



# City of Rockaway Beach Workshop City Council Meeting Agenda

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**Date:** Wednesday, December 10, 2025

**Time:** 4:30 PM

**Location:** Rockaway Beach City Hall, 276 Hwy 101 - 2nd Floor Conference Room

View meeting later here: [corb.us/city-council](https://www.corb.us/city-council)

**Join here to attend remotely:**

<https://us06web.zoom.us/j/81047868906?pwd=jOLRSLY2bvYmKepa1OJqW4uyLrpUmx.1>

Meeting ID: 810 4786 8906

Passcode: 928878

Dial by your location

253 215 8782 US (Tacoma)

***What is a City Council Workshop?** Workshops are intended to allow for preliminary discussions by the City Council and staff. Workshops are held to present information to the Council so that the Council is prepared for upcoming regular meetings. Workshops are subject to Oregon's public meeting law and must be noticed accordingly. No final City Council decisions are made during workshops. The public is encouraged to attend workshops but may not participate unless expressly asked.*

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

## 1. CALL TO ORDER

## 2. ROLL CALL

Mayor: Charles McNeilly

Councilors: Penny Cheek, Kiley Konruff, Tom Martine, Mary McGinnis, Pat Ryan

## 3. COUNCIL BRIEFING/DISCUSSION

- a. Utility Assistance Program - Marni Johnston, Finance Director and Koren Karlovic, CARE (4:31 p.m.)
- b. Option Agreement for Jetty Creek Watershed - Mary Mertz, Public Works Director (4:40 p.m.)
- c. Review of Sewer and Water Code Updates Related to Billing (5:05 p.m.)
- d. Review of OLCC Renewals (5:10 p.m.)
- e. Review of Wayside Use Applications (5:15 p.m.)
- f. Other Regular Session Agenda Items Review (5:35 p.m.)

## 4. ADJOURNMENT (5:40 p.m.)

Rockaway Beach City Hall is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to the City Recorder Melissa Thompson at [cityrecorder@corb.us](mailto:cityrecorder@corb.us) or 503-374-1752.

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## Rockaway Beach City Council Workshop

### STAFF REPORT

#### UTILITY ASSISTANCE PROGRAM

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**Agenda Date:** December 10, 2025

**Prepared by:** Marni Johnston  
Finance Director

### BACKGROUND

The City is exploring the possibility of partnering with CARE Inc. to form a program to assist limited-income individuals, families and seniors in crisis situations who need help paying their water/sewer bills.

### SUMMARY

WHEN: The City is planning to roll out its first sewer increase in the last decade, on the first billing after February 1<sup>st</sup>. CARE Inc. is able to offer their services to roll out a new utility assistance program as by approximately March or April at the earliest. If City Council is willing to enter into an MOU with CARE Inc., the City will put a budget adjustment in front of city council in the new year.

SCREENING: CARE Inc. will assistance to write screening criteria. CARE Inc. will use their discretion when screening based on criteria such as income, sudden illness, death in the immediate family, etc.

IDEAL PROCESS: The City will provide CARE Inc. with \$15,000 initially. Applications would be available at CARE Inc., and on the City's website corb.us. Upon approval, CARE Inc. would contact the City's utility department and let them know that an application has been approved, and that funds are enroute.

ADMINISTRATIVE FEES: CARE Inc. will recover the cost of their administrative time by imposing a modest fee for each application which they process. This fee has not yet been determined.

FORMS and MOU: The City will work with CARE Inc. to develop an application form and MOU template.

ESTIMATE NO. SERVED: Assistance amounts vary due to billing type, however, at minimum a \$15,000 initial funding will assist at least 45 billings before funds are depleted.

FUNDING: The goal would be for the City to replenish this program annually, with each new budget cycle.



