base, Plus Outside City Consumption unit	\$47.56

**CITY OF MANZANITA  
MASTER FEE SCHEDULE**

CATEGORY	ITEM	INCLUDED IN BASE FEE	ADDITIONAL FEES	BASE FEE
WATER UTILITY RATE SCHEDULE		1" Meter		\$85.61
	Inside Residential Monthly Water Rate	1 1/2" Meter	Residential 2 units included in base, Plus Outside City Consumption unit	\$137.92
		2" Meter		\$165.51
	Inside City Consumption unit	Tier 1	Commercial 0 - 5,000 Residential 2,001 - 5,000	\$9.50
		Tier 2	Commercial 5,001 - 10,000 Residential 5,001 - 10,000	\$11.00
		Tier 3	Commercial +10,001 Residential +10,001	\$12.25
	Outside City Consumption unit	Tier 1	Commercial 0 - 5,000 Residential 2,001 - 5,000	\$11.40
		Tier 2	Commercial 5,001 - 10,000 Residential 5,001 - 10,000	\$13.20
		Tier 3	Commercial +10,001 Residential +10,001	\$14.70
	Wholesale Water - Monthly Water Rate (Rt 53 & Tideland)	\$142.50		\$142.50
	Wholesale Consumption unit, per unit			\$2.75
WATER UTILITY OTHER FEES	Bulk Hydrant Water Meter	\$30.00		\$20.00
	Delinquent Notice	\$5.00		\$0.00
	Shut Off Notice	\$40.00		\$40.00
	Delinquent Turn-off or turn-on. Regular business hours.	\$50.00		\$50.00
	Delinquent turn-on. Water restoration during non-working hours, holidays, and weekends. Service is not available 8:00pm - 8:00am	Double fee of delinquent Turn-off or turn-on. Regular business hours.		\$100.00
	Water Account sent to collections	\$50.00		\$50.00
	Same day water turn-on or off service (other than emergency or shut-off for delinquency)	Regular business hours.		\$40.00
	NSF			\$40.00
	Water Service Transfer Fee	\$60.00		\$60.00
	Fire Hydrant - Fire Flow Test	\$200.00	per hydrant	\$0.00
	Lien Search			\$2.00
	Water meter Install	\$1,395.00	*Includes 3/4" x 3/4" meter ONLY if requested for residential fire sprinkler systems. Requires Tier 2 ROW Permit.	\$830.00



**CITY OF MANZANITA  
MASTER FEE SCHEDULE**

<b>CATEGORY</b>	<b>ITEM</b>	<b>INCLUDED IN BASE FEE</b>	<b>ADDITIONAL FEES</b>	<b>BASE FEE</b>
<b>STORM WATER</b>	STORM WATER, System Development Charges	Storm drainage into a city maintained system.	Requires Tier 2 or 3 ROW Permit for a physical connection to a approved storm system.	\$1,699.00
<b>PARK SYSTEM DEVELOPMENT</b>	Park Fees, System Development Charges	\$60.00		\$60.00
<b>Right of Way Permits and Traffic Control Plan Review</b>	Tier 1 ROW Permit	\$100.00		\$0.00
	Tier 2 ROW Permit	\$300.00	Performance deposit based on disturbance of materials maybe required. Minimum performance deposit is \$250. Concrete and asphalt cut \$30.00 per square foot.	\$100.00
	Tier 3 ROW Permit	\$2,900.00	Base fee covers first 2 sheets, additional sheet review cost is \$400 per sheet. Performance deposit based on disturbance of materials maybe required.	\$0.00
	Tier 3 ROW Inspections up to 20 hours.	\$1,950.00	Additional hours will be billed at a rate of \$100 per hour.	\$0.00
	Tier 3 ROW Permit Plan Re-review or Supplemental review (More than 3 reviews)	\$230.00	Additional hours will be billed at a rate of \$100 per hour if review is expected to exceed 2 hours.	\$0.00
	Agreement for Public Improvements (Bond)	\$3,000.00	\$3,000 Fee is a deposit to cover time and materials. If time exceeds the base, notice will be given on needed amount.	\$0.00
	Tier 1 Traffic Control Plan Review			\$0.00
	Tier 2 Traffic Control Plan Review			\$0.00
	Tier 3 Traffic Control Plan Review			\$0.00

**CITY OF MANZANITA  
MASTER FEE SCHEDULE**

CATEGORY	ITEM	INCLUDED IN BASE FEE	ADDITIONAL FEES	BASE FEE
Right of Way Permits and Traffic Control Plan Review	Road Grading Permit	\$0.00	Permit is for road edge grading to city standard. If work done out side of requirements a Tier 1 or 2 permit maybe required.	\$0.00
Other Public Works Fees	Equipment use Fee	\$20.00 Per business day. Items that may be used for fee include Metal detector, 2 baracades, 10 traffic cones	This covers the use to the Public the use of cones and metal detector.	\$0.00
COURT	Late payment fee			\$15.00
	Return Item/NSF Fee			\$35.00
	Failure to Appear for Trial			\$100.00
	License Suspension			\$100.00
	Payment Plan			\$50.00
	Turnover to Collections			\$50.00
POLICE DEPARTMENT	Police Reports	Staff Hourly Rate	These are processed as records requests	\$15.00
	Finger Printing			\$20.00
	Admin Costs Associated with Towed Vehicles			\$75.00
	NSF			\$35.00
ADMIN	Business License Permit-Billed Annually	1-2 Employees		\$75.00
		3-5 Employees		\$100.00
		6+ Employees		\$125.00
	Copying Fee	Per page		\$0.25
	Special Event Permits			\$0.00
	Records Requests	Employee hourly rate		\$0.00
BUILDING PERMITS	See building permit fees	No proposed fee increase.		



## City of Manzanita

### **COUNCIL RESOLUTION No. 24-**

#### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANZANITA, OREGON, MAKING APPOINTMENTS TO THE COMPREHENSIVE PLAN PUBLIC ADVISORY STEERING COMMITTEE (PASC)**

**WHEREAS**, the City of Manzanita is in the process of updating its Comprehensive Plan; and

**WHEREAS**, Citizen Involvement is Goal 1 of the State of Oregon Land Use Planning Goals; and

**WHEREAS**, Manzanita values and understands that a successful update of the City's Comprehensive Plan requires robust citizen participation and wants to include an advisory body to review, provide feedback and recommendations on work products that will form the basis of the comprehensive plan and zoning ordinance update; and

**WHEREAS**, the PASC is designated an Ad Hoc Committee that will serve for the duration of the Comprehensive Plan Update only;

**WHEREAS**, the PASC will be responsible for the following:

- Guiding public outreach and community engagement and providing comment and feedback on the proposed community engagement plan.
- Reviewing and commenting on key work products.
- Acting as liaisons to specific constituencies or interest groups and other stakeholders throughout the process.
- Assisting in hosting public events or conducting small scale outreach as needed and in coordination with the public outreach plan.
- Serving as ambassadors to the project and actively engaging community members to participate.
- Acting as champions for the project and the recommendations that come out of the work.

**WHEREAS** the selection committee conducted the application review and evaluation process; and

**WHEREAS**, the selection committee unanimously recommends the following candidates to serve on the PASC until the conclusion of the Comprehensive Plan:

1. Mark Adamcin
2. Connie Burton
3. Linda Kuestner
4. Jon Reimann
5. Brian Sindt

**Now, Therefore, be it Resolved** by the City Council of the City of Manzanita, Mark Adamcin, Connie Burton, Linda Kuestner, Jon Reimann and Brian Sindt are hereby appointed to the Comprehensive Plan Public Advisory Steering Committee and shall serve until the final draft of the Comprehensive Plan is complete.

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

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

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Kathryn Stock, Mayor

ATTEST:

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Leila Aman, City Manager/ City  
Recorder



## 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

# Comprehensive Plan Public Advisory Steering Committee Application

Name: <u>Brian Sindt</u>	Phone: _____
Address: _____	Email: _____
City/State/Zip: _____	
Occupation: <u>Retired</u>	_____

The City of Manzanita is seeking applications for service on the Comprehensive Plan Public Advisory Steering Committee (PASC). The PASC will be an ad hoc committee that will serve throughout the Comprehensive Plan process and will meet at key milestones during the Comprehensive Plan update. The term of the committee will be aligned with the timeline of the Comprehensive Plan update. It is expected that the PASC will be active from Spring of 2024 through the fall of 2025 or whenever the Comprehensive Plan is ready to move to City Council for adoption.

PASC Responsibilities include:

- Guiding public outreach and community engagement and providing comment and feedback on the proposed community engagement plan.
- Reviewing and commenting on key work products.
- Act as liaisons to specific constituencies or interest groups and other stakeholders throughout the process.
- Assist in hosting public events or conducting small scale outreach as needed and in coordination with the public outreach plan.
- Will serve as ambassadors to the project and actively engaging community members to participate.
- Acting as champions for the project and the recommendations that come out of the work.

The proposed makeup of the committee is as follows:

1. 4 At Large community members
2. 3 members each representing a business, a nonprofit, and an employee.
3. City Council Liaison
4. Planning Commission Liaison
5. Technical members will be engaged on an as needed basis such as county, utility (PUD, Nehalem Bay Wastewater) ODOT and DLCD.

The PASC will rely on the International Association for Public Participation (IAP2) three pillars of public participation which include 1. Core Values, 2. Ethics and 3. Spectrum. A summary of these resources is included as an attachment to this application. We request that applicants review these materials and be familiar with the terminology.

Members of the PASC will play a critical role in the development of the Comprehensive Plan. Relying on the IAP2 Spectrum of Public Participation the PASC will have an “involve” role. An “involve” role is critical and has impacts on the decision-making process. The Public Participation Goal of the PASC as defined by the IAP2 Spectrum is “to work directly with the public throughout the process to ensure that the public concerns and aspirations are consistent understood and considered” and the promise to the public is that “we will work with you to ensure that your concerns and aspirations are directly reflected in the alternative developed and provide feedback on how the public input influenced the decision.” The PASC will work directly with the staff and the project team to ensure that the public input and feedback is reflected in the proposed goals and policies of the Comprehensive Plan.

The selection criteria for the committee include:

1. At large community members represent a diverse cross section of demographics including - age, gender, ethnicity, tenure (ie. renter /owner) full and part time residents, and geography including community members who live within the city limits or within the county inside of the Manzanita Urban Growth Boundary.
2. Having a strong interest in representing and serving the broader community.
3. The ability to work in a collaborative and respectful manner and can maintain an open mind with solid listening skills and the ability to hear and appreciate multiple perspectives and ultimately reach consensus on a variety of topics.
4. Able to objectively review and provide input on qualitative and quantitative information.
5. Members will have a broad range of skillsets and perspectives.

Please tell us about yourself. (all questions are optional)

**What is your age?**

- Under 18
- 18 to 24 years
- 25 – 34 years
- 35 to 44 years
- 45 to 64 years
- 65 to 84 years
- 84 years and over
- Prefer not to answer

**What are your preferred pronouns?**

- She/Her
- He/Him
- They/Them
- Other
- Prefer not to answer

**Ethnicity**

- White
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- American Indian or Alaska Native
- Asian
- Black or African American

- Native Hawaiian or Other Pacific Islander
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**Tenure**

- I own my home
- I rent a home

**Location**

- I live within the city of Manzanita
- I live in Tillamook County within the Manzanita urban Growth Boundary
- I don't know (don't worry we can look it up!)

**Residency Status**

Is your primary residence in Manzanita (or the Manzanita Urban Growth Boundary) ?

- Yes
- No

1. Please describe your understanding of the Comprehensive Plan. (Limit 200 words)

I have read Manzanita's comprehensive plan a few times. It looks like it was developed in 1995, approved in 1996 and had some slight revisions over the years, the latest in 2014. It has Goals, objectives, and policies that I assume reflected the values of the community in 1995. Lots of those values probably remain the same today. I feel like I understand it well and look forward to it being updated to reflect current statewide goals and updated to reflect what the Manzanita citizens want for their future.

2. Please describe your interest in serving on the PASC. (Limit 200 words)

I am retired and have spare time to contribute to the community. I have been watching the Manzanita city council and planning commission meetings for two years. While I am interested in lots of the issues facing Manzanita, updating the comprehensive plan interests me the most. It's long overdue and will provide the Manzanita citizens the opportunity to play a part in shaping Manzanita's future. When I read the PASC's responsibilities it interested me even more.

3. Please describe your experience working in a team environment. (Limit 200 words)

I worked as a program officer for a private foundation for the 24 years leading up to my retirement, I worked with non-profits and government agencies. My approach to problem-solving was collaborative teamwork, focusing on the specific issues at hand. My days were filled with meetings and interactions with people, and I felt both comfortable and effective in that role. Within my organization, I participated in various teams—some long-term and others short-term—dedicated to addressing specific challenges.

4. Please describe your experience working with qualitative and quantitative information and how you were able to use information to achieve an outcome. (Limit 200 words)

My experience as a Geographic Information Systems (GIS) analyst touched on using both qualitative and quantitative information to inform decision making. Analyzing population density, or assessing land use changes are quantitative GIS applications. Assessing the impact of urban development on the environment or identifying cultural or biological phenomena are qualitative GIS applications. An example I worked on regularly would be to use the results of GIS analysis to inform as to what land was best developed and which should be protected. I found that most of the analysis I was involved in used both qualitative and quantitative information to best inform decision makers.

5. Please share any special skillsets, interests or other experience you think is relevant to this position. (Limit 200 words)

In 1997 I went to work for a private foundation where I did GIS and was a program officer. My job was working with non-profits and government agencies where we collectively developed programs and projects that improved the communities we were serving. In the 24 years I worked for the foundation I was involved in planning, zoning, transportation, recreation, and other very relevant issues to Manzanita.


6. Can you commit to attending all meetings?

Yes  
 No

7. All meetings will be held during the “work week” what time of day works best for you? Morning, afternoon or evenings? My time is very open, and I can meet, morning, afternoon, or evening.
8. Meetings are currently held via the Zoom and are expected to continue on Zoom until mid year 2025. 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.

I can attend meetings via Zoom or in person.

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

As a program officer working for a private foundation, I was specifically assigned to work on improving the health of the communities we served. Among other things, this led to a very deep dive into the effects of community design on the citizens’ health. I have done much research on 

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Question 9 repeated as it didn't fit in the box.

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

**As a program officer working for a private foundation, I was specifically assigned to work on improving the health of the communities we served. Among other things, this led to a very deep dive into the effects of community design on the citizens' health. I have done much research on planning and attended numerous conferences on "Smart Growth". I have worked on projects to improve the safety and the comfort level of walking and cycling. I also designed, obtained funding, and completed miles of recreation trails. All this work required a thorough understanding of the comprehensive plans and zoning for the areas involved in the projects.**

**I read through the iap attachments on Core Values, Code of Ethics, and the Spectrum of Public Participation. I practiced these principles in my work, and they come very naturally to me.**

**If given this opportunity I will work hard to serve the citizens of Manzanita.**



# City of Manzanita

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## Comprehensive Plan Public Advisory Steering Committee Application

Name: <b>Connie Burton</b>	Phone: _____
Address: _____	Email: _____
City/State/Zip: _____	
Occupation: <b>retired dental practice administrator</b>	

The City of Manzanita is seeking applications for service on the Comprehensive Plan Public Advisory Steering Committee (PASC). The PASC will be an ad hoc committee that will serve throughout the Comprehensive Plan process and will meet at key milestones during the Comprehensive Plan update. The term of the committee will be aligned with the timeline of the Comprehensive Plan update. It is expected that the PASC will be active from Spring of 2024 through the fall of 2025 or whenever the Comprehensive Plan is ready to move to City Council for adoption.

PASC Responsibilities include:

- Guiding public outreach and community engagement and providing comment and feedback on the proposed community engagement plan.
- Reviewing and commenting on key work products.
- Act as liaisons to specific constituencies or interest groups and other stakeholders throughout the process.
- Assist in hosting public events or conducting small scale outreach as needed and in coordination with the public outreach plan.
- Will serve as ambassadors to the project and actively engaging community members to participate.
- Acting as champions for the project and the recommendations that come out of the work.

The proposed makeup of the committee is as follows:

1. 4 At Large community members
2. 3 members each representing a business, a nonprofit, and an employee.
3. City Council Liaison
4. Planning Commission Liaison
5. Technical members will be engaged on an as needed basis such as county, utility (PUD, Nehalem Bay Wastewater) ODOT and DLCD.

The PASC will rely on the International Association for Public Participation (IAP2) three pillars of public participation which include 1. Core Values, 2. Ethics and 3. Spectrum. A summary of these resources is included as an attachment to this application. We request that applicants review these materials and be familiar with the terminology.

Members of the PASC will play a critical role in the development of the Comprehensive Plan. Relying on the IAP2 Spectrum of Public Participation the PASC will have an “involve” role. An “involve” role is critical and has impacts on the decision-making process. The Public Participation Goal of the PASC as defined by the IAP2 Spectrum is “to work directly with the public throughout the process to ensure that the public concerns and aspirations are consistent understood and considered” and the promise to the public is that “we will work with you to ensure that your concerns and aspirations are directly reflected in the alternative developed and provide feedback on how the public input influenced the decision.” The PASC will work directly with the staff and the project team to ensure that the public input and feedback is reflected in the proposed goals and policies of the Comprehensive Plan.

The selection criteria for the committee include:

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5. Members will have a broad range of skillsets and perspectives.

Please tell us about yourself. (all questions are optional)

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- Hispanic or Latino
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**Tenure**

- I own my home
- I rent a home

**Location**

- I live within the city of Manzanita
- I live in Tillamook County within the Manzanita urban Growth Boundary
- I don't know (don't worry we can look it up!)

**Residency Status**

Is your primary residence in Manzanita (or the Manzanita Urban Growth Boundary) ?

- Yes
- No

1. Please describe your understanding of the Comprehensive Plan. (Limit 200 words)

The Comprehensive Plan is a legal document that is focused on stewardship of the City of Manzanita. It addresses livability, land use and development, zoning, public services and public facilities. It needs to be specific and pass legal adoption criteria. The Comprehensive Plan must be carefully worded so it clarifies goals and resolves conflicts, and must reflect the wishes of the majority of the community and benefit the general welfare. Factual information must be represented and coordinated with ordinances and regulations at the federal, state, county and special district jurisdictions. Careful review of the Plan should occur every 5 to 7 years and be adjusted and adopted.

2. Please describe your interest in serving on the PASC. (Limit 200 words)

My interest in serving on the PASC has developed from an interest in the people of Manzanita and our functioning as a community. We've had a second home here since 1992, which we sold and built our current home in 2013, and have lived here full-time for the last 4 years. During my "working life", I served on various committees and boards, and I find satisfaction in collaborative effort toward specific goals. In Manzanita, I attended Conversations with Councilors, Envision Manzanita sessions, and City Council meetings because I care about my neighbors and how we work together "in community". The PASC has a job to do, and I would like to help.

3. Please describe your experience working in a team environment. (Limit 200 words)

For over 36 years, I was vitally involved in our dental practice. I had many business roles and tried to foster an environment of each clinical or business team member having the space to develop and work to their strengths. Define the role of the team member, provide resources to improve skills, provide metrics to assess, and support each person in their endeavor.

On the Board of the Coordinated Care Organization for the Columbia Gorge, I attended bi-monthly meetings and work sessions. I gained skill in listening to other's priorities and opinions while advocating for the dental needs of Medicaid clients. Learning to be prepared and concise in group

4. Please describe your experience working with qualitative and quantitative information and how you were able to use information to achieve an outcome. (Limit 200 words)

The Coordinated Care Organization of the Columbia Gorge took data to establish metrics and determine whether desired health outcomes were being met. Some of the outcomes were easier to measure as they were based on access to medical and dental care and fees paid for care. The qualitative information was more obscure and therefore harder to assess. Did Medicare/Oregon Health Plan clients desire and receive preventive medical and dental care? Surveys and interviews with clients led to some clarification. Focus group meetings of clients and providers led to more feedback. The narrative, opinions and attitudes together with the collectable quantitative data helped

5. Please share any special skillsets, interests or other experience you think is relevant to this position. (Limit 200 words)

Being sensible and realistic, I am comfortable hosting and/or interacting with people who have diverse views and priorities.

I am good at listening to all points of view, all data, and processing to a point of summarization and action.

Self-motivated by nature, I don't require much validation, just factual information.

6. Can you commit to attending all meetings?

Yes

No

7. All meetings will be held during the "work week" what time of day works best for you? Morning, afternoon or evenings? I can adapt to any meeting time

8. Meetings are currently held via the Zoom and are expected to continue on Zoom until mid year 2025. 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.

Attending on Zoom or in person are both fine with me, and I think a mix of the two formats works the best for most participants.

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

I have read through the Comprehensive Plan twice and understand there needs to be some clarification and updating. A pragmatic approach with a gentle interest in the wellbeing of the people of Manzanita and the place we love is what I offer. How can I help?

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# Comprehensive Plan Public Advisory Steering Committee Application

Name: <u>Jon Reimann</u>	Phone: _____
Address: _____	Email: _____
City/State/Zip: _____	
Occupation: <u>Civil Engineer - semi retired</u>	

The City of Manzanita is seeking applications for service on the Comprehensive Plan Public Advisory Steering Committee (PASC). The PASC will be an ad hoc committee that will serve throughout the Comprehensive Plan process and will meet at key milestones during the Comprehensive Plan update. The term of the committee will be aligned with the timeline of the Comprehensive Plan update. It is expected that the PASC will be active from Spring of 2024 through the fall of 2025 or whenever the Comprehensive Plan is ready to move to City Council for adoption.

PASC Responsibilities include:

- Guiding public outreach and community engagement and providing comment and feedback on the proposed community engagement plan.
- Reviewing and commenting on key work products.
- Act as liaisons to specific constituencies or interest groups and other stakeholders throughout the process.
- Assist in hosting public events or conducting small scale outreach as needed and in coordination with the public outreach plan.
- Will serve as ambassadors to the project and actively engaging community members to participate.
- Acting as champions for the project and the recommendations that come out of the work.

The proposed makeup of the committee is as follows:

1. 4 At Large community members
2. 3 members each representing a business, a nonprofit, and an employee.
3. City Council Liaison
4. Planning Commission Liaison
5. Technical members will be engaged on an as needed basis such as county, utility (PUD, Nehalem Bay Wastewater) ODOT and DLCD.

