



CITY OF MANZANITA

655 Manzanita Ave - Manzanita, Oregon 97130
P.O. Box 129, Manzanita, OR 97130-0129
Phone (503) 812-2514 | TTY Dial 711
ci.manzanita.or.us

COUNCIL REGULAR SESSION

Manzanita City Hall

<https://ci.manzanita.or.us>

AGENDA -

November 5, 2025

06:00 PM Pacific Time

Council will hold this meeting at the Manzanita City Hall: 655 Manzanita Ave

Video Information: The public may watch live on the

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

or by joining via Zoom:

<https://us02web.zoom.us/j/88480503097?pwd=cPwY9J2lru1ZpEtbVxSsHWdAtnmBL.1>

Meeting ID: 884 8050 3097 Passcode: 596692

Call in number: +1 253 215 8782

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

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

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

2. AUDIENCE PARTICIPATION

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

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. October 08, 2025, Regular Session
- b. October 15, 2025, Work Session
- c. October 21, 2025, Budget Work Session

B. Approval of Bills

4. INFORMATION

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

5. OLD BUSINESS

- A.** Off Season Tourism Grants and Sponsorships
Nan Devlin, Executive Director of Tillamook Coast Visitors Association
- B.** Envision Manzanita – 2045 Vision Adoption
Linda Kuestner, Comprehensive Plan Advisory Steering Committee (PASC) Chair

6. NEW BUSINESS

- A.** Classic Street Connection Project Design
Leila Aman, City Manager
- B.** Capitol Project Update
Rick Rempfer, Public Works Director
- C.** Amendment to Salary Schedule
Leila Aman, City Manager
- D.** Master Fee Schedule Update
Leila Aman, City Manager

7. COUNCIL UPDATES

8. ADJOURN (7:50)

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

The city is committed to providing equal access to public meetings. To request listening and mobility assistance services contact the Office of the City Recorder at least 48 hours before the meeting by email at cityhall@ci.manzanita.or.us or phone at 503-812-2514. Staff will do their best to respond in a timely manner and to accommodate requests. Most Council meetings are broadcast live on the ci.manzanita.or.us/broadcast.



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CITY COUNCIL REGULAR SESSION October 8, 2025

1. CALL TO ORDER: The meeting was called to order on October 8, 2025, at 6:00pm at the Manzanita City Hall by Councilor Brad Hart.

Roll: Council members present: Brad Hart and Tom Campbell. Council members present via Zoom: Kathryn Stock, Linda Kozlowski, and Jerry Spegman. Staff present: City Manager Leila Aman, Police Sergeant Mike Sims, Public Works Director Rick Rempfer, and Assistant City Recorder Nancy Jones. Staff present via Zoom: Accounting Manager Nina Crist. Panelist's present: EVCNB MRC Velda Handler.

2. AUDIENCE PARTICIPATION: There were 9 people in attendance, 6 that attended via zoom, 7 attended via website. There were three public comments.

3. CONSENT AGENDA:

- A. APPROVAL OF MINUTES –
 - a. September 03, 2025, Regular Session
 - b. September 10, 2025, Work Session

- B. APPROVAL OF BILLS FOR PAYMENT

A motion was made by Campbell, seconded by Kozlowski, to approve the consent agenda that included approval of the September 03, 2025, Regular Session Minutes; September 10, 2025, Work Session Minutes; Approved payment of bills and all subsequent bills subject to approval by the Mayor or Council President and City Manager; Motion passed unanimously.

4. INFORMATION:

A. City Manager Report - City Manager Leila Aman

-City Manager Leila Aman spoke about the town hall meeting that took place on September 23, 2025. She said the focus of the meeting was on natural resources and goals 17 and 18 of the comprehensive plan. She announced that the online survey focused on these goals is on the city's website and closes Friday October 10, 2025, at 5pm.

-Aman reported that there is one available seat on the Planning Commission and announced that the appointment process is about to begin. The application will be available online starting next week and will be posted for three weeks.

-Aman announced the upcoming tree lighting ceremony that is scheduled for December 5, 2025.

5. NEW BUSINESS:

A. Amendment to Contract with Advanced Excavation – City Manager Leila Aman

City Manager Leila Aman spoke about a change order to the contract of the classic street connection project with Advanced Excavation. She provided an overview of the project and shared diagrams of the proposed changes. She explained that the city has been working on value engineering for the retaining-wall portion of the project and spoke about what has changed since the original approval. - The retaining wall has been moved to the east side of the roadway, - The cross section was reduced, and - The landscaping between the path and roadway has been eliminated. She presented the Base Bid amount of \$1,439,042.50 that was approved by council in July 2025. She revealed that with the new additions and deductions, the new project total is \$2,924,323 which keeps this project under budget. She communicated that most of this project will be funded by the \$2.79-million-dollar grant that the State of Oregon awarded the city.

Allowed for public comment: There were two public comments.

A motion was made by Campbell to Accept Resolution 25-20, Authorizing the City Manager to Execute a Change Order to the City's Contract with Advance Excavation, Inc. Seconded by Kozlowski; Motion passed unanimously.

B. Amendment to Ordinance 05-02 Creating an Exception for Off Leash Areas – Ordinance 25-03 2nd Reading – City Manager Leila Aman

City Manager Leila Aman asked council to approve the second reading of Ordinance 25-03 that will establish an off-leash dog area in the field located behind City Hall.

Allowed for public comment: There were no public comments.

A motion was made by Campbell to accept the Second Reading of Ordinance 25-03 Amending Ordinance 05-02 to Allow Off-Leash Areas for Dogs in Specific Areas Designated by the City. Seconded by Stock; Motion passed unanimously.

C. Emergency Volunteer Corps of Nehalem Bay (EVCNB) – Great Shake Out – EVCNB MRC Velda Handler

EVCNB MRC Velda Handler spoke about the 2025 great shake out that is scheduled for Thursday October 16, 2025, at 10:16am. She said the Great Shake Out is a nationwide earthquake and tsunami preparedness drill that happens every year. She expressed that the goal of the drill is to create emergency awareness and provide education in the event of an earthquake and/or tsunami. She explained that during the drill, everyone is asked to drop, cover and hold on, then

move out of tsunami zones. If you want to learn more about emergency preparedness and how to get involved visit evcnb.org

7. COUNCIL UPDATES:

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

8. INFORMATION AND ADJOURN:

-The Planning Commission has been cancelled for October 13, 2025.

-Manzanita Municipal Court will be held October 17, 2025, at 1:30pm and is open to the public.

Councilor Hart adjourned the meeting at 7:11PM.

**MINUTES APPROVED THIS
5th Day of November, 2025**

Kathryn Stock, Mayor

Attest:

Leila Aman, City Manager



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CITY COUNCIL WORK SESSION OCTOBER 15, 2025

1. CALL MEETING TO ORDER: The meeting was called to order on October 15, 2025, at 2:00pm at the Manzanita City Hall by Council by Mayor Kathryn Stock.

ROLL: Council members present: Kathryn Stock, Brad Hart, and Tom Campbell. Council members present via Zoom: Linda Kozlowski. Jerry Spegman was absent and excused. Staff present: City Manager Leila Aman, and Assistant City Recorder Nancy Jones. Staff Present via Zoom: Accounting Manager Nina Crist. Panelist present via Zoom: Urbsworks Marcy McInelly.

2. Land Division Amendments: Urbsworks Marcy McInelly

City Manager Leila Aman reported that the planning commission has been working on land division amendments and announced a public meeting to be held on November 10, 2025, at 4pm. She explained that council will receive recommendations from the planning commission for future ordinance adoption and reported that the Middle Housing and Land Division amendments will be presented as two separate ordinances. It is planned to present the first reading of the Housing Ordinance in December and the first reading of the Land Division Ordinance in January.