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## PROGRAM OUTLINE

- Limit assistance to 2x per calendar year per account.
- Program is only open to households which the City of Rockaway Beach provides water/sewer service to.
- Owners of multiple homes are limited to a total of 2 applications per year (same as everyone else), and are limited to applying for only one address/account per year despite owning multiple homes or units.
- Limit assistance per billing cycle to: Inside city limits \$155 (max \$310 per year) - In City Water Only \$78 (max \$156 per year) - Outside city limits Water Only \$75 (max \$150 per year). The City has the ability to note what type of account each customer has directly on the shut-off notice so CARE Inc. will be able to see clearly the account type.
- Account does need to have a shut-off notice.

**RESOLUTION NO. 2025-53**

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT TO ACQUIRE AN OPTION TO PURCHASE REAL PROPERTY IN THE LOWER JETTY CREEK WATERSHED**

**WHEREAS**, the City of Rockaway Beach and L & C Tree Farms, LLC, acting through its Manager, Nuveen Natural Capital LLC, previously approved a Letter of Intent to negotiate an Option Agreement for the City's acquisition of the lower Jetty Creek Watershed; and

**WHEREAS**, the parties wish to enter into an Option Agreement, pending review and approval from the Oregon Watershed Enhancement Board (OWEB), which has granted funding for the acquisition; and

**WHEREAS**, the parties are in negotiation of the details of the Option Agreement, the current working draft of which is described in the memo attached as Exhibit A which would provide the City a right to purchase the property identified in the map attached as Exhibit B.

**NOW, THEREFORE, THE CITY OF ROCKAWAY BEACH RESOLVES AS FOLLOWS:**

**Section 1.** The City of Rockaway Beach City Council hereby authorizes the City Manager to sign and to carry out all necessary actions to execute an Option Agreement in substantially the form described in Exhibit A, with such revisions as the City Manager and counsel negotiate.

**Section 2:** The City of Rockaway Beach City Council further authorizes the City Manager to an execute an Amendment to the Letter of Intent with Nuveen Natural Capital LLC extending the Letter of Intent deadline for Option Agreement execution to January 31, 2026.

**Section 3.** This Resolution shall be effective immediately upon adoption.

**APPROVED AND ADOPTED BY THE CITY COUNCIL THE 10<sup>TH</sup> DAY OF DECEMBER 2025.**

APPROVED

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Charles McNeilly, Mayor

ATTEST

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Melissa Thompson, City Recorder



**TO:** Rockaway Beach City Council

**FROM:** Daniel Wear, Sustainable Northwest

**SUBJECT MEMO:** Option Agreement Overview - the City of Rockaway Beach and Nuveen Natural Capital

**DATE:** December 3, 2025

### **Discussion / Analysis**

The City of Rockaway Beach (the City)'s primary water supply comes from Jetty Creek (the Watershed), a stream which originates within a 1,300-acre forested watershed located three miles north of the City. Since 2023, the City has been working closely with the landowner of the lower 595-acres of the Watershed, Nuveen Natural Capital (and their land manager, Lewis and Clark Tree Farms) and continues to move towards an acquisition of an identified 800-acre parcel of forestland containing 595-acres of the Watershed.

In June of 2024, the City signed a Letter of Intent with Nuveen. This Letter of Intent identified the overarching goal of the City to acquire the identified 800-acres of forestland containing the watershed. Within the document, two main priorities were identified. The first was the creation of an Option Agreement, required by December 31, 2025. The second was Nuveen's commitment to hold the property from additional management or sale through December 31, 2026. This Letter of Intent has allowed the City to effectively fundraise public and private funding for this effort. Since its signing, the City has secured \$1.25 Million in funding to directly support the property's acquisition<sup>1</sup>, is in the process of receiving a low interest and potentially forgivable loan<sup>2</sup>, and received additional funding of approximately \$250,000 to secure a timber valuation, property appraisal, and legal support for this acquisition effort, along with the development of a forest stewardship plan.<sup>3</sup>

### **Option Agreement Status**

The current priority for the City is to execute an Option Agreement before the end of December 2025. This agreement will establish a clear pathway to a property acquisition by December 31, 2026. The Option Agreement will outline multiple targets and contingencies to ensure the City can effectively proceed to enter into a binding purchase agreement. Additionally, this Option Agreement will establish protections to both the City and Nuveen as it relates to the condition of the property, purchase price negotiation, funding and budget contingencies to ensure all parties are comfortable proceeding to an acquisition by the December 31, 2026 deadline identified in the Letter of Intent.