The PASC will rely on the International Association for Public Participation (IAP2) three pillars of public participation which include 1. Core Values, 2. Ethics and 3. Spectrum. A summary of these resources is included as an attachment to this application. We request that applicants review these materials and be familiar with the terminology.

Members of the PASC will play a critical role in the development of the Comprehensive Plan. Relying on the IAP2 Spectrum of Public Participation the PASC will have an “involve” role. An “involve” role is critical and has impacts on the decision-making process. The Public Participation Goal of the PASC as defined by the IAP2 Spectrum is “to work directly with the public throughout the process to ensure that the public concerns and aspirations are consistent understood and considered” and the promise to the public is that “we will work with you to ensure that your concerns and aspirations are directly reflected in the alternative developed and provide feedback on how the public input influenced the decision.” The PASC will work directly with the staff and the project team to ensure that the public input and feedback is reflected in the proposed goals and policies of the Comprehensive Plan.

The selection criteria for the committee include:

1. At large community members represent a diverse cross section of demographics including - age, gender, ethnicity, tenure (ie. renter /owner) full and part time residents, and geography including community members who live within the city limits or within the county inside of the Manzanita Urban Growth Boundary.
2. Having a strong interest in representing and serving the broader community.
3. The ability to work in a collaborative and respectful manner and can maintain an open mind with solid listening skills and the ability to hear and appreciate multiple perspectives and ultimately reach consensus on a variety of topics.
4. Able to objectively review and provide input on qualitative and quantitative information.
5. Members will have a broad range of skillsets and perspectives.

Please tell us about yourself. (all questions are optional)

**What is your age?**

- Under 18
- 18 to 24 years
- 25 – 34 years
- 35 to 44 years
- 45 to 64 years
- 65 to 84 years
- 84 years and over
- Prefer not to answer

**What are your preferred pronouns?**

- She/Her
- He/Him
- They/Them
- Other
- Prefer not to answer

**Ethnicity**

- White
- Hispanic or Latino
- American Indian or Alaska Native
- Asian
- Black or African American

- Native Hawaiian or Other Pacific Islander
- Other
- Prefer not to answer

**Tenure**

- I own my home
- I rent a home

**Location**

- I live within the city of Manzanita
- I live in Tillamook County within the Manzanita urban Growth Boundary
- I don't know (don't worry we can look it up!)

**Residency Status**

Is your primary residence in Manzanita (or the Manzanita Urban Growth Boundary) ?

- Yes
- No

1. Please describe your understanding of the Comprehensive Plan. (Limit 200 words)

It is the underlying framework of the City's ordinances and codes, and follows the State's requirement to have a Comprehensive Plan that addresses and implements the States Planning Goals.

2. Please describe your interest in serving on the PASC. (Limit 200 words)

I am currently the President of the Manzanita Neah-Kah-Nie Dunes Management Association. This is a non-profit that was formally established February 11, 1993. The purpose of the Association is to "establish a dune management program for the purpose of sand stabilization, preservation of the natural beauty of the dunes area," including dune restoration, and "developing and coordinating community involvement in Dune Management". Ordinance 95-6 was codified as a result of the plan created by the Association. I would like to be involved in the process of updating 95-6. I am also interested in being a part of the other elements being updated as a private home owner.

3. Please describe your experience working in a team environment. (Limit 200 words)

My 40 years of experience as a civil engineer has given me the opportunity to work as a team with other professionals (architects, other engineers, etc.) in designing and constructing residential communities, public facilities (schools, parks, road systems etc.), and commercial developments. I have participated as a member of a Technical Advisory Committee (TAC) and Citizen's Advisory Committees (CAC) for a number of public road improvement projects in Washington County, Oregon. I also enjoy participating in team sports ;).



4. Please describe your experience working with qualitative and quantitative information and how you were able to use information to achieve an outcome. (Limit 200 words)

My civil engineering education required that I'm proficient with developing and understanding quantitative information (reports, codes, standards, etc.). My 40 years of civil engineering experience has given me the ability to be proficient with qualitative information as well (maps, photographs, observations, etc.).

5. Please share any special skillsets, interests or other experience you think is relevant to this position. (Limit 200 words)

As stated above, I believe I have a skill set (civil engineering) that would be very relevant to the committee position. As a civil engineer, I have worked with many different codes and ordinances, which gives me a broad cross section of how the given municipality moves forward with their implementation. I have experience on both sides of the table too, working for private clients and also working for public agencies.

6. Can you commit to attending all meetings?

Yes  
 No

7. All meetings will be held during the "work week" what time of day works best for you? Morning, afternoon or evenings? Evenings

8. Meetings are currently held via the Zoom and are expected to continue on Zoom until mid year 2025. 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.

I would be available for both zoom and in person.

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

I have had direct communication with City Staff through my involvement with the Dunes Association



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## Comprehensive Plan Public Advisory Steering Committee Application

Name: <u>Linda Kuestner</u>	Phone: _____
Address: _____	Email: _____
City/State/Zip: _____	
Occupation: <u>analyst/programmer</u>	

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**Location**

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**Residency Status**

Is your primary residence in Manzanita (or the Manzanita Urban Growth Boundary) ?

- Yes
- No

1. Please describe your understanding of the Comprehensive Plan. (Limit 200 words)

The Comprehensive Plan (CP) is, at heart, an aspirational document that establishes our community's goals for our short, medium and long-term future. From this document, codes and ordinances are constructed which codify and help us to achieve those goals. An update to our CP is long overdue. During the Manzanita Loft's application process, we saw the ramifications of the mismatch between our existing ordinances and our community's vision for our future. There are many challenges that need to be faced, from middle housing needs and land use issues to dune management. A strong CP will require significant community outreach and difficult conversations, but will result in a plan that will satisfy the majority of Manzanita's residents.

2. Please describe your interest in serving on the PASC. (Limit 200 words)

My interest in how our City operates has grown exponentially over the last 5 years. I have a life-long history of getting involved in initiatives that interest me and in which I have the capacity to contribute to the team. This opportunity is a great match for my skills: managing complex projects; listening to and distilling information received; analysis of data; and, most importantly, communication. A motto I adopted early in my Project Management career is, "In the absence of information, people will fill in the blanks with the worst-case scenario." It's the ethos that drives my work and why I understand how important it will be to have open conversations with our community throughout this process – both listening with an open mind and explaining facts and the process as clearly as possible. I also understand that people learn things differently. In my work I've found that a brief report works great for some, but a face-to-face is best for others. I'm committed to being as transparent and open as I can be throughout this process. I bring no agenda or preconceived ideas to the effort; my goal is to help the team and citizenry reach consensus.

3. Please describe your experience working in a team environment. (Limit 200 words)

My entire professional career is team-focused, having worked with administrative computing systems in higher education for over 35 years. This work requires a broad knowledge of how administrative functions in colleges interact and a detailed knowledge of independent aspects of the systems needed to support specific functions (e.g. admissions, payroll, fundraising). As a project management/software implementation consultant, I've worked with various teams to document existing processes, establish best-practices and goals, analyze fit/gaps, then manage the work necessary to implement the adopted strategy. As an analyst/programmer, I actively listen to my customer's requirements, discover what it is they actually want to achieve, communicate the problem and potential solution to them in a manner they can understand and critique, then work with them to achieve their goal. I've been able to apply these same skills in my volunteer work locally, most particularly with the EVCNB's Communication & Outreach team, where I've enjoyed the chance to get the organization's message out to the public in a manner that is educational yet friendly and informative.

4. Please describe your experience working with qualitative and quantitative information and how you were able to use information to achieve an outcome. (Limit 200 words)

Selecting one instance is difficult since my entire career has been focused on listening to non-technical people explain their typically quantitative requirements with predominantly qualitative language (e.g. “Students need a more engaging and fulfilling registration experience” = “Less paper, less time, faster results, more first choices”). I am especially adept at translating aspirational goals into measurable objectives, categorizing and codifying information, looking for inconsistencies and potential issues, then working with my team to craft optimal solutions to meet the established objective and the desired experience. This requires open-mindedness and adaptability. This also requires an ability to listen to and talk about information in different ways to different audiences. These are skills that I have honed over the years and look forward to using throughout this process.

5. Please share any special skillsets, interests or other experience you think is relevant to this position. (Limit 200 words)

With my professional background, I’ve proven that I can analyze data and information and, in turn, am able to talk about it so that a layperson can understand the technical solution required. I’m a good listener and prefer to speak when I hope to clarify what I think I’ve heard or when I feel like I have something to contribute. I also feel like my professional experience has taught me how to be a respectful team member, how to break down communication gaps, and how to contribute fully toward the team goal. Finally, I’m a good writer and excellent editor. I have the ability to take complex or challenging issues and communicate about them in a way that connects with a broad cross-section of the community.

6. Can you commit to attending all meetings?

- Yes  
 No

7. All meetings will be held during the “work week” what time of day works best for you? Morning, afternoon or evenings? mornings or afternoons preferred

8. Meetings are currently held via the Zoom and are expected to continue on Zoom until mid year 2025. 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.

Either is fine. Since I work from home, I have a lot of flexibility. I do not anticipate any impediments that will keep me from attending meetings.

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

I’ve been following Council and the Planning Commission closely for the last 4+ years and can hit the ground running. I understand that initiatives already underway (or “completed”) may resurface as part of this process (e.g. Goal 12, Transportation). Finding a starting point in a circle is tricky, but exciting! I am passionate about Manzanita and our City’s future and am grateful for this opportunity for community participation in something that is so impactful and important. I look forward to contributing toward this process as an engaged citizen.

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

**THE DEADLINE FOR SUBMISSIONS IS March 4, 2024, AT 4:00 PM**

Please return this form  
by email to [cityhall@ci.manzanita.or.us](mailto:cityhall@ci.manzanita.or.us)

If you have any questions, please call 503-812-2514 or email us at [cityhall@ci.manzanita.or.us](mailto:cityhall@ci.manzanita.or.us)



## 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

# Comprehensive Plan Public Advisory Steering Committee Application

Name: Mark Adamcin Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Occupation: Computer Scientist / Software Engineer

The City of Manzanita is seeking applications for service on the Comprehensive Plan Public Advisory Steering Committee (PASC). The PASC will be an ad hoc committee that will serve throughout the Comprehensive Plan process and will meet at key milestones during the Comprehensive Plan update. The term of the committee will be aligned with the timeline of the Comprehensive Plan update. It is expected that the PASC will be active from Spring of 2024 through the fall of 2025 or whenever the Comprehensive Plan is ready to move to City Council for adoption.

PASC Responsibilities include:

- Guiding public outreach and community engagement and providing comment and feedback on the proposed community engagement plan.
- Reviewing and commenting on key work products.
- Act as liaisons to specific constituencies or interest groups and other stakeholders throughout the process.
- Assist in hosting public events or conducting small scale outreach as needed and in coordination with the public outreach plan.
- Will serve as ambassadors to the project and actively engaging community members to participate.
- Acting as champions for the project and the recommendations that come out of the work.

The proposed makeup of the committee is as follows:

1. 4 At Large community members
2. 3 members each representing a business, a nonprofit, and an employee.
3. City Council Liaison
4. Planning Commission Liaison
5. Technical members will be engaged on an as needed basis such as county, utility (PUD, Nehalem Bay Wastewater) ODOT and DLCD.

The PASC will rely on the International Association for Public Participation (IAP2) three pillars of public participation which include 1. Core Values, 2. Ethics and 3. Spectrum. A summary of these resources is included as an attachment to this application. We request that applicants review these materials and be familiar with the terminology.

Members of the PASC will play a critical role in the development of the Comprehensive Plan. Relying on the IAP2 Spectrum of Public Participation the PASC will have an “involve” role. An “involve” role is critical and has impacts on the decision-making process. The Public Participation Goal of the PASC as defined by the IAP2 Spectrum is “to work directly with the public throughout the process to ensure that the public concerns and aspirations are consistent understood and considered” and the promise to the public is that “we will work with you to ensure that your concerns and aspirations are directly reflected in the alternative developed and provide feedback on how the public input influenced the decision.” The PASC will work directly with the staff and the project team to ensure that the public input and feedback is reflected in the proposed goals and policies of the Comprehensive Plan.

The selection criteria for the committee include:

1. At large community members represent a diverse cross section of demographics including - age, gender, ethnicity, tenure (ie. renter /owner) full and part time residents, and geography including community members who live within the city limits or within the county inside of the Manzanita Urban Growth Boundary.
2. Having a strong interest in representing and serving the broader community.
3. The ability to work in a collaborative and respectful manner and can maintain an open mind with solid listening skills and the ability to hear and appreciate multiple perspectives and ultimately reach consensus on a variety of topics.
4. Able to objectively review and provide input on qualitative and quantitative information.
5. Members will have a broad range of skillsets and perspectives.

Please tell us about yourself. (all questions are optional)

**What is your age?**

- Under 18
- 18 to 24 years
- 25 – 34 years
- 35 to 44 years
- 45 to 64 years
- 65 to 84 years
- 84 years and over
- Prefer not to answer

**What are your preferred pronouns?**

- She/Her
- He/Him
- They/Them
- Other
- Prefer not to answer

**Ethnicity**

- White
- Hispanic or Latino
- American Indian or Alaska Native
- Asian
- Black or African American

- Native Hawaiian or Other Pacific Islander
- Other
- Prefer not to answer

**Tenure**

- I own my home
- I rent a home

**Location**

- I live within the city of Manzanita
- I live in Tillamook County within the Manzanita urban Growth Boundary
- I don't know (don't worry we can look it up!)

**Residency Status**

Is your primary residence in Manzanita (or the Manzanita Urban Growth Boundary) ?

- Yes
- No

1. Please describe your understanding of the Comprehensive Plan. (Limit 200 words)

I understand the nature of the Comprehensive Plan to be:

1. A binding legal document that controls the City's land use decisions and zoning ordinances.
2. An expression of our community's long-term vision for growth, as described in goals and policy statements.
3. A living document that is sustained by periodic reviews and amendments involving input from the public, the city council and staff, and DLCD.

I also understand the significance of aligning on the IAP2 Spectrum "Involve" role for the PASC will shape the mission and messaging of the group to balance responsiveness to continued community input with a commitment to consistently meet milestones set for successful and timely adoption of the updated plan. It will not be possible to incorporate all community input into the updated plan itself, so a significant portion of the PASC work product will be in the form of minutes and addenda that must be developed and shared with the community to fulfill the "Involve" Promise to the Public.

2. Please describe your interest in serving on the PASC. (Limit 200 words)

I am very interested in serving on the PASC as an at-large community member. I have a personal stake in the long-term vibrance and livability of Manzanita. My wife, Megan, and I moved into our little cabin in Manzanita in 2021, after selling our home in Portland. Since then, we purchased a neighboring vacant lot, and we moved into a bigger home next door, while keeping the cabin as a short-term rental. We are on the cusp of starting a family, and we will be raising our children here in Manzanita, which means that most of the happiest and memorable days of our lives are still ahead of us, and those memories will include the City of Manzanita and its citizens. I believe that Manzanita should be as wonderful a place to grow up in, as it is to retire in, and my wish is for that to be true 18 years from now. Serving on PASC is the best opportunity I have, over the next 2 years, to help ensure Manzanita achieves that vision for the next 20 years.

3. Please describe your experience working in a team environment. (Limit 200 words)

I am a team player, and my top individual priority is to support my team to achieve our common goals. My professional experience in software development has consisted almost exclusively of dozens of team-based projects with critical deadlines and deliverables. I have been a beginner among experts, a mentor, and a specialist. My teams have been more successful than not, but my experiences with less successful teams are generally the ones that stand apart in my memory, because they taught me the importance of promptly setting expectations with each other and with stakeholders (especially knowing when to say "No"), proactively seeking guidance and support when needed, erring on the side of diplomacy and professionalism, and giving the benefit of the doubt when conflicts arise.



4. Please describe your experience working with qualitative and quantitative information and how you were able to use information to achieve an outcome. (Limit 200 words)

As a software engineer on a licensed product, one of the kinds of tasks I often have to perform is measuring if and how our customers are using a particular feature of the product. This usually involves recording discrete events from a user's interaction with an app, and merging subjective feedback provided through a popup dialog. A good example of this is searching for an image in a gallery. After submitting a query, a user may get a good enough answer on the first page and click on it, or they may not, and either try a different search, or just walk away frustrated. My objective was to measure the experience of frustration caused by the app, so I constructed the timeline of discrete events for all users who submitted a query but did not click on an image, and built a report comparing the number of users who retried to the number of users who didn't, and attached the aggregated feedback text submitted by those users, which I presented to our product managers.

5. Please share any special skillsets, interests or other experience you think is relevant to this position. (Limit 200 words)

I don't have much in the way of experience in government or law, but I am a decent technical reader, writer, and editor. I find reading ordinances, following links and references from one paragraph to another, and scrolling through pages of spreadsheet data to be quite stimulating. I am also excellent with writing scripts and formulas to do those things automatically.

6. Can you commit to attending all meetings?

- Yes  
 No

7. All meetings will be held during the "work week" what time of day works best for you? Morning, afternoon or evenings? I would prefer evenings, to avoid conflicts with unexpected work responsibilities. Afternoons would be my next preference.
8. Meetings are currently held via the Zoom and are expected to continue on Zoom until mid year 2025. 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.

I am happy to participate over Zoom or in person, as needed.

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

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

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## City of Manzanita

### **COUNCIL RESOLUTION No. 24-**

#### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANZANITA, OREGON, AUTHORIZING THE CITY MANAGER TO NEGOTIATE A CONTRACT WITH 3J CONSULTING FOR THE COMPREHENSIVE PLAN AND ORDINANCE UPDATE.**

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

**WHEREAS**, on December 8, 2023 posted an RFP on Oregon Buys and the City's Website; and

**WHEREAS**, the city received 3 responses from highly qualified firms by the deadline of February 23, 2024; and

**WHEREAS**, the selection committee reviewed and evaluated each proposal according to the criteria set forth in the RFP; and

**WHEREAS**, the selection committee conducted interviews with all three firms and evaluated them based on the criteria set forth in the RFP; and

**WHEREAS**, the selection committee unanimously recommends 3J Consulting as the consultant for the city of Manzanita Comprehensive Plan and Ordinance Update; and

**WHEREAS**, a Notice of Intent to Award was posted on March 22, 2024 on Oregon Buys and provided to all three proposers; and

**WHEREAS**, the city did not receive any protests by the deadline of March 29, 2024 5:00pm.

**Now, Therefore**, the City Council of the City of Manzanita authorizes the City Manager to negotiate an Agreement with 3J Consulting (the "Agreement") to serve as the consultant for the Comprehensive Plan and Ordinance Update.

Introduced and adopted by the City Council on **April 3, 2024**.

This resolution is effective on **April 3, 2024**.

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Kathryn Stock, Mayor

ATTEST:

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Leila Aman, City Manager/ City  
Recorder



# **Comprehensive Plan & Ordinance Update**

FOR THE CITY OF MANZANITA

9600 SW Nimbus Avenue Suite 100 | Beaverton, OR 97008 | 503.946.9365

[www.3jconsulting.com](http://www.3jconsulting.com)

# I. INTRODUCTORY LETTER



February 23, 2024

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

## **RE: Comprehensive Plan and Ordinance Update**

Dear Leila Aman and Members of the Selection Committee:

**3J Consulting (3J)** was founded over 15 years ago to provide Oregon clients with experienced individuals who provide attentive, personalized consulting services. We successfully deliver project management, land use planning and public involvement services for a variety of clients throughout the region.

We understand that the current comprehensive plan was adopted in 1996 and was last amended in 2014. The updated plan will reflect current policies and views regarding a variety of key issues. The process will include continuing the vision for Manzanita developed through a robust and inclusive public participation process. comprehensive plan policies will strengthen community livability by guiding land use decisions through 2045 and beyond.

Our team provides the following benefits to the City of Manzanita:

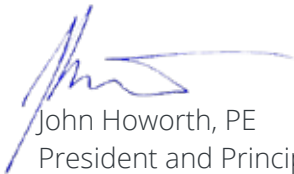
**Current Experience Providing Land Use Services on the North Coast:** 3J currently provides planning services for the Cities of Manzanita, Garibaldi, and Warrenton. Our experience working closely with communities on the northern Oregon coast gives us a unique perspective of the daily challenges and opportunities. We understand the need to balance full-time residential housing with tourism and we are also familiar with the coastal hazards and the need for long-term resiliency. Our Project Manager Scott Fregonese makes bi-monthly visits to his clients on the Oregon coast.

**Demonstrated Success in Completing Comprehensive Plans for Oregon Communities:** 3J's team has updated dozens of comprehensive plans. We recently completed successful comprehensive plan Updates for Carlton, North Plains, Oregon City, and Sherwood, and are currently underway in Canby, Sandy, Scappoose, and Seaside. We are well-versed in the thoughtful approach needed to work with stakeholders and engage the community. 3J has been involved in several projects that received recognition for our approach to public involvement.

**Full-Service Team With a History of Partnering on Similar Projects:** We bring an enthusiastic and experienced team to help you facilitate an inclusive and engaging process to update the comprehensive plan. To aid us in this important endeavor, we are partnering with **Urbsworks**. Urbsworks provides expertise in code audits, code amendments, urban design, and parking management practices. They have worked on many projects along the Oregon Coast to address everything from code assistance and urban design to planning policies and public involvement.

We believe our team's knowledge of working on the Oregon coast, experience completing comprehensive plan updates, form-based codes expertise and our award-winning approach to community engagement will help the City of Manzanita develop a successful Plan that will guide the community for over 20 years. We look forward to discussing this exciting opportunity with you.

Sincerely,



John Howorth, PE  
President and Principal Engineer  
503.946.9365 x.201  
[john.howorth@3j-consulting.com](mailto:john.howorth@3j-consulting.com)  
(Authorized representative.)



Scott Fregonese  
Senior Project Manager  
O: 503.946.9365 x248 | C: 503.313.6874  
[scott.fregonese@3j-consulting.com](mailto:scott.fregonese@3j-consulting.com)

## MAIN POINT OF CONTACT

Scott Fregonese | Senior Project Manager  
he/him | O: 503.946.9365 x248 | C: 503.313.6874  
9600 SW Nimbus Avenue Suite 100 | Beaverton, OR 97008

## II. EXHIBIT B: PROPOSER CERTIFICATIONS AND REPRESENTATIONS

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**EXHIBIT B**

**PROPOSER CERTIFICATIONS AND REPRESENTATIONS**

**Proposed Project Description**

**PROPOSAL FORM  
(To Be Returned)**

**1. ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA**

Addenda 0 through 0 received. (If addenda were issued, completion of this line is REQUIRED.)