Urbsworks Marcy McInelly provided an overview of the re-organization of Ordinance 95-05 Land Division Code. She spoke about the state requirements for SB458 that was adopted in 2021, and HB2138 that will be implemented January 1, 2027. She outlined each chapter and said that article 8 Expedited Land Division, and article 9 Middle Housing Land Division, are required by SB458 and HB2138. She explained how expedited middle housing land division will affect the city and explained regulations that work together across multiple policies and ordinances.

3. Adjourn: Mayor Stock adjourned the meeting at 3:00pm.

**MINUTES APPROVED THIS
5th Day of November 2025**

Kathryn Stock, Mayor

Attest:

Leila Aman, City Manager



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BUDGET COMMITTEE WORK SESSION OCTOBER 21, 2025

1. CALL MEETING TO ORDER: The meeting was called to order by Mayor Kathryn Stock at 10:00am on October 21, 2025, via Zoom.

ROLL: Members present: Kathryn Stock, Brad Hart, Tom Campbell, Kit Keating, and Shawn Koch. Members present via Zoom: Joy Nord, and Chip Greening. Leila Aman, Linda Kozlowski, and Jerry Spegman were absent and excused. Jeffrey Sonshine was absent. Staff Present: Accounting Manager Nina Crist, and Assistant City Recorder Nancy Jones.

2. ACCOUNTING MANAGER UPDATE: Accounting Manager Nina Crist said that she will meet with Budget Committee Chair Joy Nord and Budget Committee Member Kit Keating to review the current indirect cost allocation model. A recommendation will be made at the January Budget Committee Work Session whether the city should continue using the same model for FY 2026/2026 or if modifications should be made. She spoke about the implemented upgrades to Xpress bill pay which now allows people to make online payments for short term rentals and court citation payments. She said the upgrade also allows payments to be automatically posted to accounts instead of the current one-day delay. She spoke about the accounts payable upgrade that allows the city to offer electronic transfers (ACH) payments to vendors.

3. AUDIT UPDATE: Accounting Manager Nina Crist spoke about the audit for fiscal year (FY) 2024/2025 and reported that it went very well with only a few items noted. She revealed there were some journal entries in reference to the System Development Charges (SDC) fund. The fund was created in FY 2024/2025 and combined the water, park, and stormwater accounts. She stated that although these funds were combined, they were being internally tracked as separate funds and the auditors recommended that the funds are combined. She said that there were no adjustment journal entries to report, and the city was compliant in all other areas. It is estimated that the audit will be completed in December.

4. FY 2025/2026 FIRST QUARTER FINANCIAL REVIEW: Accounting Manager Nina Crist provided a financial update on fiscal year (FY) 2025/2026 first quarter (July, August, September). She presented percentage breakdowns and details of the general fund revenue from collections, revenue from other agencies, and professional services. She stated that the city planner category amounts are higher due to the comprehensive plan update. She spoke about FY 2024/2025 and FY 2025/2026 Transient Lodging Tax (TLT) revenue comparisons and said that TLT revenue has increased in comparison to this time last year.

5. ADJOURNMENT: Mayor Kathryn Stock adjourned at 10:50am

**MINUTES APPROVED THIS
5th Day of November 2025**

Attest:

Joy Nord, Budget Committee Chair

Leila Aman, City Manager

BILLS FOR APPROVAL OF PAYMENT

From 10/1/25 - 10/31/25

VENDOR	TOTAL	ADMIN	POLICE	BLDG	COURT	PARKS	ROADS	VISITORS CENTER	WATER
3J CONSULTING (CITY PLANNER)	\$9,861.39	\$9,861.39							
911 SUPPLY (MATERIALS & SUPPLIES)	\$167.94		\$167.94						
ADVANCED EXCAVATION (EXCAVATION)	\$3,121.32								\$3,121.32
ASSOCIATED CLEANING (CLEANING SERVICE)	\$439.21	\$439.21							
BAYVIEW ASPHALT (ROAD REPAIR)	\$286.08						\$286.08		
BOGH ELECTRIC (MATERIALS & SUPPLIES)	\$3,275.00							\$3,275.00	
BOLI (CAPITAL PROJECT REPORTING)	\$2,924.32						\$1,875.07		\$1,049.25
CASELLE (FINANCIAL SOFTWARE)	\$2,916.00	\$2,305.15							\$610.85
CHARTER (INTERNET SERVICE)	\$246.96	\$116.98							\$129.98
CITY OF NEHALEM (FINES & ASSESSMENTS)	\$1,083.00				\$1,083.00				
CITY OF WHEELER (FINES & ASSESSMENTS)	\$840.00				\$840.00				
CONSOLIDATED SUPPLY (MATERIALS & SUPPLIES)	\$8,746.82								\$8,746.82
COVE BUILT (CONTRACTOR - PW REMODEL)	\$14,268.20								\$14,268.20
DATA CENTER (WATER BILLING)	\$1,039.43								\$1,039.43
DCBS FISCAL SERVICES (BUILDING STATE ASSESSMENT)	\$6,212.49			\$6,212.49					
DMV (RECORDS REQUEST)	\$4.60				\$4.60				

BILLS FOR APPROVAL OF PAYMENT

From 10/1/25 - 10/31/25

VENDOR	TOTAL	ADMIN	POLICE	BLDG	COURT	PARKS	ROADS	VISITORS CENTER	WATER
EVERGREEN AUTO (VEHICLE MAINTENANCE)	\$440.00						\$220.00		\$220.00
FERGUSON (MAINTENANCE & SUPPLIES)	\$10,314.24								\$10,314.24
GENERAL CODE (CONTRACT SVCS. - MUNI CODE)	\$3,190.00	\$3,190.00							
HASCO (FUEL)	\$1,754.51		\$667.63	\$72.73		\$50.71	\$253.54		\$709.90
LARRY BLAKE (MUNICIPAL JUDGE)	\$400.00				\$400.00				
LB BUILDING SERVICES (COMM. BUILDING INSPECTOR)	\$758.95			\$758.95					
MANZANITA LUMBER (MATERIALS & SUPPLIES)	\$190.77								\$190.77
MESHER SUPPLY (MATERIALS & SUPPLIES)	\$148.40								\$148.40
MATTS WINDOW TINTING (VEHICLE MAINTENANCE)	\$375.00		\$375.00						
MILLER NASH (CITY ATTORNEY)	\$21,453.97	\$10,740.25							\$10,713.72
NC CIVIL DESIGN (CIVIL ENGINEER)	\$56,874.23						\$36,467.76		\$20,406.47
OCD PERFORMANCE (VEHICLE MAINTENANCE)	\$2,800.00						\$1,000.00		\$1,800.00
OLSON ASPHALT (STREET SWEEPING SERVICE)	\$1,150.00						\$1,150.00		
ONE CALL (STATE LOCATE FEES)	\$29.26								\$29.26
ONE ELEVEN (IT SERVICES)	\$4,060.00	\$4,060.00							

BILLS FOR APPROVAL OF PAYMENT

From 10/1/25 - 10/31/25

VENDOR	TOTAL	ADMIN	POLICE	BLDG	COURT	PARKS	ROADS	VISITORS CENTER	WATER
ONE ELEVEN (EQUIPMENT)	\$5,334.24	\$693.18	\$228.70		\$38.99				\$4,373.37
OR. DEPT REV (FINES & ASSESSMENTS)	\$850.00				\$850.00				
PACE (ENGINEER)	\$1,201.50								\$1,201.50
PACIFIC OFFICE (POSTAGE & COPIER)	\$145.80	\$109.35							\$36.45
RTI (PHONE SERVICE)	\$795.00	\$401.12						\$92.65	\$301.23
SHERWIN WILLIAMS (MATERIALS & SUPPLIES)	\$258.14								\$258.14
STAPLES (OFFICE SUPPLIES)	\$782.21	\$782.21							
STEP FORWARD (MATERIALS & SUPPLIES)	\$2,636.82							\$2,636.82	
SWEET SEPTIC (PORTABLE TOILETS)	\$340.00							\$340.00	
TCVA (VC COORDINATOR)	\$3,437.02							\$3,437.02	
TILL. CO. CREAMERY (MATERIALS & SUPPLIES)	\$372.00								\$372.00
TILL. CO. PAYABLE (FINES & ASSESSMENTS)	\$272.00				\$272.00				
TPUD (ELECTRICITY)	\$3,706.40	\$213.20				\$116.33	\$692.00	\$125.75	\$2,559.12
US BANK (CITY VISA)	\$8,634.16	\$2,078.53	\$544.38					\$1,913.78	\$4,097.47
VERIZON (TELEPHONE)	\$1,271.21	\$416.97	\$333.47					\$106.16	\$414.61
WALTER NELSON (MATERIALS & SUPPLIES)	\$217.66							\$217.66	