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<sup>1</sup> Funding was awarded through the Oregon Watershed Enhancement Board's Drinking Water Source Protection Grant Program, all agreement must be reviewed and approved by OWEB.

<sup>2</sup> The City is awaiting final terms of a Clean Water State Revolving Fund Loan through the Oregon Department of Environmental Quality. This loan has the potential of being 50% forgivable up to \$2 million dollars.

<sup>3</sup> Funding provided through the Oregon Health Authority's Drinking Water Source Protection Program.



the City is currently contracting with Stephen F. Cook, an Attorney (our Attorney) who has expertise in land acquisitions in Oregon and Washington, to develop and help negotiate an option agreement in line with the City's needs. Our attorney is working closely with City Staff and Contractors, as well as Oregon Watershed Enhancement Board (OWEB) Staff and Contractors, to negotiate an option agreement that the City can sign prior to the end of 2025.<sup>4</sup> To date, our Attorney has developed a draft Option Agreement in line with OWEB standards and shared it with Nuveen. We then received back from Nuveen's attorney Nuveen's proposed revisions to the draft the City's attorney prepared. the City staff and its attorney are working with Nuveen to revise and refine the agreement with the goal of arriving at a final version that works for both parties.

The Option Agreement is a complex document that will contain upwards of fifteen focus areas. Many of these sections are standard across property sales, however in this Option Agreement, there are a few priorities it is important for City Council to be aware of.

### **The Main Items Option Agreement Will Contain:**

- **Term & Ability to Extend:** Once signed the Option Agreement will confirm that, through December 31, 2026, the City will have the right (but no obligation) to purchase the property. Upon executing this option agreement, the City will pay \$1,000, known as an "Option Money Payment"; this is standard practice when signing an Option Agreement.
  - If a sale is not possible within the initial term, Optionee (the City) may request an extension of six months. This extension must be mutually agreed upon and if extended, the City must pay an additional \$5,000, known as an "Extension Payment".<sup>5</sup>
- **Ability to Exercise Option Agreement:** Sixty Days prior to the City's preferred Close Date, the City will confirm with Nuveen that the City is proceeding with the purchase of the property for an agreed upon Purchase Price. If no agreement on price is reached by this date, or if the City decides against proceeding with the purchase, the Option Agreement will expire with no additional commitment by Nuveen nor the City regarding the identified property.
- **Conditions Prior to Exercising Option and Closing:** The agreement will commit the City, as the optionee, to perform due diligence on the property to ensure the property conditions are in line with its expectations. Examples of these items include an Environmental Site Assessment to accept all conditions on property as is, an approved Property Appraisal, a current Title Report,<sup>6</sup> and all other requirements to ensure the City's comfort in acquiring the property. If any of those conditions are not met, the City can choose not to proceed with the purchase.

<sup>4</sup> The signed Letter of Intent identified the end of 2025 as the preferred deadline for an co-signed upon Option Agreement between the City and Nuveen.

<sup>5</sup> All option money payments will go towards the acquisition as it proceeds, or be repaid to the City if the acquisition fails to move forward.

<sup>6</sup> Items such as a Property Appraisal, Title Reports, and Environmental Site Assessment are requirements in the awarded Oregon Watershed Enhancement Board Funding and has been budgeted and planned for in the acquisition process.



- **Closing Process and Closing Costs:** The agreement will outline the escrow and financial closing process; this will include a closing window – which would be directly tied to the timing of the Exercised Option Agreement. This will also identify which of the City or Nuveen pays specific closing costs.