**2. CERTIFICATION OF NON-DISCRIMINATION (ORS 279A.110)**

The undersigned proposer certifies that proposer has not discriminated and will not discriminate in against a subcontractor in awarding a subcontract because the subcontractor is a disadvantaged business enterprise, a minority-owned business, a woman-owned business, a business that a service-disabled veteran owns or an emerging small business that is certified under ORS 200.055.

**3. STATE OF OREGON OFFICE OF MINORITY, WOMEN & EMERGING SMALL BUSINESS (OMWESB) CERTIFICATION**

If your firm is currently certified by OMWESB in any of these categories, please indicate that certification.

- Minority Business Enterprise (MBE)
- Women Business Enterprise (WBE)
- Emerging Small Business (ESB)

**4. PROPOSER'S SIGNATURE AND IDENTIFICATION**

I hereby certify that this Proposal is genuine and that I have not entered into collusion with any other vendor(s) or any other person(s).

Please print or type all information requested below (except where signature is required) and attach Proposal Security (if required) to this form:

<b>Name of Proprietor, Partnership, or Corporation</b>	<b>Signature of Proprietor, Partner, or Corporate Officer:</b>
<b>Name</b> 3J Consulting, Inc.	<b>Signature</b> 
<b>Street Address</b> 9600 SW Nimbus Ave	<b>Name of Signatory</b> John Howorth
<b>Mailing Address</b> Suite 100	<b>Date Signed</b> 02/23/24
<b>City, State, and Zip Code</b> Beaverton, OR 97008	<b>If Corporation, Attest:</b> 
<b>Phone Number</b> 503.946.9365	<b>Secretary of Corporation</b> Andrea Howorth
<b>Employer ID Number</b> 27-0502115	<b>State of Incorporation</b> Oregon



# III. QUALIFICATIONS



## i. TEAM CAPACITY AND RELATIVE EXPERIENCE



# FIRM EXPERIENCE



## Firm Overview

3J Consulting (3J) provides clients throughout Oregon with exceptional land use planning, public involvement and civil engineering services based on reliable attention to detail and strong project management. Since its founding in 2009, 3J has helped many communities develop successful long-range development and redevelopment plans, as well as detailed designs for individual sites. We understand how planning, public involvement and engineering work must be delivered to equally support the goals of local agencies and the character of the communities they serve. 3J is a locally owned firm with 45 employees, including 10 full time planning staff. All work completed for this project will be done from our Beaverton office.

## Specialized Experience

### Middle Housing Code Updates and Form-Based Codes

3J, a leading urban planning firm, boasts extensive experience in facilitating middle housing code updates across the Northwest region. Our commitment to creating sustainable, inclusive communities aligns with the evolving housing needs of the City of Manzanita. We are proficient in producing middle housing zoning codes consistently and in accordance with Oregon law, and our team has extensive expertise in implementing form-based codes.

Our team is dedicated to pioneering innovative and context-sensitive solutions for middle housing code updates for the City of Manzanita. Our commitment to legal compliance, collaborative stakeholder engagement, and expertise in form-based code implementation positions us as a trusted partner in shaping a resilient and vibrant future for Manzanita.



Duplex

Multiplex

Townhome



Cottage

Cottage Court

## Other Organizations

Our team has extensive experience preparing comprehensive plans and we've worked with over a dozen communities throughout the Pacific Northwest. Our comprehensive plans begin with an intensive process to reveal the community's vision for the future. We work with community members to translate that vision into the goals and policies that guide future growth and development and actions needed to implement the vision. We recently completed successful comprehensive plan updates for Salem, North Plains, Redmond, Sherwood, Carlton, Scappoose, and Oregon City, and are currently underway in Seaside, Canby, Sandy, Ridgefield and Camas. Please see our public sector experience chart on page 15 for an overview of our experience.

## Scenario Planning

3J's team prefers to use a scenario planning software called Envision Tomorrow (ET) when conducting comprehensive plan updates. ET gives us a market based perspective that is unique among scenario planning. ET is a platform for quickly evaluating land use and transportation alternatives. 3J staff developed ET and our team members are experts at using it to help clients plan for the future.

Our team believes scenario planning can be utilized for the City of Manzanita comprehensive plan update. ET can be used to model development feasibility on a site-by-site basis as well as create and evaluate multiple land use growth scenarios, both techniques can be used for the comprehensive plan update. We propose using ET to develop the alternative growth scenarios and to test the range of possible outcomes, understand benefits and costs, develop new policy standards and identify capital investments.

### SUBCONSULTANT - URBSWORKS, INC.

3J is partnering with Urbsworks, Inc. to provide the City of Manzanita with a full service team. Urbsworks is a Portland-based urban design firm founded by Marcy McInelly in 1995. The firm's portfolio consists of community plans, infill and redevelopment strategies, zoning and form-based codes, public involvement, and the integration of transit and transportation facilities into communities. Whether leading or contributing to a team, Urbsworks looks to the strengths and unique qualities of each community to understand its place-defining characteristics, and to develop policies and implementation tools that are appropriate and effective. Urbsworks celebrates the fact that communities are complex; that there is no single urban design approach that works for all, and the best solutions require a multi-disciplinary team and an intentionally collaborative approach.

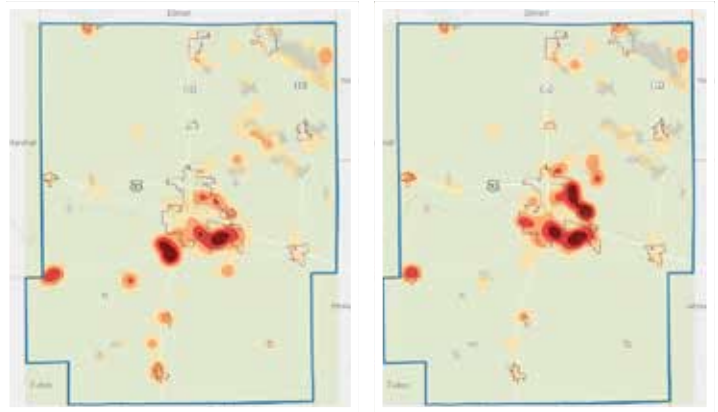
Urbsworks combines extensive knowledge about land use and building form with detailed urban design strategies. Urbsworks helps communities reshape the physical design of the public realm so that it positively influences adjacent land use and buildings to increase safety, aesthetics, health, and vitality for all users.

Urbsworks is a certified DBE / WBE, woman-owned business for more than two decades, COBID #915.

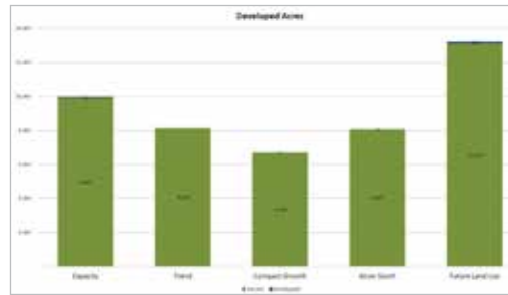
### Example Scenarios - Kosciusko County, IN

SCENARIO: Growth South

SCENARIO: Compact Growth



Housing Density Heat Maps



Developed Acres based on Scenarios

## KEY STAFF EXPERIENCE



### SCOTT FREGONESE

#### ROLE: PROJECT MANAGER

*Available Capacity, Including Time Allocation for this Project: 25%*

Scott Fregonese is an urban planner and geographer with more than 23 years of experience in land use and transportation planning and policy development. His work and research spans major regional initiatives, local planning and policy, downtown plans, scenario planning and implementation strategies. He has a proven record of achievement, and his focus on creative problem solving and collaboration assures success for clients. Scott's skills in meeting facilitation, team building, communication and GIS analysis enrich the planning processes for all of the firm's projects.

Scott is currently working with the City of Seaside to update their comprehensive plan and he has completed comprehensive plan updates for several other jurisdictions. Scott also has more than 20 years of experience working with Oregon communities, and more recently Oregon coastal communities specifically. He is currently the City of Manzanita's on-call planner which provides him with a thorough understanding of the City's goals and priorities. Scott recently managed Rockaway Beach Current Planning, Garibaldi Current Planning, and Warrenton Current Planning.

#### RELEVANT EXPERIENCE

- Manzanita On-Call Contract Planner; Manzanita, OR
- Seaside Comprehensive Plan Update; Seaside, OR
- Redmond Vision and Comprehensive Plan; Redmond, OR
- Our Salem, Vision & Comprehensive Plan Update; Salem, OR
- Payson Vision & Comprehensive Plan Update; Payson, UT
- Lehi Comprehensive Plan Update; Lehi, UT
- Garibaldi On-Call Contract Planner; Garibaldi, OR
- Warrenton On-Call Contract Planner; Warrenton, OR
- Main Streets on Halsey Corridor Plan; Wood Village, Fairview, and Troutdale, OR



## JULIA REISEMANN

### ROLE: GIS MANAGER

*Available Capacity, Including Time Allocation for this Project: 10%*

As GIS Manager, Julia is responsible for the collection, analysis and manipulation of GIS data. Quality geographic information is a cornerstone to planning and community building. For many projects, she works to create base case and alternative growth scenarios. She compiles numerous data sets which include: the built environment, vacant land layers, land use and parking inventories, identification of environmentally sensitive lands, and future master street plans. She is also experienced with growth capacity and build-out analysis, employment growth rate analysis, and redevelopment opportunity analysis.

#### RELEVANT EXPERIENCE

- Seaside Comprehensive Plan Update; Seaside, OR
- Canby Comprehensive Plan and TSP; Canby, OR
- Our Salem, Vision & Comprehensive Plan Update; Salem, OR
- Redmond Vision and Comprehensive Plan; Redmond, OR
- Newport UGB Swap; Newport, OR
- Lincoln City HIP; Lincoln City, OR
- Rockaway Beach Current Planning; Rockaway Beach, OR
- Garibaldi Current Planning; Garibaldi, OR
- Gearhart UGB Swap; Gearhart, OR
- Bandon BLI; Bandon, OR



## ANAÏS MATHEZ, AICP

### ROLE: COMMUNITY ENGAGEMENT LEAD

*Available Capacity, Including Time Allocation for this Project: 10%*

Anaïs works in various capacities as a project manager, facilitator, engagement specialist and writer. She helps prepare for and conduct public meetings, outreach activities and communications that engage diverse groups and a variety of stakeholders for communities across the state. Anaïs is experienced in facilitating meetings ranging from small focus groups to large workshops. She excels at developing materials and presentations that use images and simple language to communicate complex ideas. She has led comprehensive planning processes around the state and conducted award-winning public engagement for both the Milwaukie Vision and Action Plan and the Cornelius Town Center Plan. She recently completed a vision and comprehensive plan update for the City of Oregon City and she is currently working with the City of Sandy and the City of Scappoose to update their comprehensive plans.

#### RELEVANT EXPERIENCE

- Redmond Vision and Comprehensive Plan; Redmond, OR
- Milwaukie Community Vision and Action Plan; Milwaukie, OR
- Sherwood Vision and Comprehensive Plan; Sherwood, OR
- Oregon City Vision and Comprehensive Plan; Oregon City, OR
- Sandy Comprehensive Plan; Sandy, OR
- Scappoose 50 Year Plan; Scappoose, OR
- Sherwood Housing Needs Analysis (HNA) and Economic Opportunities Analysis (EOA); Sherwood, OR
- Cornelius Town Center Plan; Cornelius, OR
- Oregon DLCD Housing Needs, Residential Code Audit; Bandon, OR

**SUBCONSULTANT: URBSWORKS, INC.**



**MARCY MCINELLY, AIA**

**ROLE: LEAD URBAN DESIGNER / FORM BASED CODE EXPERT**

*Available Capacity, Including Time Allocation for this Project: 25%*

Marcy is an architect and urban designer with over 30 years of national and local experience. Marcy is an expert in form based codes and integrating them into conventional land use-oriented codes. She excels at effectively using zoning as a tool to integrate private and public realm objectives into a unified vision. Since writing Oregon's first form-based code in 1996 to permit a wider variety of housing types, she has completed 20-plus form based codes throughout the northwest. She has proven experience writing regulations that encourage desired development while effectively involving the community. Marcy was one of five nationally recognized experts selected to serve on the Congress for the New Urbanism's Project for Code Reform.

**RELEVANT EXPERIENCE**

- Code Audit and Code Rewrite; Cannon Beach, OR
- City Center Parking Management and Parking Code Amendments; Independence, OR
- Linoberg Street Charrette; Sonora, CA
- Neighborhood Hubs Project and Code Amendments; Milwaukie, OR
- Mill Site Development Plan and Code Amendments; Dallas, OR
- Kingston Terrace Master Plan and Hybrid Form Based Code; King City, OR
- King City TSP; King City, OR
- Middle Housing Expedited Land Division Code Amendments and 'Zine; Gresham, OR
- Middle Housing Code Amendments; Gresham, OR
- River Terrace 2.0 Concept Plan and Middle Housing; Tigard, OR



**DAVID BERNIKER, AIA, AICP, LEED AP**

**ROLE: URBAN DESIGNER / PLANNER**

*Available Capacity, Including Time Allocation for this Project: 25%*

David is an urban designer and planner with over 30 years of experience in the public and private sector in the areas of urban and sustainable design, community and land use planning, and architecture. Project experience includes developing and managing pedestrian-oriented land use and transportation plans, creating graphic-friendly development standards, design guidelines, and form-based codes, and facilitating the creation of community-oriented goals and objectives. David is passionate about creating a clear, equitable, and inclusive vision that reflects the goals of all stakeholders and results in a connected and livable community.

**RELEVANT EXPERIENCE**

- Mill Site Development Plan and Code Amendments; Dallas, OR
- Code Audit and Code Rewrite; Cannon Beach, OR
- City Center Parking Management and Parking Code Amendments; Independence, OR
- Parks Master Plan; Troutdale, OR
- Transportation System Plan; Troutdale, OR
- Middle Housing Project; Gresham, OR
- Middle Housing Land Division and Zine; Gresham, OR
- Corridor Design District Standards; Gresham, OR
- Active Transportation Plan; Gresham, OR
- Multi Family Design Guidelines and Standards; Gresham, OR

## WHAT SETS US APART



### We Distinguish Ourselves in Three Key Ways:

1

#### A Creative and Tailored Approach

The current comprehensive plan is due for a fresh look. The City of Manzanita is now armed with the information and support needed to make the comprehensive plan update a top priority. With our understanding of the issues at play, we have developed a unique, responsive approach. This builds on a foundational understanding of comprehensive plan work in Oregon, as well as different methods and structures of engagement.

2

#### An Enthusiastic and Expert Team

Our deep expertise and experience with long-range, comprehensive planning and community engagement makes us poised to lead this effort. We are an enthusiastic, dedicated and creative team that is process-oriented and collaborative. Plus, we have a deep appreciation for our work and are passionate about serving communities in places we also love to enjoy.

3

#### Our Philosophy

It is our philosophy that residents and stakeholders are the community experts. They know the local needs, strengths, weaknesses, and the development potential. As consultants, our job is to complement that knowledge and expertise with new ideas, a fresh perspective, and the experience that we have acquired in working with communities across the country. This approach serves our belief that one size does not fit all in planning. Instead, our team offers its vast experience developing innovative and implementable strategies for citywide comprehensive plans and our passion for revitalization and development to serve the City of Manzanita. Together—through collaborative and respectful working relationships between our team, city staff, and technical and stakeholder groups—we will provide a creative vision, policy framework and implementable tools to catalyze desired changes and best serve the residents and businesses of Manzanita.



# PUBLIC SECTOR EXPERIENCE

JURISDICTION IN OREGON	COMPREHENSIVE PLAN	ON-CALL PLANNING	HOUSING / CODE UPDATES	COMMUNITY ENGAGEMENT	COAST WORK
City of Rockaway Beach		X			X
City of Garibaldi		X			X
City of Warrenton		X			X
City of Gearhart		X			X
City of Bay City		X			X
City of Manzanita		X			X
City of Lincoln City			X		X
City of Florence			X	X	X
City of Coos Bay			X		X
Coos County & Coquille Indian Tribe			X	X	X
City of Canby	X		X	X	
City of Carlton	X		X	X	
City of Lake Oswego	X			X	
City of Milwaukie				X	
City of North Plains	X	X	X	X	
City of Oregon City	X		X	X	
City of Redmond	X		X	X	
City of Salem	X		X	X	
City of Ashland		X	X	X	
City of Sandy	X			X	
City of Scappoose	X		X	X	
City of Grants Pass			X	X	
City of Newberg			X	X	
City of Sherwood	X		X	X	
City of Silverton			X	X	
City of Talent			X	X	
City of La Pine	X			X	
City of Newberg			X	X	
City of Springfield			X		
City of Enterprise			X	X	



# ORGANIZATIONAL CHART



Scott Fregonese  
*3J Consulting*  
Role: Project Manager



Julia Reisemann  
*3J Consulting*  
Role: GIS Manager



Anaïs Mathez, AICP  
*3J Consulting*  
Role: Community Engagement Lead



Marcy McInelly, AIA  
*Urbsworks, Inc.*  
Role: Lead Urban Designer /  
Form Based Code Expert



David Berniker,  
AIA, AICP, LEED AP  
*Urbsworks, Inc.*  
Role: Urban Designer /  
Planner

Additional staff available as needed.  
*3J Consulting*  
Role: Planners (2)

Additional staff available as needed.  
*Urbsworks, Inc.*  
Role: Form Based Code, Project Coordinator (2)

## ii. COMMUNITY ENGAGEMENT EXPERIENCE



# EXPERIENCE DEVELOPING COMMUNITY ENGAGEMENT STRATEGIES



3J has provided award-winning community engagement for communities across Oregon. We have developed community engagement strategies specifically related to comprehensive planning and zoning ordinance updates for the following clients:

- City of Ashland
- City of Canby
- City of Carlton
- City of Enterprise
- City of Florence
- City of Grant Pass
- City of La Pine
- City of Newberg
- City of North Plains
- City of Oregon City
- City of Redmond
- City of Salem
- City of Sandy
- City of Scappoose
- City of Sherwood
- City of Silverton
- City of Talent
- Coos County & Coquille Indian Tribe

## Award-Winning Community Engagement



### **Cornelius Town Center Plan Update**

3J managed a team of multidisciplinary consultants to develop a plan to envision the future of Cornelius, revitalize its downtown and encourage private investment and employment growth. The project won the Oregon American Planning Association's (OAPA) 2019 Public Involvement Award.



### **“Milwaukie All Aboard” Community Visioning**

3J team members assisted the City of Milwaukie, Oregon with a new Community Vision and Action Plan to guide an update to the City's comprehensive plan. The project won the OAPA 2017 Public Involvement and Participation Award.

# MAIN COMPONENTS OF COMMUNITY ENGAGEMENT STRATEGIES



The 3J team offers a community-driven process that is open, transparent and inclusive. Our approach seamlessly integrates the many moving parts of the comprehensive plan update and housing code update through strategic and purposeful engagement. In fact, it is difficult to separate community engagement tasks from the technical work as each is essential to the other.

Our team plans to build off the **Envision Manzanita Town Hall Listening Sessions** that have been conducted over the past year. These sessions provided an opportunity for citizens to gather and share their concerns and ideas to address the key issues Manzanita is facing today. These listening sessions were the first step to the update of the City's comprehensive plan. The survey results and information gathered during the initial visioning will give our team and the City a head start on the comprehensive plan update process.



### SHARE

- We have summarized the 12 topics into 5 stations
  - Station 1 - Community
  - Station 2 - Growth and Development & Housing
  - Station 3 - Infrastructure and Funding, Transportation and Public Safety
  - Station 4 - Environment, Parks and Open Space and Emergency Management
  - Station 5 - Business and Economy & Visitors and Tourism
- Review and discuss with your group
- We will facilitate a group discussion on "yes you got it right" or "at least pretty close" red for "no."



## Proactive Outreach

The 3J team will support the City with expert guidance on community engagement strategies, and design and conduct outreach activities. Our overall project management approach is based in proactive planning that remains iterative and flexible, building success in every step of the process. The Community Engagement Plan establishes consultant, City Staff, and advisory committee roles and a schedule for public engagement, ensuring everyone is fully prepared for their defined roles. We ensure information is accessible through social media and website development, graphic design, community workshops, surveys and online mapping tools.

In advance of every major touchpoint with the community, we prepare detailed event worksheets that outline meeting objectives, identify the format, space layout, and needed technology equipment, and describe the exercises or activities. We include timelines and production schedules for community notices and event materials. These tools are helpful for creating a shared understanding of roles and responsibilities within the team and ensures details are thought out with ample lead time.

We will encourage community-wide participation by providing many opportunities for public exchange in a variety of formats and locations. Our goal is to meet people where they already spend their time, rather than asking them to attend another meeting.



## Communication Tools

We will work with the City of Manzanita staff to use a variety of methods to notify residents about events and other opportunities to be involved in the process. We seek a proper balance between these tools in order to achieve maximum engagement.



We will use the City's project branding on all materials, ensuring continuity and visibility for the vision and comprehensive plan process.



The 3J team will develop a project website and web content to support the planning effort.



Our team is well acquainted with social media services that supplement traditional public relations and media approaches. We will provide City of Manzanita staff with content for their social media platforms, such as the City's Facebook, X and Instagram accounts to increase project awareness and provide multiple avenues for community input.



We will prepare media releases to the Tillamook Headlight Herald and other local media outlets for the City to distribute.



We will prepare flyers, newsletters, facts sheets and other materials to educate and inform the public.



The City will maintain a database of e-mail addresses of people who express interest in the planning process. We will prepare e-blasts for the City to distribute to help notify people about events and activities. Interested parties will have several opportunities to join the mailing list, such as on the project website and at public meetings and events.



Surveys will be used to gather the general interests and positions of the public throughout the process. The data from these surveys will be aggregated and used to inform various elements of the comprehensive plan.





## Public Outreach Integration

As process-driven project managers and public involvement experts, the 3J team ensures all elements of the comprehensive plan. Our approach bridges technical work and processes with opportunities for iterative review among stakeholders and the community. As part of our project management process, we conduct kick-off meetings with the internal consultant team for each major project task. These internal kick-off meetings provide an opportunity to review and confirm roles and deliverables and discuss the integration of key products with community engagement milestones. As a result, stakeholders feel their involvement was meaningful and can see how they contributed to the creation of the vision and plan updates, and community members become champions of the outcomes and build capacity to participate in future planning processes. These efforts result in seamless work products and positive relationships between city staff and community members.