BILLS FOR APPROVAL OF PAYMENT

From 10/1/25 - 10/31/25

VENDOR	TOTAL	ADMIN	POLICE	BLDG	COURT	PARKS	ROADS	VISITORS CENTER	WATER
WALTER WENDOLOWSKI (CITY PLANNER)	\$1,100.00	\$1,100.00							
WA FED (VC NOTE)	\$25,433.76							\$25,433.76	
TOTALS	\$216,160.01	\$36,507.54	\$2,317.12	\$7,044.17	\$3,488.59	\$167.04	\$41,944.45	\$37,578.60	\$87,112.50

2025-2026

MANZANITA OFF-SEASON

TOURISM MARKETING GRANT APPLICATION



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Application Deadline

DATE

Submit application to:
nan@tillamookcoast.com

Direct grant questions to
Nan Devlin at 503-842-2672, Ext 1, or nan@tillamookcoast.com

OVERVIEW

The City of Manzanita is allocating \$10,000 for the 2025-2026 fiscal year toward off-season marketing and promotions grants. The city is contracting with Tillamook Coast Visitors Association to facilitate the grant process.

In addition to the grant fund, there is also a \$10,000 winter event sponsorship program. Download the sponsorship application [here](#).

The purpose of this grant is to assist tourism-related business with marketing and promotions. Marketing is a key component to business planning and resiliency. If much of the business depends on visitor spending it's important to consider how to reach them, discover what they want to know, and how to help them find you to become frequent customers. Marketing efforts are key. This Off-Season Tourism Marketing Grant, funded by the lodging tax collected by the City of Manzanita is an opportunity for tourism-related businesses and nonprofits to implement a new or revised marketing effort, conduct a marketing campaign, work collaboratively with other tourism-related businesses, or launch a new event.

The process will include an online “how to write a grant and budget” class, application submission, review and scoring by an independent committee, and city council approval. Applications awarded funds will be notified upon that approval. **Individual grant writing assistance may also be requested.**

ELIGIBILITY

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

Applicants may apply for up to \$2,000. All projects must be completed by February 28, 2026; a mid-year/6-month report of progress is required. Funds will be dispersed on a reimbursement basis.

GRANT SCHEDULE	
Applications open	DATE
Download application at: TILLAMOOKCOAST.COM/GRANTS	DATE
Applications due, 11:59pm	DATE
Grant review process complete	DATE
City Council Approval	DATE
Grant contract sent to recipients	DATE

FUNDING PROCESS

Applicants may submit a **maximum request of up to \$2,000**, providing a realistic budget that justifies the amount requested, and ability to complete marketing efforts.

This grant does not require matching funds. Grantees will agree to publicity and case studies developed by Tillamook Coast Visitors Association and City of Manzanita.

Once grant is awarded and contract is signed, grantees can start marketing projects. Grant funds will be disbursed on a reimbursement basis once invoices are submitted, toward a draw-down on the grant award amount. Reimbursements will be issued within two weeks of receipt.

Projects must be completed by February 28, 2026.

REVIEW

Applications must be received **DATE**. All applications must be complete to be considered for scoring. “Complete” is defined by all information filled in on the application, including signature; a work plan form and realistic budget submitted; and, additional forms financial forms. If the application is incomplete, it will not be submitted to the review committee for consideration.

Each application received will first be reviewed by the TCVA grants management director for eligibility and completeness. TCVA will score the grants according to the criteria below and City Council will make final funding decisions.

Grantees will be notified directly by the TCVA Grants Administrator by **DATE** with amount of award and terms of contract.

SCORING CRITERIA

Baseline Scoring	Up to
Business shows ability to complete project	10 points
Project is realistic and plans are thoroughly explained	10 points
Anticipated results are achievable	10 points
Budget is well documented and realistic	10 points
Project focuses on off-season events or marketing between September-May	10 points

TCVA will provide guidance on applications if presented a minimum of 14 days prior to the grant application deadline of **DATE**.

Contact Nan Devlin at nan@tillamookcoast.com

TYPES OF ELIGIBLE PROJECTS

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

Branding

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

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

Website

A good website reflects the business brand, offers high-quality content and is easy to navigate. A website is the key to a successful digital marketing strategy because all other marketing elements direct guests to the site. A well-designed website will improve advertising effectiveness, educate customers, expand the business' market, and extend local reach.

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

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

Other

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

Content Marketing

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

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

Paid Advertising

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

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

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

1

BUSINESS INFORMATION



Business Name

Contact Name

Phone Number

Business Type

Physical Address

Mailing Address

Employer Identification Number (EIN)

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

Company Principals

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

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

Grant Request

Total Project Cost

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

Project Overview Be specific regarding marketing plans. Response must fit in the space with provided formatting.



GRANT QUESTIONS

Responses must fit in the space with provided formatting.

Who is the target audience for the event or marketing promotion?

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

What are the anticipated benefits to the community?

PROJECT BUDGET

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

EXPENSES				
Line Item	Description	Tentative Vendor	Estimate Obtained (Yes/No)	BUDGET
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
TOTAL EXPENSES				\$0.00

****Total income should equal total expenses**

Additional Comments to Budget



AUTHORIZATION & CERTIFICATION

Initial in the following authorization and certifications that apply:

_____ **I am an eligible applicant.** Applicants must operate in the City of Manzanita or must serve visitors in the Manzanita area and be a business or non-profit engaged in tourism activities.

_____ **My project fits within eligible use of tourism funds.** Applicants will be required to provide information to TCVA to support accountability for use of the funds in compliance with the application requirements for Transient Lodging Taxes as outlined in ORS 320.300:

1. "Tourism" means economic activity resulting from tourists.
2. "Tourist" means a person who, for business, pleasure, recreation or participation in events related to the arts, heritage or culture, travels from the community in which that person is a resident to a different community that is separate, distinct from and unrelated to the person's community of residence, and that trip:
 - a. Required the person to travel more than 50 miles from the community of residence; or
 - b. Includes an overnight stay.
3. "Tourism promotion" (as it relates to this grant) means any of the following activities:
 - a. Advertising, publicizing or distributing information for the purpose of attracting and welcoming tourists;
 - b. Marketing special events and festivals designed to attract tourists. (This applies to marketing and promotion only. Grant funds may not be used to fund event operations.)

_____ **I agree to enter into a contract with TCVA upon grant approval.** TCVA reserves the right to include such additional special conditions or requirements in each contract, as it might deem necessary or desirable to protect the public investment of tax dollars in the project. Furthermore, I agree to provide progress and completion reports as outlined in the grant award letter and grant contract. Failure to properly prove use of funds will result in disqualification of reimbursement and subject to repayment of disbursed funds.

_____ **I agree to provide a W9-Request for Taxpayer Identification Number & Certification as needed.** I certify that the Federal Employer Identification Number and business type provided in the above application is accurate and the organization is not subject to back-up withholding. **OR** I do not have an EIN and will provide a W9 with my social security number before funds are disbursed. I understand that grant funds received will be issued on a year-end 1099 as 'Other Income.'