### **What the Option Agreement will not contain:**

1. **Final Purchase Price:** The Option Agreement will not contain a final purchase price. Rather, the agreement will identify that the purchase price will be identified in the coming quarter, prior to the Date of the City's required Exercised Option Agreement.
2. **Official Commitment to Acquire the 800-Acre Lower Jetty Creek Parcel:** Securing the Option Agreement does not commit the City to acquiring the property, or to making any irrecoverable payments within this process.

The Option Agreement will not commit the City to the official purchase of the property, nor will it commit the City to pay a certain price for the identified 800-acre parcel. However, the Option Agreement will act as a mechanism to formalize the City's interest in acquisition and will identify the formal process to take place when the City is able to formally commit to acquiring the property. The Option Agreement will, instead, provide the City a right to purchase the property, if it exercises the option, and if the property and other conditions are satisfactory.

While the Option Agreement is still in negotiation, the City staff and the City's attorney believe it is likely that the City and Nuveen can complete negotiation of the Option Agreement, arriving at a version satisfactory to the City, before the end of December.

### **Requested Actions:**

- (1) Given the timeline for signing an Option Agreement, identified in the Letter of Intent as no later than December 31, 2025, and the significant progress that has been made to date towards the acquisition of the Lower Jetty Creek Watershed, City Council should consider at its December 10 meeting granting the City Manager authority to sign the Option Agreement once the City Manager, the City's Contract Attorney, City Staff, and Contractors agree that negotiations have produced a version of the Option Agreement acceptable to the City.
- (2) To ensure the City does not miss the deadline to enter an Option Agreement if the parties do not finalize the Option Agreement before the end of December, it would also be advantageous for the City Council to grant the City Manager authority to sign any amendments to the current Letter of Intent to extend the deadline for entering into an Option Agreement into early 2026. That would ensure adequate time is given to City Staff and Contractors to develop an Option Agreement which all parties are comfortable with.