While we understand that the City has been taking lead on public engagement efforts, the 3J team will work closely with staff to prepare a Community Engagement Plan that builds upon the City's current outreach efforts, identified strategies and desired outcomes.

The Public Engagement Strategy will guide outreach efforts throughout the vision and comprehensive plan process and encourage community-wide participation by providing many opportunities for public exchange in a variety of formats and locations. The Strategy will capitalize on existing city mechanisms for community engagement; establish community engagement objectives; identify the diverse set of stakeholders; and describe the array of tools and activities best suited to inform and engage stakeholders. 3J will provide a detailed written summary of community engagement results.

The Strategy will also identify methods of communication to keep community members up-to-date with the project, and notifying residents, businesses and other stakeholders about opportunities to be actively involved in comprehensive plan update process.

The 3J team will support the City of Manzanita with expert guidance on community engagement strategies that result in the following desired outcomes:

- ✓ Increased capacity and opportunities for discussion, knowledge sharing, and problem solving between community stakeholders, city staff, and officials
- ✓ Greater trust in local government by community stakeholders
- ✓ More informed and educated community stakeholders
- ✓ Intentional and meaningful use of citizen feedback in the comprehensive plan update



## Community Advisory Committee

A successful comprehensive plan process must create a shared sense of ownership among the Manzanita community. We will convene and facilitate (8) meetings of a Community Advisory Committee (CAC) that represents a broad cross-section of community interests. The CAC will review and comment on work products, guide public outreach and engagement efforts, act as liaisons to specific constituencies or interest groups, help host public events, encourage community members to participate in the process, and act as champions of the ultimate Manzanita comprehensive plan that emerges from this process. The 3J team will develop a CAC charter that establishes roles, shared ground rules and decision-making procedures.





**OUTREACH ACTIVITIES**



**Community Conversations**

We recommend taking the comprehensive plan process out to community groups through a series of Community Conversations. These conversations prioritize “going to where people are” – both in-person and online, focusing on the spaces where people gather and the channels through which they receive information. We will meet with a broad spectrum of business, educational, neighborhood, civic and faith-based organizations, like the **Manzanita Chamber of Commerce, Rotary Club of North Tillamook County and the Lower Nehalem Community Trust**, among others.



**Community Events**

Community events provide a unique opportunity to engage a large number of people in one place. Depending on the timing of a particular phase of outreach, Community Events may include the **Manzanita Farmers’ Market, Muttzanita, Storytime at the Manzanita Library**, and others. We will work with city staff to identify and design a variety of activities ranging from an informational booth to intercept surveys. Activities will be designed to create awareness of the project and engage youth and adults in identifying what they love about Manzanita today and what they would change to make Manzanita an even better place to live, work and play in the future. city staff and CAC members will be the primary staff at these events.





### Community Workshops

3J will work with city staff and the CAC to host four community workshops. These fun and engaging community events are the main opportunities for Manzanita community members to engage and share ideas with their neighbors face-to-face regarding various elements of the comprehensive plan. Community workshops may include a variety of activities, such as multiple stations around a room, breakout discussion groups and/or real-time polling. Additionally, staff and officials will be available to answer questions and discuss ideas with participants. To encourage participation, snacks/beverages as well as activities for children will be provided.



### Online and Community Workshops Surveys

Surveys will be used to gather the general interests and positions of the public throughout the comprehensive planning process. Digital surveys will be provided through online engagement platforms, and paper surveys may be distributed or conducted as intercept surveys at strategic locations around the City, such as the library, visitors center and similar “third place” locations. The data from these surveys will be aggregated and used to inform various elements in the comprehensive plan. To the extent possible, we recommend involving the CAC in conducting intercept surveys to local businesses and the option of helping with data analysis.



### Online Engagement

We will support the City in developing ongoing education and engagement materials to be offered through online platforms, including social media channels and a project webpage. These engagement opportunities will be advertised in Manzanita community Facebook groups, city communication channels, and in-person in the aforementioned “third places.” The engagements will provide an alternative opportunity to comment for those who may not come to a meeting or event or feel comfortable voicing their opinions among others. In addition to maintaining a continuous online presence, an online community forum or survey will coincide with each round of public involvement.

## iii. COMPREHENSIVE PLANNING EXPERIENCE



# COMPREHENSIVE PLANNING EXPERIENCE



At 3J, we are dedicated to fostering resilient communities through our commitment to Diversity, Equity, and Inclusion (DEI) in collaboration with municipal clients across Oregon. The comprehensive plans we develop stand as a testament to our passion for sustainable urban development, incorporating innovative strategies that prioritize resilience in the face of challenges. We believe that by championing DEI principles, we not only strengthen the social fabric of our communities but also ensure that our comprehensive plans are reflective of the diverse needs and aspirations of all residents. Our firm takes pride in contributing to the creation of forward-thinking and adaptable urban landscapes, firmly rooted in the values of equity, environmental sustainability, and community engagement. Together with our team partners, we strive to build a future where resilience is at the core of every plan, fostering inclusive and thriving communities throughout the state of Oregon.



# PROJECT EXPERIENCE

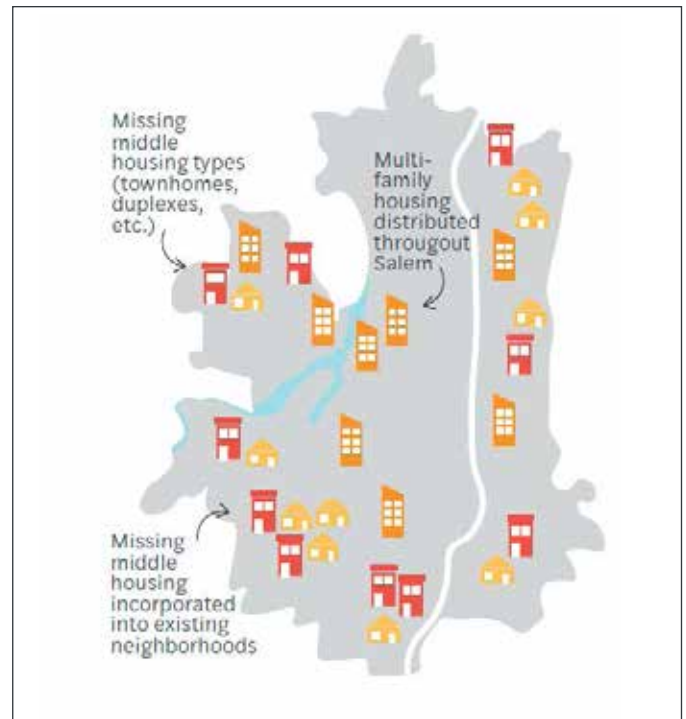






## COMPREHENSIVE PLAN EXPERIENCE

### OUR SALEM: PLANNING FOR GROWTH, VISION AND COMPREHENSIVE PLAN

SALEM, OR - 2019

3J team member Scott Fregonese led the update of Salem’s Comprehensive Plan while at Fregonese Associates. The Our Salem project was a multi-phase project to update the Salem Area comprehensive plan to guide and plan for how and where the city will grow. The project included a community vision, scenario planning, comprehensive plan update, comprehensive plan map, zoning map, and zoning code updates. The plan has goals, policies, and maps that shape everything from where multifamily housing is built, to how our street system is designed, to how natural resources are protected. The City Council adopted the updated plan and other associated changes on July 25, 2022. The City is now working on a variety of projects to implement and advance the goals and policies in the updated comprehensive plan.



Resilience and health issues			Diversity, equity, and inclusion component
 <p>Climate Action Plan</p>	 <p>Walkability</p>	 <p>Tree Canopy Increase</p>	 <p>Spanish Translation</p>
<p>A key part of the plan was “Neighborhood Hubs” - creating small walkable areas in all neighborhoods of the city.</p>			<p>All public events, handouts and the project web page were translated to Spanish. We also held Spanish speaking only events with a local church group.</p>






### CITY OF SANDY COMPREHENSIVE PLAN

SANDY, OR - In Progress

3J is implementing a work plan and budget to lead a Vision and comprehensive plan update for the City of Sandy. After being awarded the project, 3J worked closely with city staff over the course of two months to prepare a work plan and budget that met the City's desires within the allotted budget. The project launched in January 2022 and began with a community-wide visioning process to craft a vision for how to approach development over the next 20 years and guide city decision-making. Through community conversations, online surveys and virtual open houses, and a "Sandy Future Fest" town hall event, the visioning process uncovered key themes and community priorities for shaping the new comprehensive plan elements.

The 3J team includes partners that assist with specific city priorities, including natural hazard resiliency, economic development and grassroots Spanish-language outreach. 3J convened a Community Advisory Committee that represents diverse interests and backgrounds, including a youth representative, to lead policy development for the comprehensive plan based on its new plan elements. Tasks include facilitating committee meetings and conducting workshops to identify key concepts for policies and implementation strategies, as well as providing regular project updates to the planning and city commissions. The comprehensive plan will guide city investments and decision-making over the next twenty years. The adoption phase is slated to begin in Winter 2024.

Resilience and health issues	Diversity, equity, and inclusion component	
 <p>Special Focus on Wildfires Series of climate change workshops.</p>	  <p>Spanish Translation      ADA Accessibility At all public meetings and additional targeted outreach to Sandy's Spanish speaking community.</p>	








### CITY OF REDMOND, VISION AND COMPREHENSIVE PLAN

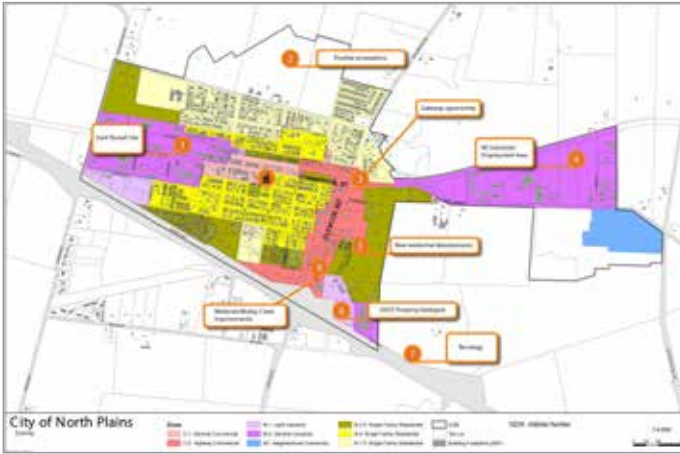
REDMOND, OR - 2020

3J prepared and implemented a work plan and budget to lead Redmond 2040, a city-wide effort to update the Redmond Comprehensive Plan. The project kicked off with a robust public engagement program to learn what makes Redmond special, what is important to protect for the future, and what community members would like to see change by 2040. Engagement activities included stakeholder interviews, Community Conversations, tabling at community events, and three Redmond Summits. The project also included scenario planning to envision future development and update the City’s comprehensive plan map. The project resulted in a vision, goals, policies, and implementation measures to guide future growth and development. The comprehensive plan was adopted in fall of 2020.



**“THE 3J TEAM HAS A WONDERFUL ABILITY TO CONNECT WITH PEOPLE AND BRING OUT THE IDEAS THAT WILL SHAPE AND IMPROVE OUR COMMUNITY FOR MANY YEARS TO COME.”**

Resilience and health issues		Diversity, equity, and inclusion component		
 <p>Disaster Management</p>	 <p>Emergency Coordination</p>	 <p>Spanish Translation</p>	 <p>ADA Accessibility</p>	 <p>Childcare</p>
<p>At all public meetings. 3J lead targeted outreach to veteran and houseless groups.</p>				






## CITY OF NORTH PLAINS VISION AND COMPREHENSIVE PLAN

NORTH PLAINS, OR - In Progress

3J assisted the City of North Plains with a three-year process to update the City's comprehensive plan. The first year was a robust community process to create a 20-year vision for North Plains. The final vision included focus areas that led directly into the City's comprehensive plan Update and the acquisition of three state grants to update the data for specific comprehensive plan elements. In the second and third years, as the City initiated work to update housing and economic analyses. Tasks included facilitating a Steering Committee, holding public meetings, administering surveys, conducting community conversations with a range of local groups and interested parties, reviewing and updating all chapters of the comprehensive plan, and formatting the document in an attractive and easy-to-read layout. The plan was adopted unanimously in 2019.

3J is also assisting the City with an Urban Growth Boundary (UGB) expansion to accommodate the City's 20-year employment and residential land needs. Phase I of the multi-year project focused on: 1) refining the land need through updating the City's housing and economic analyses based on 2020 population projections; 2) refining the land supply through updating the City's buildable lands inventory and enacting land efficiency measures within the existing city limits; and 3) establishing the UGB expansion study area per state regulations. Phase 2 assessed the study area relative to through a Goal 14 Boundary Location Analysis.

Resilience and health issues		Diversity, equity, and inclusion component
 Walkability	 Active Transportation	 ADA Accessibility At all public meetings








### CITY OF CARLTON, COMPREHENSIVE PLAN

CARLTON, OR - In Progress

3J assisting the City of Carlton with a Community Vision and updates to the comprehensive plan and Development Code. 3J created the Vision through community conversations, online surveys, community events, and public workshops. The Vision process uncovered key themes and community priorities that shaped the updated comprehensive plan elements. 3J has convened six meetings of a Project Advisory Committee that represents diverse interests and backgrounds and provided policy direction the comprehensive plan. Tasks included facilitating a series of “Carlton Summits” to identify key concepts for policies and implementation strategies, as well as providing regular project updates to the planning and city commissions. 3J is currently assisting the City with updates to the Development Code to implement the comprehensive plan.



Resilience and health issues		Diversity, equity, and inclusion component
		
Walkability	Active Transportation	ADA Accessibility At all public meetings

## COASTAL EXPERIENCE



### CITY OF MANZANITA LAND USE PLANNING SERVICES

MANZANITA, OR - In Progress

3J has been providing on-call planning services for the City of Manzanita since early 2023. Project Manager Scott Fregonese currently serves as the City's Contract Planner, and works closely with city staff on both current and long-range planning projects. Duties include conducting weekly staff meetings, reviewing land use permits, actively engaging in long-range planning initiatives, and delivering presentations to the Planning Commission and City Council. Scott provides thorough reviews of zoning permit applications, ensuring they comply with city regulations and align with the City's land use goals. He acts on behalf of the City, assisting with pre-application meetings with property owners and developers to discuss their proposals, provide guidance on the application process, and address any initial concerns.

Scott recently assisted in the adoption of the City's new Transportation System Plan. Over the past year he has also helped the Planning Commission navigate variance and conditional use applications, ensuring decisions are made in accordance with zoning regulations.








## ROCKAWAY BEACH CURRENT PLANNING

ROCKAWAY BEACH, OR - In Progress

As the contract planners for the City of Rockaway Beach, 3J works closely with city staff and the community to complete both current and long-range planning objectives. Responsibilities include holding weekly office hours, reviewing development permits, updating zoning code, pursuing long range planning projects, and presenting to Planning Commission and City Council on relevant issues. Project manager Scott Fregonese recently updated the City's floodplain development ordinance to comply with the newest national flood insurance standards and is currently working on a project funded by a grant from the National Oceanic and Atmospheric Administration to make Rockaway Beach a tsunami resilient community.

Resilience and health issues	Diversity, equity, and inclusion component	
 Tsunami Resiliency Plan	  Spanish Translation      ADA Accessibility At all public meetings	



## TILLAMOOK COUNTY, CAPE KIWANDA TOURISM MASTER PLAN

PACIFIC CITY, OR - 2015

3J led the year-long community process to develop the Cape Kiwanda Master Plan for Tourism Related Facilities. The goal of the Master Plan is to provide a sustainable blueprint to improve, locate and develop tourism facilities and infrastructure within the Cape Kiwanda Focus Area. The framework intends to:

- protect beauty and natural resources
- minimize and mitigate the adverse effects of visitors
- improve the visitor experience
- accommodate new visitors.

The team collaborated with over a dozen county, state and federal agencies, including Tillamook County Parks Department and Oregon Parks and Recreation Department.

Public information sessions with residents, businesses and community organizations helped craft recommendations for improvements to existing infrastructure and create new tourism-related facilities.

The Master Plan includes:

- An inventory of existing and planned tourism facilities and infrastructure
- Recommended improvements to planned tourism facilities
- Recommended new tourism facilities
- Rough order of magnitude cost estimates
- A prioritized, phased implementation schedule.

Resilience and health issues	Diversity, equity, and inclusion component	
<p>Beaches and dunes</p>	<p>ADA Accessibility At all public meetings</p>	

# REFERENCES



## 3J CONSULTING



### City of Rockaway

Luke Shepard, City Manager  
503.374.1752  
lukeshepard@corb.us



### City of Sandy

Kelly O'Neill, Development  
Services Director  
koneill@ci.sandy.or.us



### City of Salem

Eunice Kim, AICP, LEED GA,  
Long Range Planning Manager  
ekim@cityofsalem.net

## URBSWORKS, INC.



### City of Cannon Beach

Bruce St. Denis, City Manager  
503.436.8050  
stdenis@ci.cannon-beach.or.us



### City of Milwaukie

Laura Weigel, Planning Manager  
503.786.7654  
weigell@milwaukieoregon.gov

# MUNICIPALITIES

3J has longstanding relationships with municipal clients. The list below represents current and recent municipal clients in Oregon for the last three years with municipal governments.

CLIENT	PROJECT	YEAR
City of Canby	Housing Needs Analysis Housing Production Strategy Comprehensive Plan Update Transportation System Plan Update Urban Growth Boundary Expansion	Current
City of Carlton	Comprehensive Plan and Development Code Update	Current
City of Coquille	GIS Services	Current
City of Coos Bay	Housing Production Strategy	2023
Coos County and Coquille Indian Tribe	Coordinated Housing and Human Services Plan	2023
City of Cornelius	On-Call Planning Services Economic Opportunities Analysis Comprehensive Plan Vision	Current
City of Enterprise	Housing Needs Analysis	2023
City of Forest Grove	Oak Street Concept Plan	2021
City of Grants Pass	Comprehensive Plan and Development Code Update	2021
City of Garibaldi	On-Call Planning Services	Current
City of Hillsboro	Industrial Lands StoryMap	2023
City of Gladstone	Contract Planning Services	2022
City of La Pine	Comprehensive Plan Update	Current
Jackson County	On-Call Land Use Services	Current
City of King City	Beef Bend South Master Plan	Current
Lincoln City	Housing Implementation Plan	2022
City of Millersburg	Comprehensive Plan Housing Chapter Update	2022
City of Mt. Angel	Housing Needs Analysis	2022
City of Newberg	Middle Housing and Multifamily Development Code Update	2021
City of Warrenton	On-Call Planning Services	Current
City of Manzanita	On-Call Planning Services	Current
City of Ashland	On-Call Contract Planning, Zoning and Parking Code Amendments, Climate-Friendly Areas Implementation	Current
City of McMinnville	DEI Public Facility Equity in Lowest Income Neighborhoods	2023
City of North Plains	On-Call Planning Services Urban Growth Boundary Expansion	Current
City of Oregon City	Comprehensive Plan Update and Vision HB 2001 Residential Code Updates	2021 2023
City of Redmond	HB 2001 Middle Housing Code Updates	2022
City of Roseburg	Model Code Implementation, UGB Exchange, Sunshine Park Annexation	Current
City of Sandy	Focus Area Concept Comprehensive Plan Update	2023 Current
City of Scappoose	Vision, Comprehensive Plan Updates, Development Code Updates	Current
City of Silverton	Comprehensive Plan and Development Code Update	2021
City of Springfield	HB 2001 Residential Code Updates	2022
City of Sweet Home	Housing Needs Analysis	2022
City of Tigard	Washington Square Regional Center Plan	2021
City of Winston	Housing Needs Analysis	2022

## iv. MIDDLE HOUSING AND ZONING ORDINANCE EXPERIENCE

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# MIDDLE HOUSING AND ZONING ORDINANCE EXPERIENCE



## Zoning Ordinances, Form-Based Code and HB 2001 Experience

Since 2010, Urbsworks has served as one of the state's Code Assistance program experts, helping cities update their codes for best urban design and parking management practices, and since 2020, comply with the state's middle housing legislation. In this capacity, members of Urbsworks have conducted code audits, written code amendments, presented to the public, Planning Commissions, and City Councils, and managed Advisory Committees.

Over the last three years Urbsworks has successfully completed 11 code amendment projects. Seven of these projects focused on middle housing, implementing Oregon's HB 2001 and SB 458 (expedited middle housing land division), for cities as diverse as Gresham, Portland, Durham, King City, McMinnville, Madras, and Milwaukie.

Form based codes are better at implementing community planning goals and physical character than conventional codes, which are more "one-size-fits-all." Therefore all of Urbsworks middle housing amendments incorporated form based approaches that were aligned with each individual cities' vision and policies. For example:

- In Gresham, Urbsworks led a robust public engagement program employing polling and virtual open houses to gather information (the project was completed during the pandemic). Visual preference surveys allowed participants to identify which elements of housing and neighborhood design are most important to regulate. Gresham had extensive multi-family design standards that staff was comfortable with, so, instead of imposing a new system of regulation (i.e., the state's model code), Urbsworks re-used many pre-existing local regulations, and refined and re-purposed them to serve for all housing. To explain the new rules, Urbsworks produced a 'zine, or a '90's-era-style magazine.
- In King City, Urbsworks created a new form based land use and development code incorporating middle housing and coordinated with the City's very first Transportation System Plan. In addition to addressing the usual items—land uses, housing types, site standards—the code includes streets and street types. Urbsworks worked closely with traffic engineers to develop a special, skinny collector street design that incorporates landscaping, traffic calming, and mini roundabouts at intersections. The design responds to concerns about high-speed, cut through traffic and neighborhood character.
- In Milwaukie, Urbsworks led a multi-disciplinary team of experts in parking, housing affordability and design, and citywide tree canopy health. Amendments consist of clear and objective dimensional standards in a form based approach that builds on the City's current zoning. An important element to the project was illustrating tradeoffs in real time with the advisory committee through exercises that were designed to be conducted over Zoom. The project kicked off just as the Covid pandemic shut down in-person public meetings.