_____ **I agree to provide project management and oversight.** Applicant activities must be well-documented and completed according to the grant contract timelines and as outlined in the grant application. TCVA's sole responsibility will be to process draw down requests and ensure Grantee's compliance with the grant contract. TCVA will provide overall guidance on best practices, vendor selection, and contract language through the cohort meetings. Subsequent changes to the project will be included as contract amendments.

_____ **I give permission to TCVA and/or City of Manzanita to use my project for public information, promotional, and educational purposes.**

Applicants understand that the information supplied throughout the course of the project will be used by TCVA/City of Manzanita to promote success stories and project deliverables. Information may be released to the media, social media channels, governmental legislative bodies or used in promotional materials intended for public release.

AUTHORIZATION. I certify to the best of my knowledge that all information, contained in this application, including all attachments and certifications, is valid and accurate. I further certify that the application has been reviewed and approved by the authorized owner(s), managers with appropriately delegated authority and/or in accordance with the organization's articles of incorporation or organization.

Signature

Date

Printed Name

Title



Tourism Sponsorship Application

Organization

Name

Mailing Address

Contact Name

Contact Email

Contact Phone

Application

Date of Application

Signature (type name to certify submission)

Event or Conference

Name

Date(s)

Location

Number or Percentage of Attendees expected from outside
Tillamook County

Amount Requested (up to \$2,000)

Please send application to: nan@tillamookcoast.com

After approval, a sponsorship agreement will be emailed to the contact email indicated in the application. Once approved, you will be asked to provide a w(, and return via email along with an invoice for the sponsorship amount to invoice@tillamookcoast.com



City of Manzanita

COUNCIL RESOLUTION No. 25-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANZANITA, OREGON ADOPTING THE CITY OF MANZANITA COMMUNITY VISION AS PART OF THE COMPREHENSIVE PLAN UPDATE PROCESS

WHEREAS, the City of Manzanita has initiated a Comprehensive Plan update to guide land use, development, and community investments over the next twenty years; and

WHEREAS, the first phase of the Comprehensive Plan update included the development of a Community Vision reflecting the shared aspirations of residents, businesses, and stakeholders for the future of Manzanita; and

WHEREAS, the Community Vision was developed through an extensive public outreach process beginning in 2022, including town hall sessions, community surveys, stakeholder interviews, and meetings of the Project Advisory Steering Committee; and

WHEREAS, the Community Vision establishes a framework that articulates the community's priorities for a strong and inclusive community, diverse housing options, a vibrant local economy, protection of the natural environment, preservation of small-town character, and support for walkability and transportation options; and

WHEREAS, the Community Vision will serve as the foundation for the Comprehensive Plan goals, policies, and implementation strategies; and

WHEREAS, the City Council recognizes the Vision as an expression of the community's collective values and civic ideals that will serve as a guiding framework for future policy and investment decisions.

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

1. The City of Manzanita Community Vision, attached hereto as Exhibit A, is hereby adopted as part of the Comprehensive Plan update process.
2. The adopted Vision shall guide the preparation of Comprehensive Plan goals, policies, and implementation actions to ensure alignment with community priorities.
3. City staff are directed to make the adopted Vision publicly available and to reference it in future planning and policy documents.

Introduced and adopted by the City Council on _____.

This resolution is effective on _____.

Kathryn Stock, Mayor

ATTEST:

Leila Aman, City Manager/ City
Recorder



Creating a Vision for Manzanita

What is a Vision?

A vision reflects how residents, business owners, stakeholders, and visitors think Manzanita should change and grow over the horizon of 20 years. It is an opportunity to understand Manzanita's shared aspirations to guide the city into the future. The Manzanita Vision reflects input from community members who shared their ideas, hopes, and dreams about what they value in Manzanita and what they want for its future. The feedback gathered from a broad cross section of community members revealed that people have similar aspirations for Manzanita's future. The vision provides a summary of that proposed future and will help guide the goals and policies in the comprehensive plan. Goals and policies included in the Comprehensive Plan will influence decision-making processes and shape Manzanita's future. This document provides background on what a vision is, and how it was created.

The Role of the Vision in the Comprehensive Plan Process

The first step in the Comprehensive Plan process is to create a Community Vision that reflects how the city should grow over the next 20 years. The Manzanita Vision was developed through an inclusive, collaborative process that allowed community members to come together and share their ideas about the future. An enduring vision for Manzanita must resonate in the hearts and minds of its residents. It must embody the collective civic values and ideals drawn directly from individuals.

In developing the Vision, the project team engaged with community members over the last few years, dating back to several Town Hall sessions and surveys held over the summer of 2022. Transparency and communication are vital to trust-building and ensuring that the community is involved in every step of the way. The community is essential in crafting the vision that will in-turn inform and inspire goals and policies within the Comprehensive Plan.

For the Comprehensive Plan Update, a Project Advisory Steering Committee (PASC) was formed. The PASC consists of community members who review and guide engagement efforts within the planning process. Throughout the project the PASC has performed stakeholder interviews, led community conversations, and developed surveys.

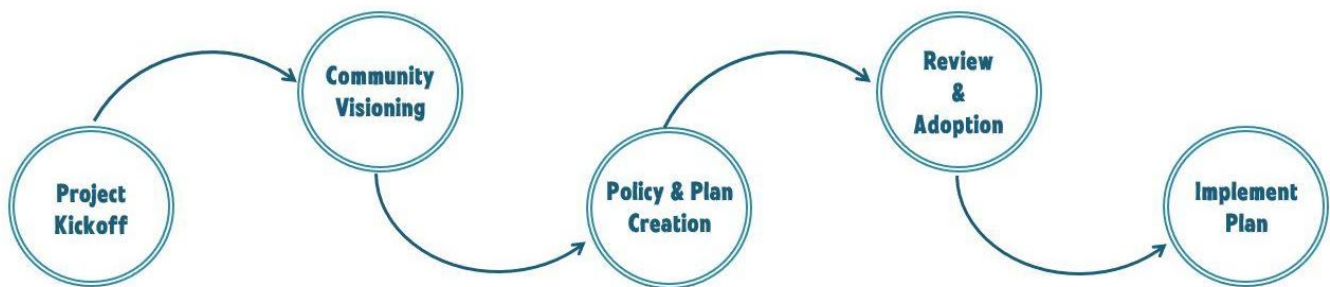
Community Summits, informational flyers at public events and a project website provide information to assure citizens have access to the most current news. Information gathered from these engagement efforts have directly informed and impacted the Vision.

Three Components of the Comprehensive Plan Process

There are three connected components of the Comprehensive Plan Process:

1. **The Vision:** A concept for the future that focuses on the core values and goals of a community and serves as an overarching guide for the plan over the next 20 years.
2. **The Comprehensive Plan:** A key planning document to guide land use, development, and growth within Manzanita. It covers a 20-year horizon, and guides development to align with the goals and needs of the community.
3. **Implementation Plan:** Action items that are focused on targeted areas or city initiatives with timeframes and articulated responsibilities to implement the Comprehensive Plan policies and realize the Vision. An example of an action item would be to update the zoning ordinance as needed to ensure availability of diverse housing types or to create an action to develop an inventory of federal, state, and local funding opportunities to support affordable housing development.

In short, the Vision sets the stage for the Comprehensive Plan; the Comprehensive Plan sets the stage for the Implementation Plan which establishes actions and programs that implement the Comprehensive Plan Policies and ultimately achieve the Vision. The Vision is therefore an essential touchstone and guide for future of the City.



City of Manzanita Vision

By the year 2045 the City of Manzanita has:

1. **Strong community support:** Manzanita fosters a vibrant, inclusive community where every voice can be heard. Through transparent and active collaboration, we aim to create a city where individuals of all backgrounds, identities, and perspectives can contribute to shaping the future. We are committed to cultivating community involvement by ensuring that civic activities are accessible, equitable, and driven by mutual respect and shared progress to build a more connected and welcoming community.