*D wear*

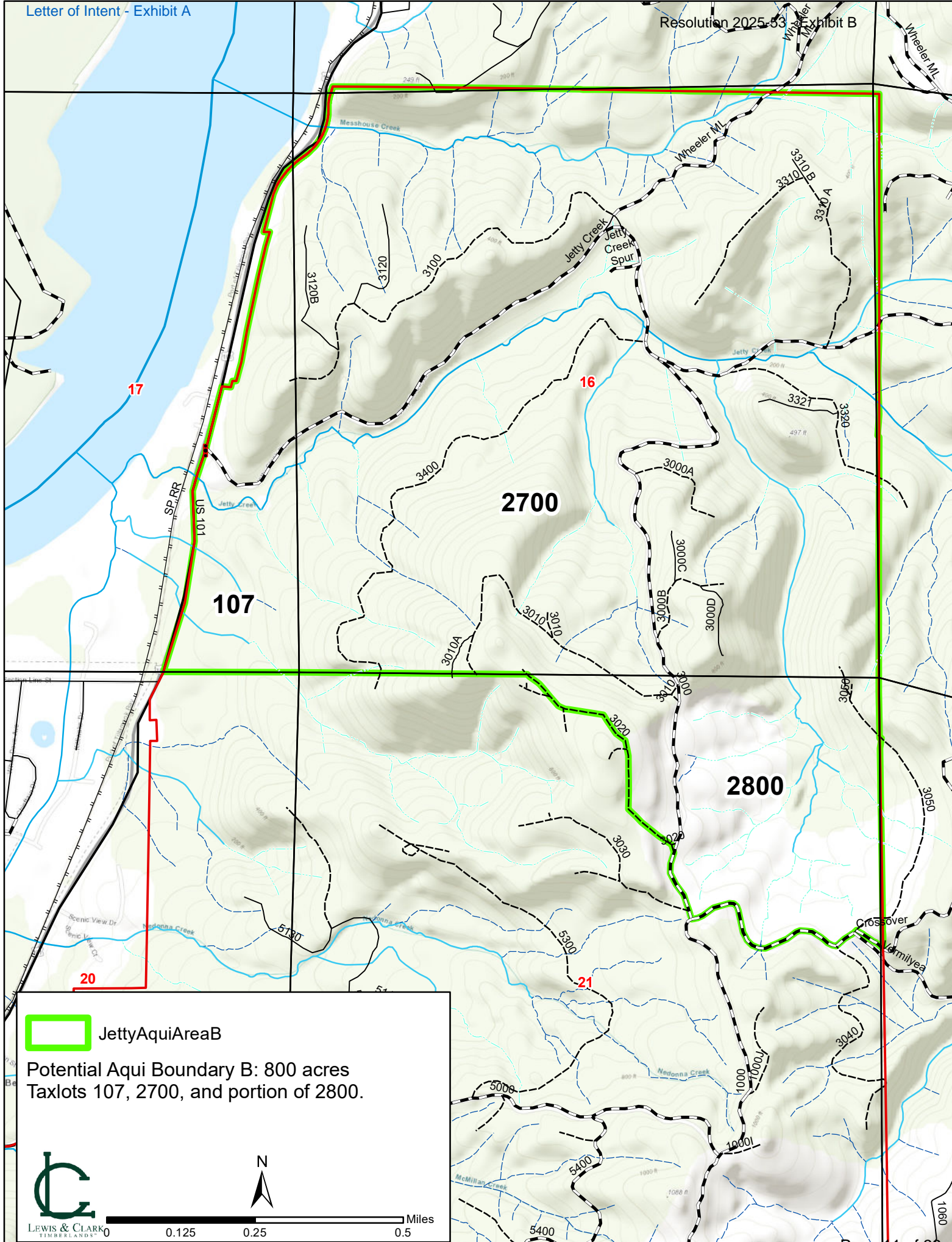
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Daniel Wear, Senior Forest Program Manager, Sustainable Northwest

CC: Luke Shepard, City Manager

Mary Mertz, Public Works Director

Stephen Cook, Attorney



 JettyAquiAreaB

Potential AQUI Boundary B: 800 acres  
 Taxlots 107, 2700, and portion of 2800.



Miles  
 0.125 0.25 0.5

CHAPTER 52: SEWERS

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§ 52.06 MAKING SANITARY SEWER CONNECTIONS.

...

(A) No unauthorized person shall uncover, make any connections with or opening into, use, alter or disturb any public sewer or appurtenance thereof without first making written application ~~with the City Recorder~~ and receiving approval from the city;

...

§ 52.09 COLLECTION OF FEES; CHARGES.

The city may use the means for collecting of sewer charges or fees, as are provided by the laws of the State of Oregon and/or are authorized by the charter and ordinances of the city. All sewer charges shall be made, enforced and collected ~~by the Council acting through the City Recorder~~ as follows:

(A) The ~~City Recorder is hereby directed to~~ city shall collect the sewage rates and charges from each user of the sewage facilities or of water from the City Public Works Department. All charges shall be shown on the regular water bill. The Public Works Department of the city may enforce the collection of rates and charges for the use of sewage facilities by withholding delivery of water to any premises.

(B) Where a leak exists underground between the meter and the building and the same is repaired within 10 days after the consumer of the premises has been notified in writing of the leakage, the ~~City Public Works Department~~ city may allow an adjustment of up to 50% of the estimated excess consumption provided that the consumer notified the ~~City Public Works Department~~ city of the repair and the City Public Works Department has confirmed that the repair has been satisfactorily completed.