*"Conventional zoning regulations are often applied in a one-size-fits-all manner, without any specific planning or thought about what the community wants development character to be. Although the resulting development may be "compatible" in terms of density, for example, it can often be incompatible with the physical context of the surrounding neighborhood."*

*SACOG Form Based Code Handbook, co-authored by Marcy McInelly*



## Approach to HB 2001 Updates and Experience Writing Housing-Related Policies and Ordinance Language

For the last three years Urbsworks has led the Code Audit and Rewrite project for the City of Cannon Beach, a significant code amendment and middle housing project on Oregon’s North Coast. As a result, Urbsworks is very familiar with the unique issues of coastal cities, especially those related to housing and development, such as issues of second homes and short term rentals, housing availability and affordability, the need for middle housing, and the push and pull between limited development areas and natural resources, tree preservation, and beaches and dunes.

### URBSWORKS PROJECT EXPERIENCE AT A GLANCE:



#### Code amendments:

- 11 code amendment projects over the last 3 years



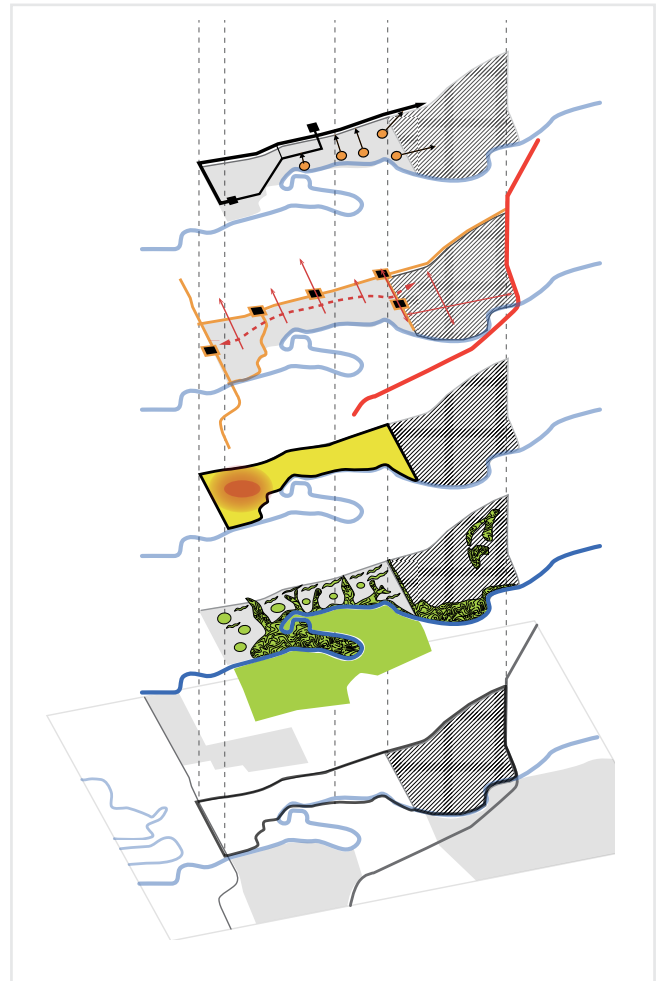
#### Middle Housing code amendments:

- 7 middle housing code amendment projects over the last three years
- Implemented Oregon’s HB 2001 and SB 458 as a firm serving on state’s roster for HB 2001 Model Code Technical Assistance team
- Middle housing zoning, development, and land division codes for Gresham, Portland, Durham, King City, McMinnville, Madras, and Milwaukie.



#### Form based codes:

- 11 form based codes, hybrid form based codes, or form based code concepts over the last three years
- King City Master Plan and Form Based Code: A new form based land use and development code adopted in late 2023, incorporating middle housing and coordinated with the City’s very first Transportation System Plan. (With 3J)
- Milwaukie Comprehensive Plan Implementation for Comprehensive Plan Implementation Strategies for Parking, Middle Housing, and Tree Preservation Code Amendments, resulting in form based code amendments for housing choices, right-sized parking, and healthy city-wide tree canopy



*King City Master Plan and Form Based Code*



## What shapes and limits development in Cannon Beach today?

### Code amendments and middle housing projects on Oregon’s North Coast:

Urbsworks is familiar with the unique issues of coastal cities, especially those related to housing and development, such as

- How second homes and short term rentals affect housing availability and affordability
- The need for middle housing
- The push and pull between limited development areas and natural resources, tree preservation, and beaches and dunes concerns

*“What differentiated Urbsworks from others we worked with is their ideals. Urbsworks produces things that are true to urban planning ideals. They are designing things that invite activity—their bicycle facilities and sidewalk designs invite activity, and they stuck to their principles on implementation. King City was looking to integrate housing of different sizes and types and wants to be a regional provider of diverse housing options. Urbsworks did an excellent job helping King City put their plans in place.”*

*Michael J. Weston II, MPA, City Manager, City of King City, OR*



## MIDDLE HOUSING AND ZONING CODE PROJECT EXPERIENCE



### MIDDLE HOUSING CODE AMENDMENTS

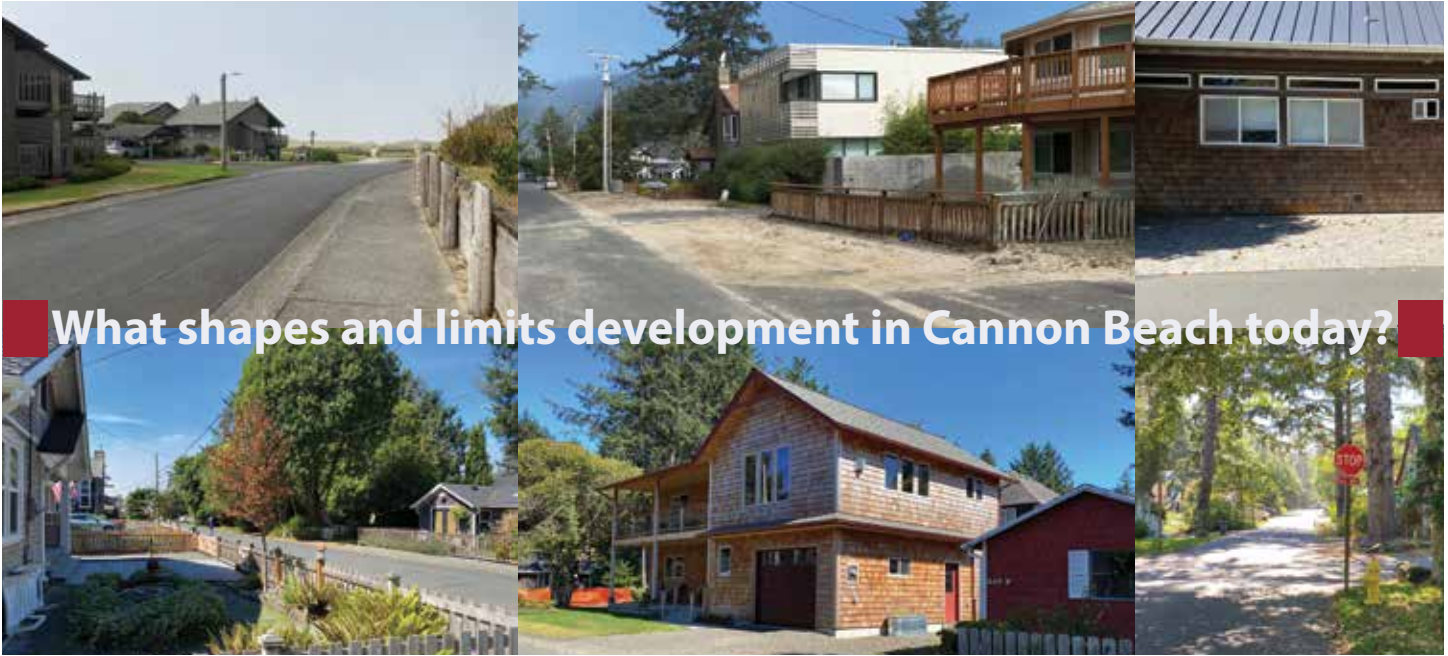
GRESHAM, OR - 2021

Gresham is a large, racially and socially diverse community in the eastern area of the Portland metro area. Like many cities in Oregon in 2021, Gresham was required to comply with HB 2001, the state’s middle housing rule, so that a wider variety of housing than had historically been available could be built in single family-zoned neighborhoods. Middle housing refers to housing types that fill the gap between small apartments and detached single dwellings, such as duplexes, triplexes, quadplexes, cottage clusters, and townhouses.

While some neighborhoods are walkable, near services and transit, and easily accept residential intensification, there are sprawling semi-urbanized areas near the rural edges of the city bordering Clackamas County. Naturally many people had concerns about how the new housing types will look, feel, and function in the different areas.

The Urbsworks team led robust public engagement program conducting polling and virtual open houses to gather information. Visual preference surveys allowed participants to identify which elements of housing and neighborhood design are most important to regulate.

In response to community feedback, the Urbsworks team provided a comprehensive package of zoning code amendments which transformed the zoning for residential and mixed use districts. To ease the learning curve for city staff who would administer the new land use and building permits, code amendments thoughtfully re-used pre-existing regulations that already applied to multi-family housing, and refined and re-purposed them to serve for all housing.



What shapes and limits development in Cannon Beach today?

## CANNON BEACH CODE AUDIT AND CODE REWRITE

CANNON BEACH, OR - 2022

From 2021 to 2022, Urbsworks led a top-to-bottom audit of Cannon Beach’s Community Development Code, including the City’s subdivision ordinance, reviewing all provisions for consistency with updated state rules and consistency with comprehensive plan policy.

The CDO is 40 years old and over the years, as many code updates were made to respond to changing state rules, the CDO had become disorganized and complicated.

During the audit, Urbsworks used a cataloging system for identifying needed fixes: clerical, organizational, administrative, and policy. Based on feedback received during bi-monthly meetings with a Code Audit Joint Commission, Urbsworks identified policy fixes in the following four areas: Tree removal and preservation, right-sizing parking requirements for commercial and residential areas, increasing housing choice, affordability, and availability, and updating the City’s natural resource protections.

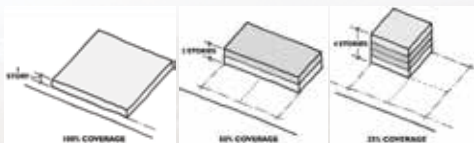
In 2023, Urbsworks was retained to complete the Code Rewrite phase of the project, addressing the priorities identified by the audit. Current actions include adoption of a code reorganization, adoption of an updated Wetland Overlay, and kicking off a public engagement process around housing issues in Cannon Beach.

### Form Based Approach

#### Additional form based approach tools

Under consideration:

- › Floor Area Ratio (FAR) sets the maximum floor area of a structure in relationship to the lot size (lot square footage); it is usually expressed as a ratio
- › Gross floor area restricts the maximum amount of floor area permitted on a lot and, unlike FAR, is an absolute maximum number as opposed to a ratio; it is usually expressed in square feet.



Floor Area Ratio – The maximum floor area permitted in relationship to the lot size.

### Form Based Approach

#### What shapes and limits development in Cannon Beach, continued

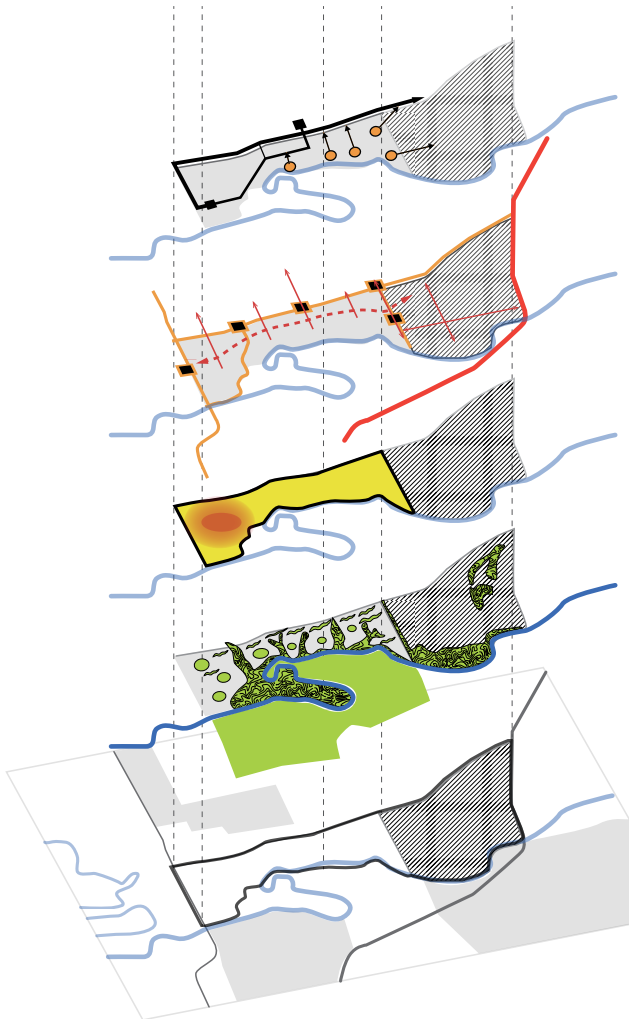
- › Minimum lot size – sets threshold for minimum size that a property must be for it to accommodate a dwelling or dwellings.
- › Lot width and lot depth – often specified in addition to lot size square footage and set a minimum width and depth (length) for each lot. Does not control how large a lot may be.
- › Maximum lot coverage – limits how much of the lot can be covered by a house or other structures; usually represented as a percentage of the property.



Setbacks only

Maximum lot coverage

\* To summarize: City currently uses setbacks, building height, minimum lot size, lot width and lot depth, along with maximum lot coverage

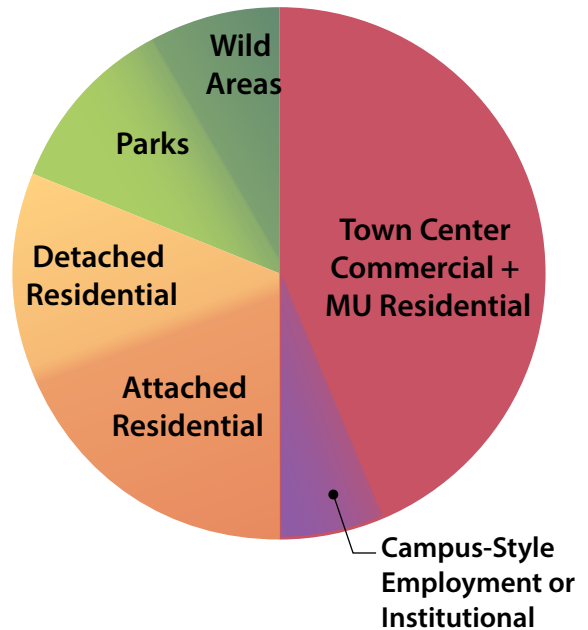


**KING CITY CONCEPT PLAN + KINGSTON TERRACE MASTER PLAN + KING CITY TSP**

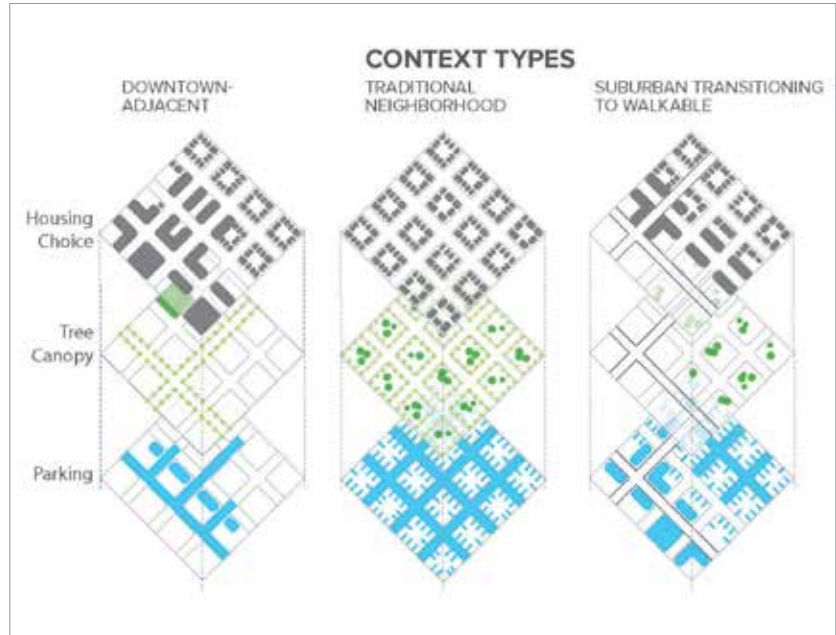
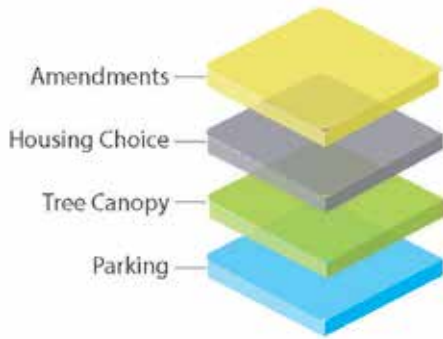
KING CITY, OR - 2023

Urbsworks led the master planning, engineering, and phasing plan for the 600-acre urban expansion of King City located in southwest Portland metro area. Using a design frameworks approach and leading a multi-disciplinary team of civil and transportation engineers and financial analysts, Marcy conducted detailed studies that addressed all issues related to future urban development. Over the intervening six years Marcy guided each of the implementing policies, including the Transportation System Plan and the Master Plan, and led the recently adopted development code which follows a form based code model.

A new form based land use and development code adopted in late 2023, incorporating middle housing and coordinated with the City's very first Transportation System Plan.



- » Major activity at intersection
- » Taller buildings, residential over retail
- » 3-5 story buildings
- » Single-story retail and restaurant
- » Civic uses, such as library, city hall, school
- » Places for gathering
- » Campus-style employment or institutional uses



## COMPREHENSIVE PLAN IMPLEMENTATION STRATEGIES

MILWAUKIE, OR - 2021

Urbsworks was the project manager and urban designer for comprehensive policy and code amendments to integrate middle housing into all of Milwaukie’s neighborhoods. Marcy McInelly led a multi-disciplinary team of experts, including experts in parking, housing affordability and design, and citywide tree canopy health. Amendments were successfully adopted in 2021 and consist of clear and objective dimensional standards in a form based approach that builds on the City’s current zoning.

The project implements several comprehensive plan policies in coordination with the HB 2001 middle housing mandate.

Challenging but successful - Illustrating tradeoffs in real time with the advisory committee through exercises that had to be designed to be conducted over zoom. The project kicked off just as the Covid pandemic shut down in-person public meetings.



**A**

**Neighborhood:** Lake Road  
**Zone:** R-5 south of Washington; R-2 north of WA  
**Typical lot size:** varies: 10,000 - 42,000 square feet  
**Typical lot dimensions:** varies: 50-125 feet wide; 225-350 feet deep  
**Building placement:** varies; flag lots  
**Building type:** varies  
**Street character:** paved with sidewalks and plant strip  
**Street classification:** primarily minor residential  
**Sidewalks:** yes  
**Street trees:** Some  
**Private trees:** bigger older trees, especially on large lots  
**Parking:** on-street parking



**B**

**Neighborhood:** Island Station  
**Zone:** R-5  
**Typical lot size:** varies: 5,000, 10,000, 20,000 square feet  
**Typical lot dimensions:** 50-100' wide; 100-200' deep  
**Building placement:** varies, facing street  
**Building type:** varies  
**Street character:** unimproved paving, gravel shoulder, narrow, no sidewalks  
**Street classification:** primarily minor residential  
**Sidewalks:** no  
**Street trees:** no  
**Private trees:** bigger older trees, especially on large lots  
**Parking:** informal on gravel shoulder, entrance to Elk Rock island on issue



**C**

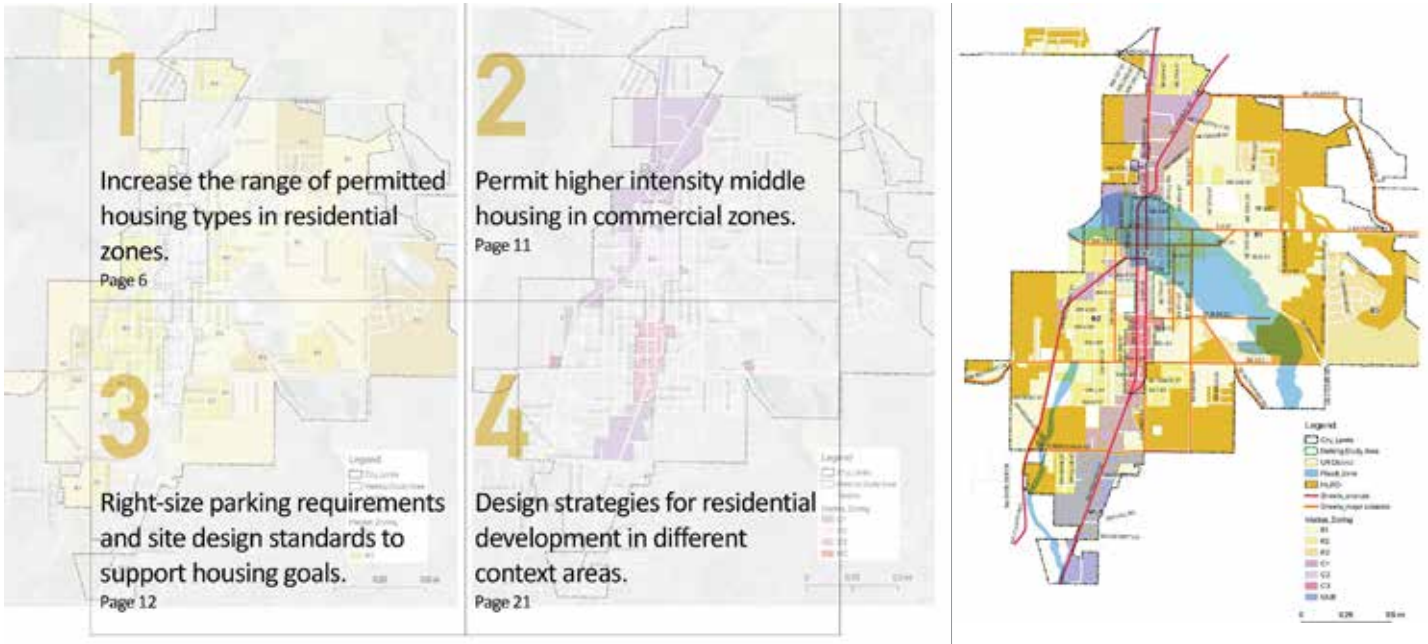
**Neighborhood:** Levelling  
**Zone:** R-7  
**Typical lot size:** 7,000 square feet  
**Typical lot dimensions:** 70 feet wide by 100 feet deep  
**Building placement:** facing street, 15 foot setback plus 12 foot sidewalk easement  
**Building type:** 1960's single story ranch; 1000 - 1500 of  
**Street character:** paved, 30 feet wide, curb  
**Street classification:** primarily minor residential  
**Sidewalks:** no  
**Street trees:** minimal  
**Private trees:** smaller tree canopy  
**Parking:** cars parked mostly off-street



**D**

**Neighborhood:** Lake Road  
**Zone:** R-7 and R-10  
**Typical lot size:** varies: 30,000 - 80,000 square feet  
**Typical lot dimensions:** varies: 100' wide; 300-400' deep  
**Building placement:** varies  
**Building type:** varies; 1950's and 1990's 2-story single dwellings  
**Street character:** unimproved paving, gravel shoulder, narrow, no sidewalks  
**Street classification:** primarily minor residential  
**Sidewalks:** minimal  
**Street trees:** minimal  
**Private trees:** large tree canopy, bigger older trees, especially on large lots





## MIDDLE HOUSING & PARKING CODE UPDATE

MADRAS, OR - 2022

Like most cities in Central Oregon, Madras needs more housing. The Urbsworks team led a citywide middle housing and parking code update to implement the Madras Housing Action Plan and urban renewal strategy and permit more affordable housing options. Code amendments addressed infill, greenfield, and downtown contexts, and coordinated the design of neighborhoods with Transportation System Plan (TSP) policies, including street standards. Because the number of required parking spaces and siting standards have a major impact on the cost of housing, the team partnered with a parking expert to evaluate parking needs and available capacity, then right-sized requirements for each neighborhood context.