"In the 45 years I have visited and lived in or near Manzanita, I have been always aware of and attracted to this city's unique mix of natural beauty, the continually improving civic infrastructure (public safety, utilities, pool, library, art center, market, entertainment, shopping)' and tangible sense of community of these people who chose to live on the continent's edge' and like living here. I also find it valuable to live in a town that is a place one goes to, not through."

2. **Housing for all:** Manzanita offers a diverse range of housing options for all residents. Whether a cozy apartment, a single-dwelling, or a spacious townhome, Manzanita includes choices that accommodate various lifestyles and needs. Our diverse housing options cater to the unique needs and preferences at each stage of life, creating a mixture of options that reflects the richness of our community.

"So many are unable to afford to live here, so many eke out a living unable to save for the future as the current cost of living is so high. And the area needs to provide affordable housing for young families, with children, with both parents working, who need affordable childcare. One solution some communities have adopted is multi-generational housing developments."

3. **Vibrant economy:** Manzanita thrives as a tourism economy, celebrating its economic vitality that is combined with a small-town atmosphere. Downtown Manzanita, along Highway 101 and Laneda Avenue, honors its history and community ties. Small businesses comprise the economic core of restaurants, retail, realtors and grocery stores so that locals and visitors can find all that they need within the city. Local businesses flourish, offering job opportunities and contributing to economic resilience.

"A strong sense of community, welcoming to visitors but with a lived-in feeling that visitors aspire to. The local businesses add a lot to the character that bring people back year after year, as does the slow pace and relaxed access to the beautiful beach. We appreciate being tucked away, with close access to the exciting developments with retail and restaurants in Nehalem. The dedication to creative and literary pursuits is a big draw, with the library, Hoffman, and Cloud & Leaf being large beacons of a creative and natural spirit to the place."

4. **Natural environment and recreation:** Our identity as a coastal gem is deeply rooted in the stunning natural environment, where vibrant city life harmonizes with the beauty of nature. Manzanita celebrates our pristine beaches and breathtaking outdoor spaces that define us. The spirit of the coast meets the warmth of a close-knit community with endless opportunities. Our commitment to clean, well-maintained spaces reflects our dedication to environmental

sustainability and a high quality of life. Manzanita is more than a place; it's a lifestyle, reflected in a thriving community that works for a brighter tomorrow. Our community will foster easy access to the coast while actively preserving our natural areas, dunes, and green spaces, assuring that the beauty of Manzanita's landscapes are maintained for future generations. Nearby state parks and recreational centers provide a continuation of fun and scenic possibilities.

"The physical location on the Oregon coast between Neahkahnie Mountain and the mouth of the Nehalem River provides access to ocean, beaches, headlands, river, wetlands, and forested landscapes. Manz has a small town main street feel since Highway 101 is not the center of town."

5. **Small town feel and diverse neighborhoods:** The City of Manzanita fosters a sense of inclusion, where families, young professionals, and retirees can all find a place to call home. While each neighborhood has its own character, all strive to protect the local tree canopy and provide access to the natural environment. There is a strong sense of community stewardship as full-time residents, second-home owners, short-term renters, and day-trippers all intermingle in Manzanita's neighborhoods. Our city provides more than just housing. It is a welcoming, diverse community where everyone can thrive.

"Preserve the local residential community. Quiet, dark-sky community. Community building gatherings like the Farmers Market. Support for small locally-owned businesses that don't just cater to visitors. Above all protect and preserve our natural spaces and ecology."

6. **Transportation options:** Manzanita is a walkable community that encourages exploration and connection, residents and visitors can access outdoor spaces and nature easily through multiple modes of transportation. Pedestrian and bicycling opportunities are prioritized by creating safe streets, trails, and walkways. Parking and accessibility options are carefully planned throughout the city. Manzanita's investments in transportation reflect these aspirations. The city's core offers a lively hub that blends seamlessly with the town's quiet residential streets. This sense of accessibility extends beyond leisure, with quality transportation options ensuring convenient commutes and strong connectivity between Manzanita and neighboring communities.

"Infrastructure to keep the greater Manzanita area livable and pedestrian-friendly as housing development and growth continues."



City of Manzanita

COUNCIL RESOLUTION No. 25-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANZANITA, OREGON AUTHORIZING A TEN-FOOT TRAFFIC LANE FOR A PORTION OF THE CLASSIC STREET CONNECTION PROJECT.

WHEREAS, on July 22, 2025, the Manzanita City Council (the “City Council”) approved Resolution 25-19 approving an agreement for the construction of the Classic Street Connection Project (the “Project”) between the City and Advanced Excavation, Inc. (the “Construction Contract”).

WHEREAS, on October 8, 2025, the Manzanita City Council (the “City Council”) approved Resolution 25-20 authorizing an amendment to the Construction Contract via change order to include a retaining wall as additional scope, as value engineered to fit within the Project budget, and other related changes.

WHEREAS, the City Council desires the Project to meet the goals set out in the Nehalem Bay Transportation System Plan and expressed by its citizens, to create “a separated path for people walking to connect people walking and biking between the Manzanita and Nehalem Bay State Park along the Classic Street alignment” (the “Pathway”) within the Project budget.

WHEREAS, the City’s Transportation Ordinance 91-2 “identifies the general [paving] width” of a “collector” street as 22 feet.

WHEREAS, to meet the City’s goals for a separate pedestrian and biking path within the Project budget, the City desires a portion of Classic Street to be designed with two 10-foot travel lanes, where necessary to accommodate the Pathway.

Now, Therefore, be it Resolved by the City Council of the City of Manzanita as follows:

Section 1: The City Council finds that two 10-foot travel lanes will accomplish the TSP and City goal of constructing the Pathway along Classic Street, while still allowing for adequate and safe roadway travel along Classic Street, consistent with the City’s Transportation Ordinance.

Section 2: The City Council authorizes the Project to be designed and constructed with a 10-foot minimum travel lane for Classic Street, where necessary to accommodate the Pathway.

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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. 25-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANZANITA, OREGON ADOPTING A REVISED SALARY SCHEDULE TO REFLECT THE ESTABLISHMENT OF THE FINANCE DIRECTOR POSITION AND RE-ESTABLISHMENT OF THE FINANCE & ADMINISTRATIVE SPECIALIST POSITION.

WHEREAS, the City Council of the City of Manzanita periodically reviews and updates employee classifications and compensation to ensure that salary ranges reflect market conditions, comparable jurisdictions, and the City's organizational needs; and

WHEREAS, the City Manager recommends establishing a Finance Director position to assume responsibility for management of staff, budgeting, audit coordination, fiscal policy development, and public contracting compliance, reflecting duties consistent with other department director positions; and

WHEREAS, the City Manager further recommends re-establishing the Finance & Administrative Specialist position to provide administrative and technical support to the Finance Department, ensuring efficient operations and service to internal and external stakeholders; and

WHEREAS, the City Council finds it necessary to revise the current salary schedule for Fiscal Year 2025-2026 to incorporate these changes.

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

FY 2025-2026 REVISED SALARY SCHEDULE

Position	Step A	Step B	Step C	Step D	Step E
Finance Director	7,210	7,571	7,949	8,347	8,763
Finance & Administrative Specialist	4,817	5,058	5,312	5,576	5,857
Police Chief	8,316	8,732	9,167	9,626	10,107
Police Sergeant	7,056	7,408	7,779	8,167	8,575
Public Works Director	7,210	7,571	7,949	8,347	8,763
Development Services Manager	7,210	7,571	7,949	8,347	8,763
Police Officer	5,548	5,826	6,116	6,422	7,031
Assistant City Recorder	4,817	5,058	5,312	5,576	5,857
STR/TLT Program Manager	4,817	5,058	5,312	5,576	5,857
Code Enforcement Officer	4,817	5,058	5,311	5,577	5,857
Planning & Permit Tech	4,603	4,832	5,074	5,328	5,594
Public Works Utility Clerk	4,554	4,780	5,020	5,271	5,534
Utility Worker	4,126	4,332	4,548	4,776	5,015
Senior Utility Worker	4,817	5,058	5,312	5,576	5,857
Operations Manager	5,438	5,710	5,996	6,295	6,611
Project Manager	5,058	5,312	5,576	5,857	6,149

Introduced and adopted by the City Council on _____.