(C) When the user is the property owner, any delinquencies in payment thereof may be certified to the assessor for Tillamook County, Oregon, in accordance with the Oregon Revised Statutes. In addition, if the fee or charge is not paid to the city by the ~~tenth~~ seventeenth of the month following billing, the fee shall be deemed to be delinquent. If the charges are not paid by the thirtieth day of the month following billing, the fee or charge may become a lien in favor of the city against the property served if the property is owned by the user. The ~~City Recorder~~ city shall make a record of the lien in favor of the city in the city lien docket or book. If the user is not the property owner of the serviced property, then the city may proceed by any action by law or statute to recover the fees and charges. Any overdue sewer charge or fee further may be collected, at the option of the city and/or by an action at law in the name of the city.

§ 52.10 HANDLING OF FUNDS.

...

(C) ~~All collections of sewer user charges, connection fees and all other fees associated with the sewer, shall be made by the City Recorder.~~ Sewer user charges shall be set by the Council by resolution and shall be payable as provided in ~~§ 52.07~~this chapter.

(D) Rates and charges for sewage facilities shall be delinquent if not paid by the ~~tenth~~ seventeenth day of the month following the billing.

...

CHAPTER 53: WATER

...

§ 53.11 BILLING.

...

(C) Metered rates are payable on or before the ~~tenth-seventeenth~~ day of the month following billing. Meters will be read on or about the ~~eleventh-sixteenth~~ day of the month and consumers of city water shall be billed on or about the twenty-fifth day every other month for water used during the preceding 2 months.

(D) All charges shall be deemed delinquent if not paid by the ~~tenth-seventeenth~~ day of the month following billing.

...



## City of Rockaway Beach, Oregon

276 S. Highway 101, PO Box 5

Rockaway Beach, OR 97136

503.374.1752

### STAFF REPORT

**Date:** December 3, 2025  
**To:** City Council  
**From:** Luke Shepard, City Manager  
**Subject:** Review of OLCC Annual License Renewals

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### ISSUE STATEMENT

The City Council may consider whether they wish to recommend that OLCC deny or restrict any annual liquor license renewals.

### BACKGROUND

The Oregon Liquor and Cannabis Commission (OLCC) provides the City with a list of upcoming license renewals and gives local governments 60 days to recommend approval or denial. License applicants complete their application with OLCC online. Applicants must pay the City's \$25 renewal fee.

### CITY MANAGER'S COMMENT

Staff does not have any reports of problems relating to current licenses that OLCC can consider to refuse or restrict a license. Staff recommends the City Council review the licenses scheduled for renewals and approve them under the Regular Meeting Consent Agenda.

### COUNCIL OPTIONS

The Council may:

- **Recommend Approval** (by doing nothing). If the City does not submit a recommendation by January 13<sup>th</sup>, the OLCC will process the renewal application as a favorable recommendation.
- **Recommend Denial**
  1. File an unfavorable recommendation, stating the grounds for the unfavorable (must meet denial criteria on attached PDF); **OR**
  2. Make a written request for additional time to complete an investigation. The request must state:
    - A) You are considering making an unfavorable recommendation;
    - B) The specific grounds being considered.

The grounds must be one referenced in Oregon Administrative Rule 845-005-0308(3). If your request is granted you will be given a 45-day extension to file your unfavorable recommendation. Unfavorable means recommending denial of a license or requesting restrictions be placed on a license.

- Provide other or no direction, as desired.

#### **ATTACHMENTS**

- OLCC Licenses Renewals for March 31, 2026
- OLCC License Denial Criteria

#### **FOR MORE INFORMATION**

Staff Contact: Luke Shepard, City Manager

Telephone: (503) 374-1752

Staff E-Mail: [citymanager@corb.us](mailto:citymanager@corb.us)