The project implemented Housing Action Plan recommendations to ease the cost of providing housing, eliminated parking requirements in the downtown, and reduced parking requirements for housing elsewhere.

*“More people living and working in the downtown area increases the demand for commercial dining, professional services, and businesses in the downtown core. Current code requires businesses to provide off-street parking. After a lot of thought, we determined (the off-street parking requirement) threatens downtown revitalization.”*

*Nick Snead, Madras Community Development Director*

## IV. PROJECT APPROACH AND METHODS





# PROJECT APPROACH AND METHODS



Tucked in between the Pacific Ocean, Neahkahnie Mountain and Nehalem Bay, Manzanita's urban form and function is a deep reflection of its coastal and tourist industries. While known for its tourism and coastal recreation, Manzanita has experienced slow but steady growth and development since the comprehensive plan was adopted in 1996.

Today, Manzanita has become a community of over 600 full-time residents with an annual growth rate of approximately 1.6 percent. What makes Manzanita different from most other Oregon cities is the large percentage of second homes and vacation rentals. The challenge – and opportunity – is to create strategies that respond to the needs of the full-time residents while preserving and improving Manzanita's thriving tourism industry.

Working in tandem with active and informed advisory committees, a robust business community, and the Manzanita community at large, the City is clearly committed to managing growth in a planned, cost-effective way that strengthens and reinforces livability in Manzanita. The updated comprehensive plan will reflect community needs and values over a 20-year planning horizon and include new policies that incorporate views regarding housing, recreation, livability, economy, sustainability, housing affordability, coastal hazards, and historic preservation.

The planning effort must also include middle housing code updates, to ensure that Manzanita is in accordance with Oregon law. Beyond the legal requirements, implementing a form-based code for middle housing will ensure a resilient and vibrant future for Manzanita.



Throughout this process, 3J recognizes the importance of meaningful outreach to capture Manzanita's spirit and direction, we propose a community-driven process that is open, transparent, and inclusive. Our approach seamlessly integrates the many moving parts of a comprehensive plan process through creative methods, valuable expertise, and strategic engagement. Manzanita is primed to complete its comprehensive plan update. The City has been hard at work updating the Transportation Systems Plan (TSP) and Visioning for the comprehensive plan over the past two years. Aligning these efforts will ensure that the comprehensive plan update responds to needs and conditions that currently exist and is championed by its community and stakeholders.



**3J'S WORK ON THE NORTHERN OREGON COAST GIVES US A UNIQUE UNDERSTANDING OF THE CHALLENGES AND OPPORTUNITIES THAT COASTAL COMMUNITIES FACE EVERYDAY. OUR FAMILIARITY WITH THE NEED TO BALANCE FULL TIME RESIDENTIAL HOUSING AND TOURISM IS A CRITICAL ADVANTAGE OUR TEAM PROVIDES. ALSO, OUR KNOWLEDGE OF COASTAL HAZARDS AND THE NEED FOR LONG TERM RESILIENCY BRINGS VALUE TO THE PLANNING EFFORT.**

## TASK 1. PROJECT MANAGEMENT

The 3J team will prepare for and participate in a kickoff meeting with Manzanita staff to review, refine, and finalize the scope of work, project schedule and budget, and deliverables, and to agree on roles and responsibilities and communication protocols. We will generate a preliminary list of key stakeholder groups and discuss public engagement and communications tools and strategies.

Throughout the process, the 3J project manager will hold bi-weekly project management phone calls to track progress on key tasks and deadlines, discuss roles, identify unanticipated issues, and develop alternative approaches as needed. To ensure accountability and conformance with the project budget, we will prepare monthly progress reports and invoices that describe the activities undertaken, estimate the percent completion of each task, and track expenditures and hours.



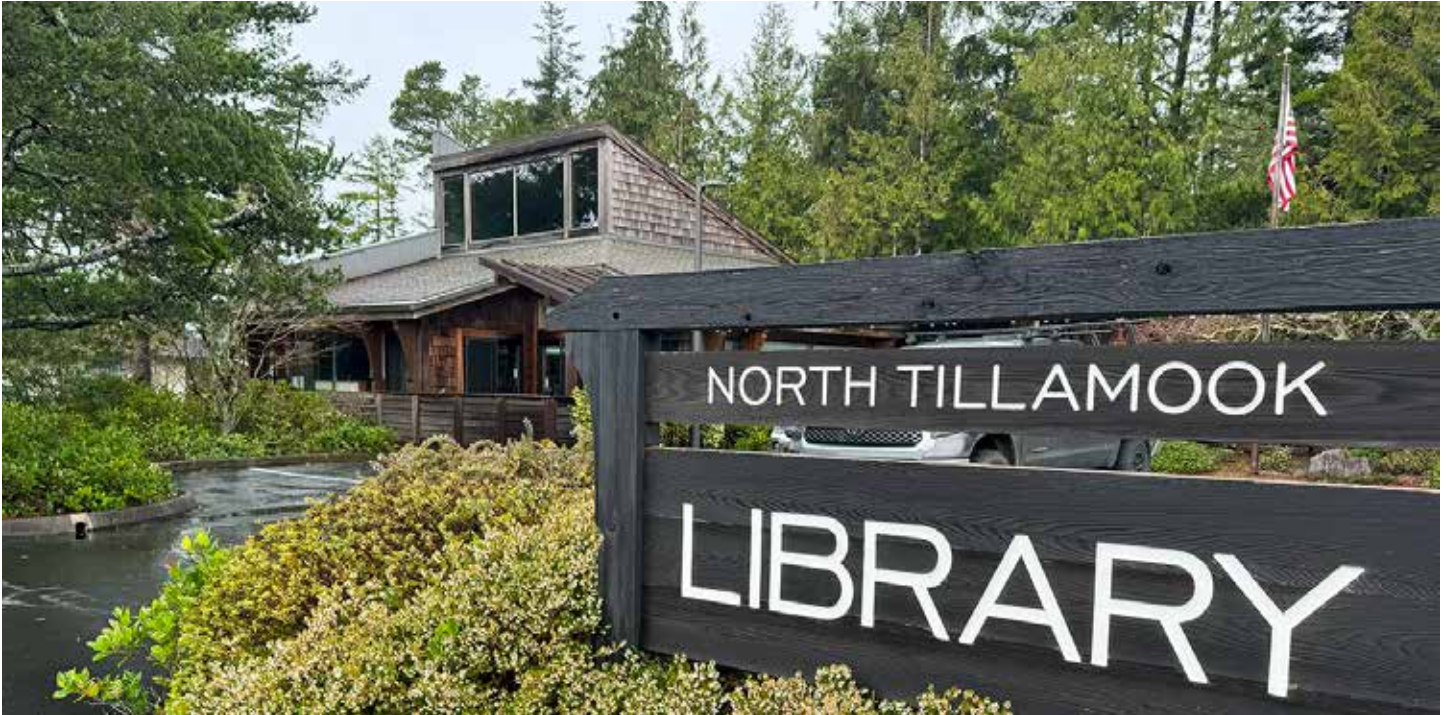
**Deliverables:**

- Kickoff meeting
- Kickoff meeting agenda and notes
- Refined scope of work, schedule and budget
- Project team meetings
- Bi-weekly project team meeting agendas and notes
- Invoices



**Schedule:**

- April 2024 – December 2025



## TASK 2. PUBLIC OUTREACH STRATEGY

The objective of this task is to provide a public participation program for the comprehensive plan and middle housing code updates that provides early and continuous public participation opportunities throughout the project. The 3J team will utilize innovative methods by which the community can provide input on the updates, including engagement with non-traditional participants and significant incorporation of community members’ vision and feedback.

The 3J team will prepare a Public Involvement Plan to guide outreach efforts throughout the visioning and plan update process. We will convene and facilitate up to eight (8) meetings of a Community Advisory Committee (CAC) that represents a broad cross-section of community interests. We will provide Community Conversation “Kits” and train city staff and CAC members to extend these efforts among their own groups, organizations, clubs, family, and friends. The team will work with city staff and the CAC to host four (4) community workshops and 3J will staff community events throughout the planning process. The team will work with city staff to provide regular consultations with the Planning Commission and City Council. We will also conduct a set of stakeholder interviews to dive deeper into any specific topics that may arise. 3J will provide a detailed written summary of community engagement results.



**Deliverables:**

- Outreach report
- CAC meeting summaries
- Mapping exercise summary
- Community Workshops (4)
- Project Website
- Planning Commission and City Council briefings (4)
- Advisory Committee Meetings (8)
- Stakeholder interview summaries



**Schedule:**

- May 2024 – September 2025



### TASK 3. EXISTING AND BASELINE CONDITIONS ANALYSIS

To assess Manzanita’s current conditions, our team will build a GIS database of available spatial data including land use and zoning, building permits, infrastructure and capital improvements, and environmental constraints. This will be accompanied by research into existing land use, recent commercial and residential development trends; as well as economic, housing, and other significant developments. Because this plan can only be as strong as the assumptions upon which it is built, data gathered, and analyses conducted at this, and all stages of the plan will be internally reviewed to ensure accuracy and completeness. This background data will inform the community outreach efforts at Manzanita Workshops, as well as the future land use scenarios through the calibration of Envision Tomorrow’s Return on Investment (ROI) model and prototype builder.

The 3J team will review and incorporate relevant strategies from the Sixth Oregon Climate Assessment, a biennial evaluation of recent scientific findings relating to the impacts and risks of climate change in Oregon. We will conduct an assessment and opportunities analysis, identifying the amount of development, redevelopment, and preservation that might be expected given the anticipated increase in population and employment forecast along with potential impacts and associated opportunities. Where pertinent information does not exist, we will work with city staff to conduct targeted research to gather the necessary data. Information from these sources will be used to prepare a background report that describes the element and underlying topics as they relate to the City of Manzanita:

- What are the City’s assets?
- What trends are driving how the topic has changed and will continue to change the community?
- What are the opportunities and challenges to realizing the City’s vision for the topic?

The background reports will be written in accessible language and use a combination of narrative, maps, tables, and graphics to convey key information. A portion of the information will ultimately be used in the comprehensive plan itself. The consultant team will also prepare a one-page, infographic-rich topic profile to make the information more accessible to the public. This information will be compiled into a Community Profile that can be distributed widely through various online and city mechanisms.

The information from past plans, trends, and recent developments will also be used to inform future land use and transportation scenarios through the calibration of Envision Tomorrow's ROI model and prototype builder. The assessment of existing conditions and potential redevelopment opportunities, and barriers to development will serve as the basis for the future scenarios and the rest of the project.



**Deliverables:**

- Existing conditions report
- Community profile
- Summary of the existing economic conditions
- GIS Inventory for future Housing Capacity Analysis



**Schedule:**

- May 2024 – August 2024

## TASK 4. COMMUNITY VISIONING

The team will draft a Vision for the comprehensive plan. Developing a vision statement is an essential early step in creating a city comprehensive plan. The Vision statement for Manzanita needs to focus attention on the community's values, sense of identity, and aspirations. The vision will be derived from the public input previously gathered by city staff during the Town Hall Listening Sessions, there will be meetings with the Citizen Advisory Committee and the public to help review and finalize the Vision.

Creating a community vision is an iterative process beginning with broad sets of information and refining them over time. Concurrent with the collection and analysis of background information, the first round of outreach activities, as described in the Public Involvement Plan, will focus on the Manzanita Vision. We will ask the community open-ended questions about what they like about Manzanita today and what

could be improved in the future. We will extend these questions that align with Oregon Statewide Planning Goals/comprehensive plan elements, such as housing, economic development, and parks and recreation.

The 3J team will organize the information gathered into comprehensive plan "topic areas." This information will be the foundation of the comprehensive plan vision. Following review from city staff, the consultant will revise the background reports, topic profiles, and draft comprehensive plan vision. These materials will be refined before presentation to the Steering Committee for their revisions.

The 3J team will host a community workshop, where community members will review and comment on the draft Vision Statement and participate in discussions to identify preliminary goals for each topic area. This hands-on event will combine education and dialogue about the big questions facing Manzanita. The Workshop will feature a map-based game that invites participatory decision making at small group tables, and participants will be given a fun, meaningful way to express their ideas for the opportunities and long-term needs of the City – ranging from future growth to parks and trails, transportation, and natural amenities.

The purpose of this charrette-type event will be to identify priorities and opportunities generated by the community that will guide scenario development for the Zoning Map/Future Land Use Map update. The Workshop will be supplemented by an online tool for community input.



**Deliverables:**

- Draft Vision
- Advisory Committee meetings and materials
- Community Workshop #1
- Online survey to collect additional community input



**Schedule:**

- June 2024 – October 2024





## TASK 5. COMPREHENSIVE PLAN REVIEW AND RESIDENTIAL ZONING ORDINANCE AUDIT

Once the visioning process is complete, the consultant team will conduct a thorough review of the City’s comprehensive plan and zoning map through the lens of the community vision. This analysis is crucial in identifying missing elements and updated regulatory frameworks that will need to be addressed in the update. The 3J team will be researching comprehensive plan elements through the review of relevant documents, such as including the existing adopted comprehensive plan, the recently adopted TSP and the 2019 housing needs analysis. The team will then develop strategies for aligning the comprehensive plan with the community vision.

### ZONING ORDINANCE AND SUBDIVISION ORDINANCE AUDIT

This audit will include opportunity and constraints analysis specific to the application of Oregon’s Middle Housing Rules, which have very much been in flux. The analysis will be presented through a technical memorandum for decision makers that outlines the legal requirements and any conflicts with the existing code and community outreach materials to present this information to the public.



**Deliverables:**

- Review memo on the City’s Comprehensive Plan and Zoning Map
- Educational materials about the requirements of Oregon’s Middle Housing Rules
- Memo summarizing ordinance audit findings



**Schedule:**

- August 2024 – November 2024





## TASK 6. FUTURE CONDITIONS AND LAND USE SCENARIO ANALYSIS

Using Envision Tomorrow, we will develop and evaluate up to four (4) scenarios based on their indicator performance and public input. Indicators tie the scenario results to the community values and help communicate the benefits, impacts and trade offs of different policy choices and investments. This approach allows the public to visualize their region’s future. Final plans created using our scenario planning process will come with a dashboard of indicators so policy makers can monitor their progress and adjust along the way, in concert with established guiding principles and long-term vision.

Envision Tomorrow is an open-source planning tool developed by some of the current staff at 3J and is used around the country. It incorporates cutting-edge research and the latest urban design principles to evaluate an expansive set of indicators. Envision Tomorrow is used by cities and agencies across the country. Locally, some of our Oregon clients include the cities of Bend, Ashland, Portland, Gresham, Beaverton, Seaside and METRO regional government.

- Housing and jobs (mix, density & balance)
- Balanced housing index (how a scenario’s housing mix matches the expected future demographic profile)
- Land consumption (vacant, infill)
- Open space
- Housing affordability
- Resource usage (energy and water)
- Sustainability (GHG emissions from transportation and building sectors, solid waste, impervious surface, water usage, and others)
- Transportation (travel mode choice, VMT)
- Fiscal impact



**Deliverables:**

- Indicator results PowerPoint
- Up to 4 Growth Scenarios
- Preferred land use scenario to be translated in the Future Land Use/Zoning Map



**Schedule:**

- October 2024 – February 2025



## TASK 7. DRAFT COMPREHENSIVE PLAN GOALS, POLICIES AND HOUSING-RELATED ZONING ORDINANCE DRAFT CONCEPTS

The existing comprehensive plan uses Oregon’s Statewide Planning Goals as a structural framework. Maintaining that organization will make the document readable and the information easily accessible to decision makers and the public who are already familiar with planning in Oregon. The project team will draft updated goals and polices that apply both current regulatory demands within each goal and are designed to encourage the desired outcomes elicited through extensive community engagement listed above.

Specifically building on the strategies articulated within Task 5 for aligning the community-lead vision with the comprehensive plan policies, the outcomes can be articulated as guiding principles, goal statements, or vision themes, and will include best practices and policies for each topic area that are catered to suit Manzanita’s needs. The Goal 10 update will include a Housing Related Zoning Ordinance Update.

These updated goals, policies, and code concepts will be presented to the public during community workshops that allow each topic area to be fully explored and will be presented to relevant committees and elected officials. When developing policies and implementation strategies, comprehensive plan elements will be grouped across CAC meetings and public workshops. The CAC will meet three (3) times over the course of plan development, focusing on developing policy and implementation concepts around each of the comprehensive plan elements, as well as reviewing feedback from the Workshops. Workshops #2 and #3 will focus on reviewing the vision statement, capturing community aspirations, and generating ideas related to policies and implementation strategies.

For example, Workshop #2 could focus on policy concepts around housing and economy, and Workshop #3 could focus on transportation, natural hazards, or other topics. The Open Houses will be scheduled close together to maintain momentum. City staff and the 3J team will use information gathered through these avenues and work collaboratively to update policies for the comprehensive plan elements and develop supporting implementation strategies. Feedback from this engagement will drive revisions and the final plan language and map/GIS updates.

This task will include a new future land use/zoning map to guide growth for the next 20 years. The future land use/zoning map will be created with guidance from community vision and lessons learned from the scenarios. The quality of development, the location of different land uses, travel patterns, and community resources are directly influenced and affected by land use patterns and policies, the regulatory structure, and investments in public infrastructure and partnerships. The Future Land Use/Zoning Map will illustrate the City’s intention for physical development, redevelopment, preservation, and conservation, along with desired future land use and development patterns.



### Deliverables:

- Draft Comprehensive Plan Goals and Policies
- Draft Housing-Related Zoning Ordinance Concepts
- Committee meetings and materials
- Community Workshops #2 and #3
- Draft Future land use/zoning map



### Schedule:

- December 2024 – March 2024





### TASK 8. SHORT TERM ACTION PLANNING

Based on updated goals and policies, the 3J team will prepare an implementation strategy matrix as a separate document from the comprehensive plan. The implementation strategy matrix will incorporate the lessons and information gleaned through the comprehensive plan process and identify clear strategies and action items along with lead and support roles. Engagement with departments and partner agencies will be key in highlighting actions that the City can move forward on immediately and that are necessary to realize the goals and policies for the comprehensive plan update.



● **Deliverables:**

- Draft Implementation strategy matrix
- Final Implementation strategy matrix



● **Schedule:**

- April 2025 – July 2025

### TASK 9. DRAFT COMPREHENSIVE PLAN AND HOUSING-RELATED ZONING ORDINANCE UPDATE

We will work with City staff to coordinate lead and support roles in the development of updated policies for each of the comprehensive plan elements. At the same time our team will develop the Middle Housing and Zoning Ordinance. This will require close and direct coordination with city staff, CAC members and other stakeholders that represent various capacities related to the comprehensive plan elements and zoning ordinance updates. We will evaluate each proposed policy through the lens of whole community resilience. This ensures planning efforts and recommendations from supporting community plans are coordinated and reflected in the updated comprehensive plan.

The draft comprehensive plan and implementation strategy will be presented to the Steering Committee for their review and comment. Workshop #4 will use an open house format to provide the public with a final opportunity to review and comment on all aspects of the draft comprehensive plan. Following Workshop #4, we will refine the plan to reflect community input.



● **Deliverables:**

- Draft Comprehensive Plan
- Draft Housing Code Amendments
- Community Workshop #4



● **Schedule:**

- May 2025 – September 2025



## TASK 10. FINAL PLAN AND ZONING ORDINANCE UPDATE

The team will create a comprehensive plan document that will incorporate the background reports, vision, goals and policies for each topic area and will ensure that the policies are aligned with Oregon Statewide Planning goals. The document will be visually engaging and easy to read to clearly communicate and illustrate information. We can either format the document in Adobe InDesign or provide the document in Microsoft Word, if preferred. We will also prepare an adoption-ready housing code.



• **Deliverables:**

- Final Comprehensive Plan
- Final Zoning Ordinance Updates



• **Schedule:**

- August 2025 – October 2025

## TASK 11. ADOPTION

The comprehensive plan vision, goals and policies represent a significant amount of information for the Planning Commission and City Council to digest. While we will be briefing these officials throughout the process, a thoughtful and measured adoption process is needed to facilitate their understanding, input, and support. Although consultant support is not identified for this process, we are available to assist with the adoption proceedings if needed.

The comprehensive plan chapters will be reviewed at a joint Planning Commission and City Council work session. Once final refinements are made, a final draft of the comprehensive plan, in Word or InDesign, will be presented at two hearings: one for the Planning Commission and one for the City Council. Having already reviewed the draft policies and background information for each of the topic areas, these bodies will be familiar with the complete comprehensive plan document for adoption.