This resolution is effective on _____.

Kathryn Stock, Mayor

ATTEST:

Leila Aman, City Manager/ City
Recorder



COUNCIL STAFF REPORT

To: Mayor and City Council

Date Written: October 22, 2025

From: Leila Aman, City Manager
Rick Rempfer, Public Works Director

Subject: **Resolution Amending Master Fee Schedule for 3" Water Meter**

ACTION REQUESTED

Resolution Amending Master Fee Schedule to include a 3" water meter rate

ANALYSIS

In July 2023, the City Council adopted new water rates by Resolution 23-19 following completion of the Water Rate Study conducted by the **Oregon Association of Water Utilities (OAWU)**. Rates were implemented in October 2023 and may be amended by Council under Section 17 of Ordinance 90-8.

The adopted rate structure is based on **American Water Works Association (AWWA)** meter-equivalency ratios, ensuring proportionality between meter size and system capacity. While the OAWU study included analysis for a 3-inch meter, the City had not installed one previously and therefore did not list that rate in the adopted Master Fee Schedule. A 3-inch water meter has now been installed, requiring the addition of corresponding base rates for residential, commercial, and outside-city users.

The study recommends annual adjustments using the **Consumer Price Index (CPI)** for water and sewerage maintenance. The five-year average CPI for 2020-2024 is **4.33 %**, which Council has applied to all water base rates for Fiscal Year 2025-2026 and are reflected in the current Master Fee Schedule.

Applying the same 4.33 % inflation factor used for all other meter sizes, the updated base rates for a 3-inch meter are:

Meter Size Customer Class Monthly Base Rate

3-inch	Residential	\$555.21
3-inch	Commercial	\$655.97
3-inch	Outside City	\$786.90

This proposed amendment does not alter the underlying cost-of-service or rate structure methodology; it simply extends the adopted framework to a new meter size.

BUDGET IMPACT

This amendment ensures accurate billing for the newly installed 3-inch connection and recovers costs consistent with the adopted water rate structure. The fiscal impact is neutral to positive

WORKLOAD IMPACT

None

STAFF RECOMMENDATION

Staff recommends that the City Council adopt Resolution amending the Master Fee Schedule to include 3-inch meter base rates as shown above, in accordance with the City's adopted methodology.

ATTACHMENTS

1. Resolution and Rates

CITY OF MANZANITA MASTER FEE SCHEDULE 25/26

CATEGORY	ITEM	INCLUDED IN BASE FEE	ADDITIONAL FEES	FEE
LAND USE AND DEVELOPMENT	Administrative Review/Pre-Application Meeting	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	Includes all staff time and six (6) hours Planning Consultant.		\$1,200.00
	Partition	Includes all Staff time, six (6) hours Planning Consultant, and one (1) hour Engineer.		\$1,500.00
	PUD (Zone Change Required)	Includes all Staff time and eight (8) hours Planning Consultant, one (1) hour Engineer, and one (1) hour Attorney.		\$2,250.00
	Subdivision	Includes all Staff time, eight (8) hours Planning Consultant, one (1) hour Engineer, and one (1) hour Attorney.		\$2,250.00
	Lot Line Adjustment			\$300.00
	Signs			\$150.00
	Conditional Use	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	Includes all Staff time, five (5) hours Planning Consultant and one (1) hour Engineer		\$1,000.00
	Zone Change/Comp Plan Amendment	Includes all Staff time, ten (10) hours Planning Consultant, one (1) hour Engineer, and four (4) hours Attorney.		\$4,000.00
	Vacations	Includes all Staff time and four (4) hours Planning Consultant, and two (2) hours Attorney.		\$2,000.00
	Temporary Permit	Includes all Staff time and two (2) hours Planning Consultant		\$300.00
	Annexation	Includes all Staff time and ten (10) hours Planning Consultant, one (1) hour Engineer, and two (2) hours Attorney.		\$2,750.00
	Amendment to Urban Growth	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			\$500.00
	Accessory Structure/Addition			\$150.00
	House or Mobile Home			\$300.00
	Multi-Family Dwelling	First 2 units.	Plus \$103 each additional unit.	\$400.00
	Commercial/Other	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			\$250.00

CITY OF MANZANITA MASTER FEE SCHEDULE 25/26

CATEGORY	ITEM	INCLUDED IN BASE FEE	ADDITIONAL FEES	FEE
LAND USE AND DEVELOPMENT	Tree Removal Permit		Plus \$51.50 for each additional tree.	\$150.00
	Address Request			\$100.00
	Dune Grading - Remedial/Construction			\$400.00
SHORT TERM RENTAL	New Application			\$650.00
	Periodic Re-Inspection			\$350.00
	Follow Up Inspection			\$325.00
	Random Inspection			\$225.00
	Annual Renewal			\$850.00
WATER UTILITY - SYSTEM DEVELOPMENT CHARGES	Water System Development Charges. 3/4" x 5/8" Water Service		Requires Tier 2 ROW Permit and New Water Service fee. (Materials cost may vary)	\$7,107.26
	Water System Development Charges. 1" Water Service (2 EDU)			\$17,578.58
	Water System Development Charges. 1 - 1/2 " Water Service (4.5 EDU)			\$31,983.66
	Water System Development Charges. 2" Water Service (8 EDU)			\$56,860.07
	Water System Development Charges. 3" Water Service (18 EDU)			\$127,935.66
	Water System Development Charges. 4" Water Service (32 EDU)			\$227,441.28
WATER UTILITY RATE SCHEDULE	Inside Commercial Monthly Water Rate	Inside city	Plus Inside City Consumption unit	
		5/8" x 3/4" Meter		\$59.54
		1" Meter		\$83.36
		1 1/2" Meter		\$107.18
		2" Meter		\$172.68
		3" Meter		\$655.97
	Outside Commercial & Residential Monthly Water Rate	5/8" x 3/4" Meter	2 units included in Residential base, Plus Outside City Consumption unit	\$71.45
		1" Meter		\$99.96
		1 1/2" Meter		\$128.60
		2" Meter		\$207.19
		3" Meter		\$786.90
	Inside Residential Monthly Water Rate	5/8" x 3/4" Meter	2 units included in base.	\$49.62
		1" Meter		\$89.32
		1 1/2" Meter		\$143.89
		2" Meter		\$172.68
		3" Meter		\$555.21

CITY OF MANZANITA MASTER FEE SCHEDULE 25/26

CATEGORY	ITEM	INCLUDED IN BASE FEE	ADDITIONAL FEES	FEE
WATER UTILITY RATE SCHEDULE	Inside City Consumption unit	Tier 1	Commercial 0 - 5,000 Residential 2,001 - 5,000	\$9.91
		Tier 2	Commercial 5,001 - 10,000 Residential 5,001 - 10,000	\$11.48
		Tier 3	Commercial +10,001 Residential +10,001	\$12.78
	Outside City Consumption unit	Tier 1	Commercial 0 - 5,000 Residential 2,001 - 5,000	\$11.89
		Tier 2	Commercial 5,001 - 10,000 Residential 5,001 - 10,000	\$13.77
		Tier 3	Commercial +10,001 Residential +10,001	\$15.34
	Wholesale Water - Monthly Water Rate (Rt 53 & Tideland)			\$148.67
	Wholesale Consumption unit, per unit			\$2.87
	Bulk Hydrant Water Meter			\$30.00
	Bulk Hydrant Water Meter and equipment per item daily rental fee			\$20.00
	Delinquent Notice			\$5.00
	Shut Off Notice			\$40.00
	Delinquent Turn-off or turn- on. Regular business hours.			\$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
	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
	Fire Hydrant - Fire Flow Test		per hydrant	\$200.00
	Lien Search			\$20.00
	Water meter Install		*Includes 3/4" x 3/4" meter ONLY if requested for residential fire sprinkler systems. Requires Tier 2 ROW Permit.	\$1,395.00