## OLCC License Renewals March 2026

Trade Name	Licensee Name	License Type	Expiration Date	Physical Address
BEACH BITE RESTAURANT AND DOS ROCAS MEXICAN RESTAURANT	SEÑOR LATINO LLC	FULL ON-PREMISES SALES - COMMERCIAL	03/31/2026	176 S HIGHWAY 101 ROCKAWAY OR 97136-
CENTER MARKET #27	SIMRON INC	OFF-PREMISES SALES	03/31/2026	140 HIGHWAY 101 N ROCKAWAY BEACH OR 97136-
CENTER MARKET #34	NIRANKAR, INC.	OFF-PREMISES SALES	03/31/2026	208 S ANCHOR ST ROCKAWAY BEACH OR 97136-9783
DOLLAR GENERAL STORE #18455	DG RETAIL LLC	OFF-PREMISES SALES	03/31/2026	412 HIGHWAY 101 N ROCKAWAY BEACH OR 97136-
EL TRIO LOCO III	TRIO BAUTISTA LLC	FULL ON-PREMISES SALES - COMMERCIAL	03/31/2026	122 HIGHWAY 101 N ROCKAWAY BEACH OR 97136-
GREEN COAST MARKET	GREEN COAST MARKET LLC	OFF-PREMISES SALES	03/31/2026	119 S MILLER ST ROCKAWAY BEACH OR 97136
JOE'S SNACKS AND BEER	HISTORICAL ROCKAWAY SNACK SHACK LLC	LIMITED ON-PREMISES SALES	03/31/2026	101 S MILLER ST ROCKAWAY BEACH OR 97136-
LAKESIDE HIDEAWAY	AWESOME INDOOR PLAYGROUND SALEM, LLC	FULL ON-PREMISES SALES - COMMERCIAL	03/31/2026	670 HIGHWAY 101 N ROCKAWAY OR 97136-9582
PELICAN TAP ROOM ROCKAWAY BEACH	PELICAN BREWING COMPANY	FULL ON-PREMISES SALES - COMMERCIAL	03/31/2026	165 S MILLER ST ROCKAWAY BEACH OR 97136
RICK'S ROADHOUSE	RICK'S ROAD HOUSE INC	FULL ON-PREMISES SALES - COMMERCIAL	03/31/2026	184 S HIGHWAY 101 ROCKAWAY BEACH OR 97136-
ROCK BOX	CART LLC	LIMITED ON-PREMISES SALES	03/31/2026	530 HIGHWAY 101 N ROCKAWAY BEACH OR 97136-9668
SAND DOLLAR RESTAURANT & LOUNGE	SAND DOLLAR LLC	FULL ON-PREMISES SALES - COMMERCIAL	03/31/2026	210 N 1ST AVE ROCKAWAY BEACH OR 97136-
SPIRITS OF THE WEST	ORWESTSPIRITS LLC	DISTILLERY	03/31/2026	212 N HIGHWAY 101 UNIT C ROCKAWAY OR 97136
TIE BREAKER	TIE BREAKER LLC	FULL ON-PREMISES SALES - COMMERCIAL	03/31/2026	194 HIGHWAY 101 S ROCKAWAY BEACH OR 97136-

**REASONS WE MAY DENY OR RESTRICT A LICENSE**  
**ORS 471.313(4)(5), OAR 845-005-0320, 845-005-0321, 845-005-0322**  
**845-005-0325, 845-005-0326(4)(5) or 845-005-0355**

The following is a list of problems relating to the **APPLICANT** or **BUSINESS** that OLCC **can** consider to refuse or restrict a license:

1. Applicant has a habit of using alcohol or drugs to excess
2. Applicant makes a false statement to OLCC (must be related to a refusal basis)
3. Applicant has been convicted of local, state or federal laws that are substantially related to the fitness of holding a liquor license
4. Applicant has demonstrated poor moral character
5. Applicant has a poor record of compliance when previously licensed by OLCC
6. Applicant is not the legitimate owner of the business
7. The business has a history of serious and persistent problems at this location.