• **Deliverables:**

- Joint Planning Commission and City Council work session (1)
- Planning Commission hearing and presentation (1)
- City Council hearing and presentation (1)



• **Schedule:**

- Schedule: October 2025 – December 2025

**MANZANITA COMPREHENSIVE PLAN TIMELINE**

Tasks	2024												2025											
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
<b>1</b> Project Management	●																							
<b>2</b> Public Outreach Strategy		● ■																						
<b>3</b> Existing and Baseline Conditions Analysis																								
<b>4</b> Community Visioning				● ★		■																		
<b>5</b> Comprehensive Plan Review and Residential Zoning Ordinance Audit							●																	
<b>6</b> Future Conditions and Land Use Scenario Analysis								●																
<b>7</b> Draft Comprehensive Plan Goals, Policies and Housing-Related Zoning Ordinance Draft Concepts												● ★	■ ★											
<b>8</b> Short Term Action Planning														●										
<b>9</b> Draft Comprehensive Plan and Housing-Related Zoning Ordinance Update															● ■	★								
<b>10</b> Final Plan and Zoning Ordinance Update																	●							
<b>11</b> Adoption																			■	■	■			

- = Tasks
- = Kickoff meeting (1)
- = Planning Commission and City Council meetings (7)
- = Advisory Committee meetings (8)
- ★ = Community Workshops (4)

## V. PROPOSED COST



Manzanita Comprehensive Plan Update Cost Estimate		3J Consulting										Urbsworks					TOTAL
		SF \$194	AM \$174	JG \$114	JR \$164	JS \$104	AJ \$98	Expense	Subtotal	MM \$250	DB \$225	KH \$225	EN \$175	Expense	Subtotal		
<b>Task 1. Project Management</b>		74	6	22	0	0	20	0	\$19,868	20	0	0	6	0	\$6,050	\$25,918	
Task 1.1 Project Administration		24	2				20		\$6,964	9			4		\$2,950	\$9,914	
Task 1.2 Project Scoping		6							\$1,164						\$0	\$1,164	
Task 1.3 Project Schedule		6	2						\$1,512				2		\$0	\$1,512	
Task 1.4 Project Kick-Off		2	2	2					\$964	2			2		\$850	\$1,814	
Task 1.5 Project Management Team Meetings		18		20					\$5,772	9					\$2,250	\$8,022	
Task 1.6 Additional Communication		18							\$3,492						\$0	\$3,492	
<b>Task 2. Public Outreach Strategy</b>		64	26	213	0	20	0	1800	\$45,102	27	4	0	24	800	\$12,650	\$57,752	
Task 2.1 Community Engagement Plan		2	2	12					\$2,104						\$0	\$2,104	
Task 2.2 Project Branding		2		2		20			\$2,696						\$0	\$2,696	
Task 2.3 Project Webpage				60					\$6,840						\$0	\$6,840	
Task 2.4 Community Workshops (4)		14	9	36				\$1,200	\$9,586	8		4	4	\$400	\$3,100	\$12,686	
Task 2.5 Stakeholder Interviews/Small Group Meetings/Other Outreach (8 Interviews)		4	4	16					\$3,296		4		8		\$2,300	\$5,596	
Task 2.6 Online Open Houses/Surveys (3 Surveys)		6	3	31				\$600	\$5,220	3		6	6	\$400	\$1,800	\$7,020	
Task 2.7 Advisory Committee (8 Meetings)		22	4	32					\$9,212	12			6		\$4,450	\$13,662	
Task 2.8 Planning Commission and City Council Updates (4 Meetings)		12		4					\$2,784	4					\$1,000	\$3,784	
Task 2.9 Outreach Report		2	4	20					\$3,364						\$0	\$3,364	
<b>Task 3. Existing and Baseline Conditions Analysis</b>		16	0	52	52	0	0	0	\$17,560	2	4	4	22	\$0	\$6,150	\$23,710	
Task 3.1 Review of Existing Conditions		8		40	2				\$6,440	2		4	22		\$6,150	\$12,590	
Task 3.2 Baseline Conditions		8		12	50				\$11,120						\$0	\$11,120	
<b>Task 4. Community Visioning</b>		4	4	24					\$4,208						\$0	\$4,208	
<b>Task 5. Comprehensive Plan Review and Residential Zoning Ordinance Audit</b>		10	0	26	0	0	0	\$0	\$4,904	4	4	4	22	0	\$6,650	\$11,554	
Task 5.1 Review of Comprehensive Plan		8		26					\$4,516						\$0	\$4,516	
Task 5.2 Review of Manzanita Zoning Ordinance – Residential Provisions		2							\$388	4	4	4	22		\$6,650	\$7,038	
<b>Task 6. Future Conditions and Land Use Scenario Analysis</b>		24		48	22				\$13,736						\$0	\$13,736	
<b>Task 7. Draft Comprehensive Plan Goals, Policies and Housing-Related Zoning Ordinance Draft Concepts</b>		20	0	42	50	0	0	0	\$16,868	7	6	0	36	0	\$9,400	\$26,268	
Task 7.1 Draft Comprehensive Plan Policies, and Housing-Related Zoning Code Amendments		12		26					\$5,292	4	4		24		\$6,100	\$11,392	
Task 7.2 Community Review and Refinement of Goals, Policies and Zoning Code Amendments		6		12					\$2,532	3	2		12		\$3,300	\$5,832	
Task 7.3 Updated Maps and GIS Assistance		2		4	50				\$9,044						\$0	\$9,044	
<b>Task 8. Short Term Action Planning</b>		8		24					\$4,288						\$0	\$4,288	
<b>Task 9. Draft Comprehensive Plan and Housing-Related Zoning Ordinance Update</b>		12		40		30			\$10,008	4	4	4	24	\$0	\$7,000	\$17,008	
<b>Task 10. Final Plan and Zoning Ordinance Update</b>		6		20		10			\$4,484	4	2		12		\$3,550	\$8,034	
Task 10.1 Adoption (2 Meetings)		14	2	4				\$400	\$3,920	14					\$3,500	\$7,420	
<b>Total Hours</b>		252	38	515	124	60	20	-----	1,009	82	24	12	146	-----	264	1,273	
<b>Total Fees</b>		\$48,888	\$6,612	\$58,710	\$20,336	\$6,240	\$1,960	\$2,200	\$144,946	\$20,500	\$5,400	\$2,700	\$25,550	\$800	\$54,950	\$199,896	



## VI. PROPOSER REQUIREMENTS



# PROPOSER REQUIREMENTS



Any contractor submitting a proposal must meet the following minimum requirements:

All proposers must be licensed to perform business in the State of Oregon and properly licensed to perform the services described in this RFP	✓
All proposers must have been in business as their current entity for at least five years;	✓
All proposers must be experienced in those services requested of City;	✓
All proposers must agree to execute City's Professional Services Agreement, if awarded; *	✓
All proposers must carry required insurance, naming City an additional insured.**	✓

\* Please see attached Professional Services Agreement with edits.

\*\* Please see attached insurance, naming Manzanita as an additional insured

## Professional Services Agreement with edits:

3J currently holds a Professional Services Agreement with the City of Manzanita for Land Use Planning Services. The notes below are the changes previously agreed upon for our current contract.

### 2. Consultant's Duties.

- a. **Consultant Representative.** Consultant shall identify a representative authorized to act for Consultant on the Project. City has the right to review and approve any representative proposed by Consultant, which approval shall not be unreasonably withheld. Consultant shall not appoint a representative to whom City has reasonably and timely objected. Consultant shall not substitute representatives without City's review and approval. Consultant acknowledges that this Agreement was awarded in part on the basis of the unique background and abilities of Consultant's team, including key personnel and subconsultants, identified by Consultant. Consultant shall not remove, reassign, or replace key personnel without City's prior written consent.
- b. **Subconsultants.** Consultant shall identify by firm, name, and title, the primary subconsultants who will perform Services under this Agreement. Consultant shall not engage or assign any person or entity to whom City has made a reasonable and timely objection. City has the right to review and approve any subconsultant substitutions proposed by Consultant. City shall not unreasonably withhold its review and approval of these substitutions. Upon City's request, Consultant shall promptly provide copies of Consultant's agreements with subconsultants.
- c. **Conflicts.** Consultant represents that Consultant has no existing interest and shall not acquire any interest, direct or indirect, that would reasonably appear to interfere in any manner or degree with the performance of Services under this Agreement and that Consultant shall employ no person having such interest.
- d. **Instrument of Service Warranty.** Consultant is performing services using reports and other documents (collectively, "Instruments of Service") created under an agreement between the City and [REDACTED] an Oregon corporation. Consultant ~~warrants that all~~ Instruments of Service ~~are accurate and~~ were prepared in accordance with the standard of care described under Section 3(b) of the this Agreement.
- e. **Insurance.** Before beginning the Services, Consultant shall obtain and maintain for the duration of this Agreement all insurance coverages listed in Exhibit B (Insurance Requirements). Maintenance of insurance coverage is a material element of this Agreement and Consultant's failure to maintain or renew coverage or to provide evidence of renewal during the term of this Agreement, as required or when requested, may be treated as a material breach.

~~and if uncured after provided with notice and reasonable time to cure,~~



### 3. Scope of Consultant's Services.

- a. Legal and Policy Compliance. Consultant shall provide the Services in accordance with the terms of this Agreement, federal, state, or local law or ordinance, and applicable City rules, policies, and administrative directives. Consultant shall provide the Services so that the Project will be completed as expeditiously and economically as possible within the total budgeted cost to City and in City's best interests.
- b. Standard of Care. Consultant shall perform the Services with skill, care, and diligence in accordance with the standard of care applicable to such Services performed by recognized firms providing similar services in the same or similar locality, and on projects similar to the Project. Consultant shall be responsible to City for all Services provided whether provided by Consultant or by subconsultants it engages. *(the "Standard of Care")*
1. All persons or entities providing Services under this Agreement shall be licensed, as may be required by Oregon law.
  2. Consultant shall rely on its professional judgment as to the accuracy and completeness of City-provided services and information. Consultant shall provide prompt written notice to City if Consultant becomes aware of any material deficiencies, errors, omissions, or inconsistencies in City services or information or if in Consultant's opinion the Project cost budget will not be sufficient to complete the improvements as programmed.
- c. Time is of the Essence. Time is of the essence in the performance of this Agreement. Consultant shall not be responsible for delay in performance to the extent those delays are caused by circumstances beyond Consultant's reasonable control or where a delay has been approved in writing by the City.
- d. Additional Services. Consultant shall perform only the Services authorized by this Agreement. Additional Services will be compensated only as authorized in advance and in writing by City. City will not pay for additional Services made necessary by Consultant or any subconsultant mistakes.
- e. Approvals; Permits. Consultant represents that it and its subconsultants have expertise and working knowledge of the applicable approval and permit application requirements of any governmental jurisdiction and shall be responsible to provide the Services in the form and at the time required to obtain such approvals or permits. To the extent required, Consultant shall assist City in preparing and submitting any such applications and will execute such applications on City's behalf. Consultant shall not execute such documents for City. *in accordance with the standard of care described under Section 3(b) of the this Agreement*
- f. Independent Contractor. Consultant shall perform all Services as an independent contractor. Although City reserves the right to set the delivery schedule for the Services and to evaluate quality of completed Services, City cannot and will not control the means and manner of Consultant's performance. Consultant is responsible to determine the appropriate means and manner of performing the Services. Consultant, Consultant's employees, and any subconsultants are not "officers, employees, or agents" of the State of Oregon or City (as those terms are used in ORS 30.265) and shall have no authority to bind City for the payment of any cost or expense without City's express written approval.
- g. Other Service Providers. City reserves the right to enter into other agreements for work additional or related to the Project, and Consultant agrees to cooperate fully with these other contractors and with City personnel. When requested by City, Consultant shall coordinate its performance under this

## 7. Term and Termination.

- a. Start and End Dates. This Agreement becomes effective on the date of the last authorized signature below. Unless earlier terminated as provided below, this Agreement shall continue through [REDACTED].
- b. Unilateral. ~~City~~ <sup>Either party</sup> may terminate this Agreement in writing at any time for its convenience. If ~~City~~ <sup>either party</sup> terminates for convenience, Consultant may invoice City and City shall pay all undisputed invoice(s) for Services performed until ~~City's~~ <sup>the</sup> notice of termination.
- c. Mutual. Either party may terminate this Agreement in the event of a material breach by the other. To be effective, the party seeking termination must give to the other party written notice of the breach

Professional Services Agreement  
Page 5 of 9

## 8. Payments.

- a. Exhibit A (Payment Schedule). City shall pay Consultant for Services performed under this Agreement according to the provisions of Exhibit A.
- b. Monthly Invoices. Consultant shall provide City with monthly invoices detailing Services rendered and reimbursable expenses incurred in the preceding month. Invoices shall include itemization of all approved Agreement amendments whether or not they are currently being billed. Consultant expressly waives any right to additional payment for any Services in the absence of City's written authorization or request.
- c. Payment Method. Upon work completion and acceptance, invoice approval, and according to this Agreement's Terms and Conditions, City shall pay Consultant for Services rendered and for reimbursable expenses authorized under this Agreement net 30 days. City shall make no deductions from Consultant's compensation on account of penalty, liquidated damages, or other sums withheld from payments to contractors or on account of the cost of construction changes other than those for which Consultant is liable.
- d. Reimbursables. Upon City's request, Consultant shall provide to City all records of reimbursable expenses, expenses pertaining to a change in Services, and any Services performed on the basis of hourly rates or expense, and shall be available to City or City's authorized representative at mutually convenient times. Consultant shall save these records for at least three years after final payment.
- e. Errors and Omissions; Fee Adjustments. City will not pay for any change order fee increases due to Consultant's errors or omissions. <sup>unless they are the result of Consultant's failure to meet the Standard of Care.</sup> Regardless of the structure of Consultant's fee, the fee may be adjusted downward if, in accordance with this Agreement, City reduces the Services to be provided under this Agreement.
- f. Non-Appropriation; Adequate Funding. City is prohibited from contracting for Services for which it has not received appropriated funds. If payment for Services under this Agreement extends into City's next fiscal year, City's obligation to pay for such work shall be subject to approval of future appropriations to fund this Agreement. Moreover, continuation of this Agreement at specified levels is specifically conditioned on adequate funding under City's budget adopted in June of each year. City reserves the right to adjust the level of Services provided for in this Agreement in accordance with funding levels adopted by City Council.

adopted by City Council.

9. **Indemnification.** Consultant shall ~~defend~~ <sup>but not provide any upfront duty to defend,</sup> indemnify and hold harmless City and its consultants, councilors, officers, directors, officials, employees, agents, representatives, and volunteers (the "Indemnitees") for, from, and against any and all loss, liability, damage, demands, claims, costs, and expenses, including reasonable attorney and expert fees, to the extent caused by the acts or omissions of Consultant or its agents, consultants, employees, or representatives, including without limitation for:
- a. Breach of this Agreement by Consultant;
  - b. Death, personal injury (including bodily injury), property damage, or violation of law, regulation, or orders, to the extent caused by the ~~performance~~ <sup>failure</sup> of Consultant or those for whom Consultant is responsible; <sup>to meet the Standard of Care;</sup>
  - c. Violation or infringement of third-party intellectual property rights by Consultant;
  - d. Any negligent acts or omissions or willful misconduct by Consultant or persons for whom Consultant is responsible; and
  - e. Claims for compensation asserted by the Consultant's employees (including wage-and-hour or benefit claims) or any violation of federal, state, or local wage-and-hour or labor laws and regulations by Consultant or persons for whom Consultant is responsible.

Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity that would otherwise exist as to a party or person described in this Section. In claims against any person or entity indemnified under this Section by an employee of Consultant, Consultant itself, or anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this Section shall not be limited by a limitation on amount or type of damages, compensation, or benefits payable by or for Consultant under workers' compensation acts, disability benefit acts, or other employee benefit acts. No indemnification provided by Consultant under this Section is required to indemnify the Indemnitees to the extent of liability for death or bodily injury to persons or damage to property caused in whole or in part by their own acts, omissions, or negligence, but Consultant must provide indemnity to the extent of its own negligence or the negligence of its consultants, employees, or representatives to the extent required by law or by this Agreement.

3. **Workers' Compensation Liability** insurance meeting statutory requirements. Consultant shall require and ensure that each of its subconsultants or subcontractors comply with this requirement.
4. **Employers' Liability** insurance with a limit of no less than \$500,000 for each accident.
5. **Professional Liability** insurance with limits of no less than \$1,000,000 per occurrence and \$1,000,000 aggregate and subject to no more than \$10,000 per claim deductible. Consultant shall maintain professional liability coverage through completion of construction of the Project and two years thereafter.

City reserves the right to modify the limits and coverages described herein, with appropriate credits or changes to be negotiated for such changes.

- B. DEDUCTIBLES AND SELF-INSURANCE RETENTION.** Consultant shall inform City in writing if any deductibles or self-insured retention exceeds ~~\$10,000~~<sup>\$25,000</sup>. At its sole discretion, City may (1) accept the higher deductible, (2) require Consultant to insure such deductibles or self-insured retention as respects City, its consultants, councilors, officers, directors, officials, employees, agents, representatives, and volunteers, or (3) require Consultant to provide a surety bond guaranteeing Consultant's payment of deductible or self-insured losses and related investigations, claim administration, and defense expenses.
- C. OTHER INSURANCE PROVISION.** The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:
1. City and its consultants, councilors, officers, directors, officials, employees, agents, representatives, and volunteers ("Additional Insureds") are to be covered as Additional Insureds with respect to liability arising out of activities performed by or on behalf of Consultant; work product and completed operations of Consultant; premises owned, occupied, or used by Consultant; or automobiles owned, leased, hired, or

Professional Services Agreement

**Insurance, naming Manzanita as an additional insured:**

Client#: 159620

3JCONS

**ACORD™**

**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)  
**08/16/2023**

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Propel Insurance 805 SW Broadway; Suite 2300 COM Transportation Portland, OR 97205-3363	CONTACT NAME: <b>Leah Richard</b>
	PHONE (A/C, No, Ext): <b>800 499-0933</b> FAX (A/C, No): <b>866 577-1326</b> E-MAIL ADDRESS: <b>leah.richard@propelinsurance.com</b>
<b>INSURED</b> 3J Consulting, Inc 9600 SW Nimbus Avenue Suite 100 Beaverton, OR 97008	INSURER(S) AFFORDING COVERAGE      NAIC #
	INSURER A : Ohio Security Insurance Company <b>24082</b>
	INSURER B : The Ohio Casualty Insurance Company <b>24074</b>
	INSURER C : Continental Casualty Company <b>20443</b>
	INSURER D : General Insurance Company of America <b>24732</b>
INSURER E : INSURER F :	


**COVERAGES      CERTIFICATE NUMBER:      REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			BKS66528476	08/17/2023	08/17/2024	EACH OCCURRENCE      \$1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)      \$1,000,000
							MED EXP (Any one person)      \$15,000
							PERSONAL & ADV INJURY      \$1,000,000
							GENERAL AGGREGATE      \$2,000,000
							PRODUCTS - COMP/OP AGG      \$2,000,000
							\$
D	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY			BA66528476	08/17/2023	08/17/2024	COMBINED SINGLE LIMIT (Ea accident)      \$1,000,000
							BODILY INJURY (Per person)      \$
							BODILY INJURY (Per accident)      \$
							PROPERTY DAMAGE (Per accident)      \$
							\$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE			USO66528476	08/17/2023	08/17/2024	EACH OCCURRENCE      \$2,000,000
							AGGREGATE      \$2,000,000
							\$
							DED <input checked="" type="checkbox"/> RETENTION \$10,000
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input checked="" type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below			XWS66528476	08/17/2023	08/17/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER
							E.L. EACH ACCIDENT      \$1,000,000
							E.L. DISEASE - EA EMPLOYEE      \$1,000,000
							E.L. DISEASE - POLICY LIMIT      \$1,000,000
C	<b>Arch &amp; Engineers</b> <b>Poll/Professional</b>			591965768	08/17/2023	08/17/2024	\$2,000,000 Each Claim
							\$4,000,000 Aggregate
							\$25,000 Deductible

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
**Attached Additional Insured & waiver forms attached apply if required by written contract**

Insurance is Primary and Non-Contributory, Waiver of Subrogation is Provided. Endorsements attached

<b>CERTIFICATE HOLDER</b> City of Manzanita PO Box 129 Manzanita, OR 97130	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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MANZANITA CITY HALL





## INTERGOVERNMENTAL COOPERATIVE AGREEMENT

City of Manzanita - City of Nehalem

POLICE COVERAGE FOR Fiscal Years 2025–2028

THIS AGREEMENT, dated this 1st day of July 2024, the “Effective Date,” between the CITY OF MANZANITA, a municipal corporation of the State of Oregon, hereinafter referred to as "Manzanita", and the CITY OF NEHALEM, a municipal corporation of the State of Oregon, hereinafter referred to as "Nehalem";

WHEREAS, Manzanita and Nehalem have agreed that the public would be better served by Manzanita providing Nehalem with police coverage and Nehalem paying Manzanita for such service; and

WHEREAS, because of this cooperation, greater police protection will be available to both communities; and

WHEREAS, it is understood that the Tillamook County Sheriff's Office provides primary police protection to the City of Nehalem;

THEREFORE, as authorized by ORS Chapter 190, it is agreed as follows:

### Article 1 – Terms

- 1.1. Manzanita shall provide supplemental police services to Nehalem from the Effective Date through June 30, 2028, hereinafter referred to as the “Term.” Manzanita will provide Nehalem with the following police services: providing 20 hours per month of coverage for traffic enforcement, routine patrol, emergency response, and other associated duties such as assisting in Tillamook County Sheriff's Office investigations, reporting and court appearances, collectively referred to as “Police Activities.”
- 1.2. Termination of Agreement. Either Nehalem or Manzanita may terminate this Agreement upon three (3) months prior written notice. A prorated amount left over shall be returned to Nehalem, if applicable. However, Nehalem shall be responsible for the costs of any court appearances or other



requirements or obligations upon Manzanita in its performance of this Agreement during the Term.