CITY OF MANZANITA MASTER FEE SCHEDULE 25/26

CATEGORY	ITEM	INCLUDED IN BASE FEE	ADDITIONAL FEES	FEE
STORM WATER	STORM WATER, System Development Charges	Storm drainige into a city maintained system.	Requires Tier 2 or 3 ROW Permit for a phycial connection to a approved storm system.	\$1,715.00
PARK SYSTEM DEVELOPMENT CHARGES	Park Fees, System Development Charges			\$63.86
RIGHT OF WAY PERMITS AND TRAFFIC CONTROL PLAN REVIEW	Tier 1 ROW Permit			\$100.00
	Tier 2 ROW Permit		Performance deposit based on disturbance of materials maybe required. Minimum performance deposit is \$250. Conrete and asphalt cut \$30.00 per square foot.	\$300.00
	Tier 3 ROW Permit		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.		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)		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 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
	Road Grading Permit		Permit is for road edge grading to city standard. If work done out side of requirements a Tier 1 or 2	\$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			\$50.00
	Failure to Appear for Trial			\$115.00

CITY OF MANZANITA MASTER FEE SCHEDULE 25/26

CATEGORY	ITEM	INCLUDED IN BASE FEE	ADDITIONAL FEES	FEE
COURT	License Suspension			\$115.00
	Payment Plan			\$60.00
	Turnover to Collections			\$60.00
POLICE DEPARTMENT	Police Reports	Staff Hourly Rate	These are processed as records requests	\$0.00
	Finger Printing			\$35.00
POLICE DEPARTMENT	Admin Costs Associated with Towed Vehicles			\$375.00
ADMIN	NSF			\$50.00
	Business License Permit-	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		Hourly

STRUCTURAL PERMIT FEE TABLE				
Valuation	fee			
\$1 - \$500	\$109.18			
\$501 - \$2000	\$109.18	For the first \$500 plus	\$4.65	For each additional \$100 or fraction thereof, to and including \$25,000
\$2001 - \$25000	\$178.93	For the first \$2,000 plus	\$18.56	For each additional \$1,000 or fraction thereof, to and including \$25,000
\$25001 - \$50000	\$605.81	For the first \$25,000 plus	\$13.93	For each additional \$1,000 or fraction thereof, to and including \$100,000
\$50001 - \$100000	\$954.06	For the first \$50,000 plus	\$9.30	For each additional \$1,000 or fraction thereof, to and including \$100,000
\$100001 - and up	\$1,419.06	For the first \$100,000 plus	\$7.74	For each additional \$1,000 or fraction thereof
When a structural permit is required by the state building code for retaining walls, decks, fences, accessory structures, etc – see Structural Permit fees by valuation				
OTHER STRUCTURAL FEES				
Structural Plan Review (when	75% of structural permit fee			
Additional Plan Review (when applicable) - 30 minute minimum	\$109.18			
Fire Life Safety Plan Review (when applicable)	50 % of structural permit fee			
Each additional inspection, above allowable- per each	\$109.18			
Re-Inspection - per each	\$109.18			

Inspections for which no fee is specifically indicated (as required) - hourly. Minimum 1 hour	\$109.18
Inspections outside of normal business hours. Minimum 2 hours	\$109.18
Deferred Submittal Plan Review Fee - in addition to project plan review fees	65% of the building permit fee calculated using the value of the deferred portion with a \$250 minimum
Phased Project Plan Review Fee – in addition to project plan review fees	\$324.25 minimum plus 10% of total project building permits, not to exceed \$1500.00 for each phase. In addition to standard plan review fees.
Structural demolition – complete demolition, not subject to State Surcharge	\$1,000.00
Structural alteration (not demo) – partial, soft, interior	See Structural Permit Fee table by valuation, incurs State Surcharge
Structural Minimum Permit Fee	\$109.18
Moving structure permit, other than U-1	\$601.00
Re-Roof residential when a permit is required	\$109.18
Commercial re-roof	See Structural Permit Fee table by valuation, incurs State Surcharge
Residential Fire Suppression- Standalone System 13R, fee includes plan review (See Plumbing Fee section for Continuous Loop/Multipurpose System 13D)	
Square Footage of Area to be Covered	Fee
0 – 2000 sq ft	\$412.00
2001 – 3600 sq ft	\$515.00
3601 - 7200 sq ft	\$669.50
7201 sq ft and greater	\$824.00
Commercial Fire Suppression	See Structural Permit Fee table by valuation
Solar Permit – Prescriptive Path System, fee includes plan review. Separate Electrical Permit required, contact Tillamook County.	\$218.36
Solar Permit – Non-Prescriptive Path System	Fee as per Structural Permit Fee table by valuation to include the solar panels, racking, mounting elements, rails and the cost of labor to install. Solar electrical equipment including collector panels and inverters shall be excluded from the Structural Permit valuation.

Investigation Fees - actual or average cost may include supervision, overhead, equipment, and/or rate/wage of the employee(s) involved. Applicable to all disciplines.	
Investigation Fee – hourly. Minimum 2 hours	\$109.18
When applicable, structural permits use valuation as determined by ICC Valuation Table current as of April 1 of each year, as per OAR 918-050-0000.	
MANUFACTURED DWELLING PLACEMENT FEE*	
Manufactured Dwelling Placement Fee *	
Single wide	\$208.60
Double wide	\$416.12
Triple wide	\$622.12
Earthquake resistant bracing system (when not part of original dwelling)	\$109.18
State (Cabana) Fee	\$30.00
* Includes the concrete slab, runners or foundations that are prescriptive, electrical feeder and plumbing connections and all cross-over connections and up to 30 lineal feet of site utilities. Decks, other accessory structures, and foundations that are not prescriptive, utility connections beyond 30 lineal feet, new electrical services or additional branch circuits, and new plumbing - may require separate permits. All decks 30" above ground, carports, garages, porches, and patios are based on valuation and may also require separate permits.	
-- See Structural schedule by valuation for non-dwelling modular placements	
MANUFACTURED DWELLING/RV PARKS- AREA DEVELOPMENT PERMIT (ADP)	
The Area Development Permit fee to be calculated based on the valuations shown in Table 2 of OAR 918-600-0030 for Manufactured Dwelling/Mobile Home Parks and Table 2 of OAR 918-650-0030 for Recreational Park & Organizational Camp – and applying the valuation amount to Table 1 as referenced for each.	
MECHANICAL PERMIT FEES	
Residential	Fee – per each appliance
Air conditioner	\$57.68
Air handling unit of up to 10000 cfm	\$42.23
Air handling unit 10001 cfm and over	\$57.68
Appliance of piece of equipment regulated by code but no classified in other appliance categories	\$42.23
Attic or crawl space fans	\$28.84
Chimney/liner/flue/vent	\$46.35
Clothes dryer exhaust	\$42.23
Decorative gas fireplace	\$42.23

Ductwork-no appliance/fixture - per each	\$42.23
Evaporative cooler other than portable	\$75.19
Floor furnace, including vent	\$57.68
Flue vent for water heater or gas	\$42.23
Furnace – less than 100000 BTU	\$66.95
Furnace – more than 100000 BTU	\$57.68
Furnace/burner including duct work/vent/liner	\$57.68
Gas or wood fireplace/insert	\$42.23
Gas fuel piping outlets 1 – 4 outlets	\$23.69
Each additional outlet	\$7.21
Heat pump	\$75.19
Hood served by mechanical exhaust, including ducts for hood	\$42.23
Hydronic hot water system	\$57.68
Installation or relocation domestic/type incinerator	\$57.68
Mini split system	\$75.19
Range hood/other kitchen equipment	\$42.23
Suspended heater, recessed wall heater, or floor mounted heater	\$57.68
Ventilation fan connected to single duct	\$28.84
Ventilation system not a portion of heating or air-conditioning system authorized by permit	\$42.23
Water heater	\$57.68
Wood/pellet stove	\$42.23
Other heating/cooling	\$42.23
Other fuel appliance	\$42.23
Other environment	\$42.23
Commercial Mechanical Fees	
Fee as per Structural Permit Fee table by valuation	
Other Mechanical Fees	
Mechanical Plan Review (when applicable)	35% of mechanical permit fee
Additional Plan Review (when applicable) – 30 minutes minimum	\$109.18
Reinspection – per each	\$109.18
Each additional inspection, above allowable – per each	\$109.18

Inspections for which no fee is specifically indicated – per each (as required). Minimum 1 hour.	\$109.18
Inspection outside of normal business hours. Minimum 2 hours.	\$109.18
Investigation fee - Mechanical	See Structural – Investigation Fees
Mechanical Minimum Permit Fee	\$109.18
PLUMBING PERMIT FEES	
New 1&2 Family Dwelling – includes one kitchen, first 100 feet each of site utilities, hose bibbs, icemakers, underfloor low-point drains, and rain drain packages that include the piping, gutters, downspouts, and perimeter system. Half bath counted as whole.	
One bathroom, one kitchen	\$370.80
Two bathrooms, one kitchen	\$404.79
Three bathrooms, one kitchen	\$456.29
Each additional bathroom > 3 – or – kitchen >1	\$53.56
Each additional 100 ft or fraction thereof of site utilities – water, sewer, storm (which includes rain, footing, trench, and leach) – first 100 ft included in bathroom/kitchen fee	\$46.35
Commercial and Non-New Residential	
Site Utilities	Fee
Sanitary Sewer - First 100 feet or less	\$84.46
Sanitary Sewer - Each additional 100 feet or fraction thereof	\$46.35
Storm – first 100 feet or less	\$84.46
Storm – Each additional 100 feet or fraction thereof	\$46.35
Water – first 100 feet or less	\$84.46
Water – Each additional 100 feet or fraction thereof	\$46.35
Fixtures	Fee – per each
Absorption valve	\$28.84
Backflow preventer	\$57.68
Backwater valve	\$28.84
Catch basin or area drain	\$28.84
Clothes washer	\$28.84
Dishwasher	\$28.84
Drinking fountain	\$28.84
Ejectors/sump pump	\$28.84
Expansion tank	\$28.84

Fixture cap	\$28.84
Floor drain/floor sink/hub drain	\$28.84
Garbage disposal	\$28.84
Hose bib	\$28.84
Ice maker	\$28.84
Primer	\$28.84
Sink/basin/lavatory	\$28.84
Stormwater retention/detention	\$96.82
Swimming pool piping	\$63.86
Trench Drain	\$28.84
Tub/shower/shower pan	\$28.84
Urinal	\$28.84
Water closet	\$30.84
Water heater	\$57.68
Other – plumbing	\$28.84
Alternate potable water heating	\$66.95
Interceptor/grease trap	\$28.84
Manholes	\$28.84
Roof drain (commercial)	\$57.68
Medical Gas and Process Piping Permit Fees – Commercial Plumbing	
Valuation	Fee
\$1.00 - \$5,000	\$109.18
\$5,001 - \$10,000	\$109.18 For the first \$5,000 plus \$3.30 For each \$100 or fraction thereof.
\$10,001 - \$100,000	\$274.18 For the first \$10,000 plus \$11.32 For each additional \$1,000 or fraction thereof.
\$100,001 and above	\$1,292.98 For the first \$100,000 plus \$8.01 For each additional \$1,000 or fraction thereof.
Residential Fire Suppression – Multipurpose/Continuous Loop System 13D, fee includes plan review	
[See Structural Fee section for Standalone System 13R]	
Square Footage of Area to be Covered	Fee
0 – 2000 sq ft	\$257.50
2001 – 3600 sq ft	\$309.00
3601 - 7200 sq ft	\$360.50
7201 sq ft and greater	\$412.00
Other Plumbing Fees	
Plumbing Plan Review (when applicable) – commercial	35% of commercial plumbing permit fee

Plumbing Plan Review (when applicable) – residential	35% of residential plumbing permit fee
Additional Plan Review (when applicable) – 30 minutes minimum	\$109.18
Reinspection – per each	\$109.18
Each additional inspection, above allowable – per each	\$109.18
Inspections for which no fee is specifically indicated (as required) per hour. Minimum 1 hour.	\$109.18
Inspection outside of normal business hours per hour. Minimum 2 hours	\$109.18
Investigation fee - Plumbing	See Structural – Investigation Fees
Plumbing Minimum Permit Fee – commercial	\$218.36
Plumbing Minimum Permit Fee – residential	\$109.18
MISCELLANEOUS PERMIT FEES	
Permit Reinstatement fee – expired permits not yet 12 months past their expiration date, as eligible, subject to State Surcharge	\$500.00 or ½ the cost of a new permit, whichever is greater.
Permit Reinstatement fee - Expired permits over one year past their expiration	New application with current valuation fees
Permit Reinstatement fee - Expired permits lacking only the final inspection	\$109.18
Permit Extension fee – to extend expiration on active permit; not subject to State Surcharge. 1st Request	\$218.36
2nd Request	\$436.72
Copy fees	8 ½ x 11 B&W \$0.25 each
	Color \$0.50 each
	11 x 17 B&W \$0.75 each
Returned Check fee (NSF)	\$50.00
Seismic Surcharge – Structural/Mechanical – review required on all essential structures	1% of building permit fee
Refund processing fee – not subject to State Surcharge	\$50.00

Expedited Plan Review fee – Structural, in addition to standard plan review fees – plan review services outside of normal timeframes established, must be pre-approved, subject to availability/resources	\$109.18 per hour with a minimum of 50% of standard plan review fee.
Temporary Occupancy, Residential (30-day max)	\$500.00
Temporary Occupancy, Commercial (30-day max)	\$1,000.00
Change of Use or Change of Occupancy permit fee, when no structural work is proposed	\$1,000.00
Technology Fee	5% of permit fee



City of Manzanita

COUNCIL RESOLUTION No. 25-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANZANITA, OREGON AMENDING RESOLUTION 25-06 TO INCLUDE WATER RATES FOR THE 3-INCH WATER METER

WHEREAS, the City Council adopted a Master Fee Schedule by Resolution No. 25-06 establishing rates and fees for City services, including water base rates by meter size; and; and

WHEREAS, the City's 2023 Water Rate Study, prepared by the Oregon Association of Water Utilities, analyzed rates for all standard meter sizes using a consistent cost-of-service and AWWA meter equivalency methodology; and; and

WHEREAS, a 3-inch water meter has now been installed, and while included in the rate-study analysis, it was not listed in the adopted Master Fee Schedule; and

WHEREAS, the proposed 3-inch meter rates are consistent with the adopted methodology and inflation adjustment applied to all other water rates.

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

- 1.The Master Fee Schedule adopted by Resolution No. 23-19 is hereby amended to add the following water base rates:

Meter Size	Customer Class	Monthly Base Rate
3-inch	Residential	\$555.21
3-inch	Commercial	\$655.97
3-inch	Outside City	\$786.90

- 2.These rates shall take effect on **November 1, 2025**, and shall apply to all accounts served by a 3-inch meter.
- 3.All other provisions of the Master Fee Schedule remain in full force and effect.

Introduced and adopted by the City Council on _____.

This resolution is effective on _____.

Kathryn Stock, Mayor

ATTEST:

Leila Aman, City Manager/ City
Recorder