## **Article II – Conditions**

- 2.1 Manzanita shall provide a monthly written activity report to Nehalem covering Police Activities performed in Nehalem during that month.
- 2.2 Nehalem designates all members of the Manzanita Department of Public Safety its duly authorized officers of Nehalem and grants to them authority to perform Police Activities within the limits of Nehalem and enforce the ordinances of Nehalem, as well as the laws of the state of Oregon.
- 2.3 Nehalem agrees to pay Manzanita the annual sum of \$25,200 by January 31st of each year of this Agreement, hereinafter referred to as the “Annual Payment” for the performance of Police Activities. The Annual Payment will increase annually by the greater of: (a) 4%; or (b) the percentage increase in the Consumer Price Index for all Urban Consumers on each anniversary of the Effective Date. In addition to the Annual Payment, Nehalem will reimburse Manzanita for actual cost associated with required court appearances by Manzanita Department of Public Safety personnel.
- 2.4 All revenue generated by the Manzanita Department of Public Safety under this Agreement, after court costs, including court fines for citations and bail forfeitures, shall be the property of Nehalem. Nehalem authorizes that all citations, complaints, etc. may be issued to the Manzanita Municipal Court, Tillamook County Justice Court, or Circuit Court of the State of Oregon as may be appropriate.
- 2.5 There will be no transfer of personnel under this Agreement nor transfer of or title to real or personal property. Members of the Manzanita Department of Public Safety will preserve all employee benefits associated with their employment with Manzanita.
- 2.6 The parties agree to submit to binding arbitration and to arbitrate all claims, disputes and questions arising out of, or related to, this Agreement. The merits of any claims or disputes shall be arbitrated. Questions of interpretation of any clause of this Agreement, including this arbitration clause, shall be arbitrated. The arbitrator shall decide all questions of law pursuant to Oregon law.
- 2.7 All arbitration shall be conducted by the American Arbitration Association in Tillamook, Oregon, in





accordance with its rules, except to the extent modified herein.

2.8 Notice of intention to arbitrate shall be given by certified mail to the other parties and the arbitrator within 30 calendar days of an incident or event from which the issue arises. A hearing shall be held by the arbitrator within 10 calendar days of the date of notice of arbitration. The award of the arbitration shall be made within 10 calendar days of the hearing and shall be final and binding upon the parties. Judgment, including injunctive relief may be entered upon its award in the Tillamook County Circuit Court.. Expenses incident to the service of the arbitrator shall be borne equally by the parties and each party shall bear its own expenses.

**Article III – Liability**

3.1 To the extent permitted by Article XI of the Oregon Constitution and by the Oregon Tort Claims Act, each party shall indemnify, the other party against all claims, demands, losses, damages, injuries, costs, attorney fees, expenses, causes of action, judgments, penalties (contractual or otherwise) or other liability arising from any aspect covered by this Agreement, save and except for the willful or fraudulent misconduct by either party.

3.2 Should suit be filed to enforce or interpret this Agreement, the prevailing party shall be entitled to such attorney fees and costs as the trial court, or if an appeal is filed, the appellate court, shall determine to be reasonable.

IN WITNESS WHEREOF, THE PARTIES HAVE CAUSED THIS AGREEMENT TO BE EXECUTED BY THEIR RESPECTIVE OFFICES

City of Nehalem

City of Manzanita

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Lori Longfellow, City Manager

Leila Aman, City Manager



## INTERGOVERNMENTAL COOPERATIVE AGREEMENT

City of Manzanita - City of Wheeler

POLICE COVERAGE FOR Fiscal Years 2025–2028

THIS AGREEMENT, dated this 1st day of July 2024, the “Effective Date,” between the CITY OF MANZANITA, a municipal corporation of the State of Oregon, hereinafter referred to as "Manzanita", and the CITY OF WHEELER, a municipal corporation of the State of Oregon, hereinafter referred to as "Wheeler";

WHEREAS, Manzanita and Wheeler have agreed that the public would be better served by Manzanita providing Wheeler with police coverage and Wheeler paying Manzanita for such service; and

WHEREAS, because of this cooperation, greater police protection will be available to both communities; and

WHEREAS, it is understood that the Tillamook County Sheriff's Office provides primary police protection to the City of Wheeler;

THEREFORE, as authorized by ORS Chapter 190, it is agreed as follows:

### **Article 1 – Terms**

- 1.1. Manzanita shall provide supplemental police services to Wheeler from the Effective Date through June 30, 2028, hereinafter referred to as the “Term.” Manzanita will provide Wheeler with the following police services: providing 15 hours per month of coverage for traffic enforcement, routine patrol, emergency response, and other associated duties such as assisting in Tillamook County Sheriff's Office investigations, reporting and court appearances, collectively referred to as “Police Activities.”
- 1.2. Termination of Agreement. Either Wheeler or Manzanita may terminate this Agreement upon three (3) months prior written notice. A prorated amount left over shall be returned to Wheeler, if applicable. However, Wheeler shall be responsible for the costs of any court appearances or other requirements or obligations upon Manzanita in its performance of this Agreement during the Term.



## **Article II – Conditions**

2.1 Manzanita shall provide a monthly written activity report to Wheeler covering Police Activities performed in Wheeler during that month.

2.2 Wheeler designates all members of the Manzanita Department of Public Safety its duly authorized officers of Wheeler and grants to them authority to perform Police Activities within the limits of Wheeler and enforce the ordinances of Wheeler, as well as the laws of the state of Oregon.

Wheeler agrees to pay Manzanita the annual sum of \$21,700 by January 31st of each year of this Agreement, hereinafter referred to as the “Annual Payment” for the performance of Police Activities. The Annual Payment will increase annually by the greater of: (a) 4%; or (b) the percentage increase in the Consumer Price Index for all Urban Consumers on each anniversary of the Effective Date. In addition to the Annual Payment, Wheeler will reimburse Manzanita for actual cost associated with required court appearances by Manzanita Department of Public Safety personnel.

2.3 All revenue generated by the Manzanita Department of Public Safety under this Agreement, after court costs, including court fines for citations and bail forfeitures, shall be the property of Wheeler. Wheeler authorizes that all citations, complaints, etc. may be issued to the Manzanita Municipal Court, Tillamook County Justice Court, or Circuit Court of the State of Oregon as may be appropriate.

2.4 There will be no transfer of personnel under this Agreement nor transfer of or title to real or personal property. Members of the Manzanita Department of Public Safety will preserve all employee benefits associated with their employment with Manzanita.

2.5 The parties agree to submit to binding arbitration and to arbitrate all claims, disputes and questions arising out of, or related to, this Agreement. The merits of any claims or disputes shall be arbitrated. Questions of interpretation of any clause of this Agreement, including this arbitration clause, shall be arbitrated. The arbitrator shall decide all questions of law pursuant to Oregon law.

2.6 All arbitration shall be conducted by the American Arbitration Association in Tillamook, Oregon, in accordance with its rules, except to the extent modified herein.

2.7 Notice of intention to arbitrate shall be given by certified mail to the other parties and the arbitrator



within 30 calendar days of an incident or event from which the issue arises. A hearing shall be held by the arbitrator within 10 calendar days of the date of notice of arbitration. The award of the arbitration shall be made within 10 calendar days of the hearing and shall be final and binding upon the parties. Judgment, including injunctive relief may be entered upon its award in the Tillamook County Circuit Court.. Expenses incident to the service of the arbitrator shall be borne equally by the parties and each party shall bear its own expenses.

### Article III – Liability

- 3.1 To the extent permitted by Article XI of the Oregon Constitution and by the Oregon Tort Claims Act, each party shall indemnify, the other party against all claims, demands, losses, damages, injuries, costs, attorney fees, expenses, causes of action, judgments, penalties (contractual or otherwise) or other liability arising from any aspect covered by this Agreement, save and except for the willful or fraudulent misconduct by either party.
- 3.2 Should suit be filed to enforce or interpret this Agreement, the prevailing party shall be entitled to such attorney fees and costs as the trial court, or if an appeal is filed, the appellate court, shall determine to be reasonable.

IN WITNESS WHEREOF, THE PARTIES HAVE CAUSED THIS AGREEMENT TO BE EXECUTED BY THEIR RESPECTIVE OFFICES

City of Manzanita

City of Wheeler

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Leila Aman, City Manager

Pax Broder, City Manager



## COUNCIL STAFF REPORT

To: Mayor and City Council  
Reviewed: Leila Aman, City Manager  
From: Mike Sims, Police Sergeant  
Subject: Dark Sky Ordinance

Date Written: March 27, 2024

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### ACTION REQUESTED

Conduct a First Reading of the Dark Sky Ordinance.

### HISTORY OF PRIOR ACTIONS AND DISCUSSIONS

[August 9<sup>th</sup>, 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 13<sup>th</sup>, 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 13<sup>th</sup>, 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.

[March 6, 2024](#) - Heard a presentation from staff and discussed final draft of Dark Sky Ordinance and directed staff to consider some final questions and prepare an Ordinance for Council to consider for a first reading in April.

### 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 Ordinance reflects the input from the City Council and members of the community including businesses along Laneda over the last nine months. The 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.

At the March 6, 2024, meeting the City Council engaged in a discussion with staff about specific enforcement issues and concerns related to implementing the new rules. Due to time constraints staff were asked to come back and finalize the discussion before City Council consideration of a first reading of the ordinance.

If City Council moves forward with the ordinance, staff will do outreach regarding the new rules. Additionally, implementation of the Dark Sky Ordinance does have impacts on other city ordinances including the city's zoning ordinance and, the Short-Term Rental Ordinance. If this Ordinance is passed it will be effective city wide, including Short Term Rentals.

**BUDGET IMPACT**

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

**WORKLOAD IMPACT**

Depending on the level of outreach expected, and public interest or concern, there will be a modest to moderate impact on staff time in the early stages of implementation. Over time it should have minimal impact on staff time.

**COORDINATION, CONCURRENCE, OR DISSENT**

The City Attorney and City Manager have reviewed the Ordinance.

**STAFF RECOMMENDATION**

Conduct a first reading of the Ordinance.

**ALTERNATIVES**

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

**ATTACHMENTS**

1. Ordinance



## **COUNCIL ORDINANCE No. 24-02**

**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





## **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 \_\_\_\_\_.

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Kathryn Stock, Mayor

ATTEST:

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Leila Aman, City Manager/Recorder

Hello to our City Council!

I am reaching out to you in support of monthly water bills. I understand some folks may resist the change, but I prefer to be billed monthly.

Thank you to all who work for the benefit of our community.

Connie Burton

**Subject:** Monthly Water Billing

I totally support billing for water use on a monthly basis.

It particularly makes sense in a community where so many people are on a fixed income.

Fixed income checks are received on a monthly schedule, so I tend to think of my finances in a monthly cycle.

Thank you.

David Dillon

Manzanita

Taxpayer and Registered Voter

**Subject:** Water bill

Dear City Council,

Thank you for supporting the change from a quarterly to monthly water bill. Knowing promptly what my water usage is helps me to conserve. And since all my other bills are on monthly cycles it helps enormously with my budgeting and payments.

Fred Kassab  
PO Box 1373  
Manzanita, OR 97130

Manzanita City Council Members,

It has come to my attention that you may be questioning if the community supports the change to monthly billing for our water usage because of a few letters you have received to the contrary. So, I just wanted to drop you a quick note in support of the monthly cycle.

Most services of any type are moving to the monthly billing cycle because it is easier for people to budget on a monthly basis. I manage the finances for our family vacation home there and the new billing cycle certainly helps me see our month-to-month expenses and manage our cash flow better. I have to believe that's good for the full-time residents of Manzanita as well.

For those reasons, I'd advocate for leaving the monthly billing cycle as is, recognizing there will always be a few people who don't like any change and they'll be more vocal than those that are fine with it.

Thank you for your service,

Grant Kimball

**Subject:** Yes for Monthly Water Bills

Hello Councilors,

I was disappointed to read Randy Kugler's misleading post about residents not supporting the change to monthly water billing. I am in total support of monthly billing. I believe in a May or June 2023 council meeting we discussed how we would like to move to monthly billing, but at the time it wasn't an easy switch.

Monthly billing makes our usage easier to read and takes any confusion out of what our usage is. Opposed to quarterly billing, where there could be confusion over usage if you went over one month, and not another, etc. Happy to elaborate my point, but I believe you get the jist.

Enjoy,

Jenna Edginton

I heard recently that the City had heard limited feedback on the switch to monthly water billing, and the feedback you got was negative.

I'm not quite sure what the controversy is about, but I appreciate the switch to monthly billing. My other bills are monthly, so I plan my expenses on that basis. This appears to be a common billing cycle and allows me to be aware of my water usage each month. I suspect that the City Council and the City Manager have more important issues to spend time and energy on, and I hope we can move forward.

Best, Judy Sugg

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**Judith Sugg, Ph.D.**



March 18, 2024

To: Mayor Stock and Councilors Kozlowski, Spegman, Hart, and Campbell

My husband and I live fulltime and vote in Manzanita. We support monthly billing for water usage. We can track our usage from month to month and know when we're using more or less water than the previous month allowing us to adjust our use when necessary. Monthly billing is helpful for our budgeting. All our other bills are monthly, including our Portland water bill for our home there.

Sincerely,

Ben and Kim Rosenberg  
Manzanita, OR 97130

Hey Brad, Ben reminded me of our neighbor across the street who had their water running in their second home here. They caught the problem only because their monthly bill was super high and they hadn't been here. If we were still doing the billing quarterly they wouldn't have known there was a problem for months. They're quite elderly don't come down during the winter months. So another good reason to bill monthly! I hope you can add this to the responses in support! Thanks! Kim

Dear City Council and city management team -

I am writing because I understand that there is a move afoot to cause the city and our voters a costly effort to mount a referendum solely for the purpose of voting on the frequency of our water billing. I am 100% AGAINST such a move, and would like to share my views as a 20+ year property owner.

I understand that some people prefer to have their water bills delivered quarterly; perhaps because that means only four bills a year, or perhaps because a less frequent billing cycle (with the associated larger allocation of baseline water usage at the lowest rate) means that one month of very high usage can get 'evened out' with the previous or following month of lower costs.

However, as someone who spent 40 years in finance I know that one of the essential truths of public utilities is that when customers (users) receive frequent information about their spending habits, they are more likely to adjust their behavior in such a way as to effectively and appropriately balance their own desires and the overall consequences of their actions.

What do I mean? Well, if I only get billed once every quarter, then seeing (and paying) my water bill is somewhat removed from the choices I made with regards to conserving (or wasting) water. Yes it's true that monthly billing may mean I have a higher water bill in July and August, but if that's a reflection of how much water I am using in my garden, maybe it will inspire me to water during cooler times of the day, or invest in drip irrigation!

We have been blessed with a decent water supply, but the changes that are occurring in our natural environment should be nudging us to pay more attention to water usage, not less. THAT is why I am fine with (indeed I would say I PREFER) monthly billing ... I want to be aware of, and pay for, my water so that I am incentivized to conserve it.

Finally, while as I mentioned at the outset of this message that I understand some of my neighbors may hold a different view on this matter, there is NO WAY that scarce time & resources from voters and City Management should be taken in a referendum on this matter. If candidates for the 2024 local election feel this issue is so critical to a large enough number of Manzanitans, then they can mobilize those people to vote for them. We elect officials to make decisions, not to pass the buck back to us on administrative questions like frequency of water billing.

Thank you for taking my views into consideration.

Laura

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Laura E. Bailey

**Subject:** YAY monthly billing for water!

Evens out my cash flow needs for bills - evens out the cash flow in for the city I love. WIN WIN!

Mark and Roxann Balmer

**Subject:** Monthly billing for water is just fine

Just a note to let you know that I am one citizen who is fine with being billed for Manzanita water use monthly.

Sincerely,

Mark Kuestner

"Frankly my dear, I don't give a d..." Glad to see what our water usage is and where we need to be more efficient!

Kugler LOST. He should get over it! Move on...

Paula Peek

Dear City Council Members,

I support monthly billing. I don't see it as a problem and it will make it easier to track water usage.

Thank you,  
Sue McGrath

**Subject:** Water bills

Dear Manzanita City Council,

I am not particularly attached to either monthly or quarterly billing for water. However, I do think that for some people, it is easier to budget monthly. I think it helps smooth things out, especially when bills go up during summer watering months. I'm in favor of monthly billing if it works better for the city.

Sincerely,

Jenny Greenleaf  
Manzanita

**Subject:** Monthly water bills

As a water customer, I don't have an issue with monthly water bills. I do have an issue with Randy K. and his disgruntled supporters' constant barrage of unwarranted criticism of the council and city manager.

Paul Erlebach



Hello Manzanita City Council Members,  
First and foremost, thank you for your service – and commitment to creating a thriving community for all of Manzanita.

We live in unincorporated Tillamook County, in the Pine Ridge neighborhood and our water supply is from the City of Manzanita. We fully support monthly billing for our local water – and we are pleased that the city made this transition.

Monthly billing allows us to see our water usage more frequently, so we can adjust if/where needed from both a proactive consumption level – as well as for any unexpected leaks that might occur. And it provides a consistent cycle for payment of our monthly utilities.

We are not experts on the water bureau side of things, but we are curious if monthly billing might ensure a more consistent cash flow for the city? And perhaps even easier perhaps debt management, as smaller monthly bills might reduce the likelihood of non-payment?

Bottom line we are supporters of monthly billing – and are hoping this remains unchanged.

Best,  
Lisa Hunefeld & Ann Schatz

**Subject:** Paying Our Water Bills

I trust the Council to consider the general good when it makes decisions such as this one. Writing a check each month is doable. So is putting that check in a recycled envelope and depositing it in the drop box at the temporary home of City Hall after a visit to the Post Office.

I save a stamp and get a little more exercise!

Marcia Silver

Hello Council.

First, thank you for your service to our city. I appreciate your work and the time you contribute to help our city run smoothly and prepare for the future.

I am writing this email **in support of monthly water billing.**

I have been a City of Manzanita Water customer for over 22 years. I realize rates went up, and I also understand that we haven't had an increase in a number of years, so I am ok with the charges. I now appreciate the change to monthly billings. This gives me a much better understanding of my usage and it's consistent with many of my other bills that come monthly, so that helps me with budgeting. Also, it helps me watch my consumption and be proactive about conservation.

There is no need to revert to quarterly billing. Let's accept the current (monthly process) and get on with other important community issues.

Further, I would like to add that in no way do I want a former city employee, Randy Kugler to speak for me as a water customer and Manzanita tax payer. I am saddened and disheartened by his constant public battering he dispenses to our city staff and government.

He does not speak for me.

Thank you again for your service.

Donna Morrow

**Subject:** Monthly water billing

Monthly billing cycles are just fine. It helps to have a monthly reminder of how much water we are using.

Barbara Coombs Lee

**Subject:** Water bills

Sent from my iPhone

Monthly water bills are preferred. Now if sewer would do the same it would be great.

John Vogel

**Subject:** Water billing

As a full time resident of Manzanita, I am in favor of monthly billing for water. I want to know what water resources I am using and be able to adjust water use accordingly.

Robert Riecke

**Subject:** Water Bill Frequency

Hello,

I know that the change to monthly water bills has caused some angst. I am actually not sure why that would be as it seems easier to budget on a monthly basis, rather than quarterly.

We are in support of this change, so if this email helps in any way, please add it to the others you are receiving.

And thanks for all that you are doing for our magical little town.

Warmly,

Nancy

***Nancy Turner***



*people • purpose • impact*

Dear City Council members,

I am writing regarding billing for water services from the City of Manzanita. I strongly support monthly billing.

As a former full time resident of the City of Portland, it was very frustrating to have quarterly billing. It made it impossible to effectively monitor my household water usage or to clearly assess the results of my attempts to reduce the amount of water that we were using.

When Manzanita made the change to monthly billing, I was really pleased. It's like my electric bill from Tillamook PUD. It will be far easier for me to monitor my water usage from month to month rather than on a quarterly basis. We also have a fairly large garden and contrary to what many people think, I need to water in the summer. Monthly billing will allow me to assess changes that I make to reduce water usage.

I also think it may make it easier for families with limited incomes to pay their bills and for the City to manage its assets. The City has made the switch to monthly billing. Let's keep moving forward.

Thank you for your collective efforts on behalf of the City of Manzanita.

Julia Pomeroy

PS - Unfortunately I will be out of town for the groundbreaking for City Hall. I'm sorry to miss it and am thrilled that this project is moving forward. Congratulations!



**Subject:** Water Bill

Hi,

I am a part-time resident of Manzanita. Whether the water bill is monthly or quarterly makes no difference to me.

Of course we all would like lower rates, but I presume the council has everyone's interests in mind when they set the rates.

We have all seen inflation particularly over the Covid years. So it is not at all surprising that rates have increased.

I do like the autopay feature.

Don't be bullied by a vocal few.

Warm regards,

Jim

Jim Hensel

Name: James T Marquoit

Message: I am a home owner and water rate payer. My family and I are opposed to monthly billing. Please do not go thru with the second reading of the ordinance. The voters will surely repeal it by referendum.  
James T. Marquoit

**Subject: Monthly Water Billing**

My wife Barbara and I own homes in Manzanita and have been in the community for over 30 years. We want to express our concern and disappointment regarding the City's decision to change to monthly water billing in lieu of quarterly as has been in place for decades. And this despite expressed public comment against the change. From what I've read in City meeting packets and heard from other residents, the overwhelming opinion is that residents would prefer to keep the quarterly billing process. I do not understand why the City staff and council are moving forward, disregarding this input.

The monthly billing process will obviously increase the administrative cost required by the City to manage the water billing. Unnecessarily so and without benefit. And I believe this increased cost is being passed on to the residents in our billing every month. Although I searched the public record and the City website and I could find exactly what this administrative cost is on a monthly basis. It is not broken down on our billing.

And lastly, this monthly billing process insures that residents will pay for every month they exceed the 2000 gallon base rate, rather than having an opportunity to smooth their usage out over three months and possibly avoid paying more than the base rate of 6000 per quarter. Again this certainly and unnecessarily increases the cost of water for most Manzanita residents.

For these reasons I urge the City Council to reject the change to monthly water billing and maintain the quarterly billing as is currently required by City ordinance.

Thanks, Mike Garner

Thanks, Mike G.....

**Subject:** 90 day water billing, Council meeting tonight

We urge you to vote to retain the present 90 day billing. Please do not change the present ordinance. We do not like the recent change to monthly billing. In terms of extra costs per year, it certainly costs more City admin time for a clerk entering monthly water revenues rather than entering revenue quarterly. The billing service the City uses certainly must charge 3X for monthly versus quarterly billing, although those differential costs haven't been delineated for the public. Plus, we are not pleased in regard to the recent change from 4000 gallons usage per month to only 2000 gallons usage per month. This change will really drive up summer bills for those of us who garden.

Robert and Sharon Borgford