The problems can include:

- Obtrusive or excessive noise, music or sound vibrations
- Public drunkenness
- Fights or altercations
- Harassment
- Unlawful drug sales
- Alcohol or related litter

OLCC is **not** able to consider the following issues when deciding to renew a liquor license:

- Lack of parking
- Increase in traffic
- Too many licenses in a specific area (saturation)
- Entertainment type - nude dancing, gambling, live bands, etc.
- Increased noise
- Zoning issues

Visit [www.oregon.gov/olcc/](http://www.oregon.gov/olcc/) to see the full text of ORS and OAR referenced above. In order for an unfavorable recommendation from a local government to be valid, the grounds must be found in the license refusal bases of ORS 471.313(4), 471.313(5), OAR 845-005-0320, 845-005-0321, 845-005-0322, 845-005-0325 or 845-005-0326(4)(5) or the license restriction bases of OAR 845-005-0355, and must be supported by reliable factual information.



# City of Rockaway Beach, Oregon

276 S. Highway 101, PO Box 5  
Rockaway Beach, Oregon 97136  
(503) 374-1752 FAX (503) 355-8221  
[www.corb.us](http://www.corb.us) \* [cityhall@corb.us](mailto:cityhall@corb.us)

## **APPLICATION USE PERMIT FOR CITY WAYSIDE or ANCHOR STREET PARK**

Submit Completed Application in person or via email [cityhall@corb.us](mailto:cityhall@corb.us)

Choose One:  City Wayside

Anchor Street Park – Event Area Only

Portable Restrooms will be provided at event

Dumpster will be provided at event

Organization Name: Rockaway Beach Chamber of Commerce & Community Education

Contact Person: Kristine Hayes

Address: [REDACTED] State: Oregon Zip: 97136

Phone #: [REDACTED] Email: [REDACTED]

Deposit Paid: \$300 Date: \_\_\_\_\_

Name of Event: 49th Annual Arts & Crafts Fair

Date(s) of Event: July 31st - Aug 2nd, 2026 Times of Event: 9 AM - 7 PM

Estimated # of People Attending: 2,500 Number of Vendors: 15-25

Contact Person(s): Kristine Hayes or Robert Beal

Contact Phone Number(s): [REDACTED]

Contact Email: info@rockawaybeach.net

If traffic control is needed, please explain: Not needed at this time

**Incomplete applications will not be forwarded to City Council for approval.**

### USE REGULATIONS:

1. \$2,000,000 General Liability Insurance listing the City of Rockaway Beach as an additional insured is required. Insurance should be per occurrence and should not be an aggregate.
2. \$300.00 cleaning deposit will be paid at time of application. Deposit will be retained if the site is not cleaned adequately, and if there is damage to City property, including barricades, restrooms, benches, tables, play equipment, etc.
3. Hours of availability are between 7:00 AM and 10:00 PM.
4. Property must be clean and cleared of all trash, papers, cans, bottles, etc. This includes the perimeter area.

5. Property to be barricaded by applicant. Arrangements for barricades to be made with Public Works by applicant. Public Works: 503-374-0586.
6. Any property damage during event is the responsibility of the applicant.
7. No stakes, nails or any pavement or fixture penetrating device will be used to tie down canopies, tents, etc.
8. Any markings denoting spaces shall be done in street chalk.
9. Application must be submitted 45 days prior to the event.
10. Must attach a drawing denoting area of Wayside or Anchor St. Park which will be used and manner of use.
11. Contact Tillamook County Dispatch for after-hours concerns: 503-815-1911.
12. Anchor Street Park Only: Applicant to ensure restrooms, playground and parking outside of event space remains open and accessible by the general public.
13. Deposit to be returned only after post event inspection and authorization from Public Works Department.

**APPLICANT:** I have read and understand my, or my organization, responsibility regarding these City facilities, and will adhere to the rules set forth.

*Kristine Hayes*  
 \_\_\_\_\_  
 Signature of Applicant

10/28/2025  
 \_\_\_\_\_

Date

**FOR OFFICE USE ONLY**

**Pre-Event**

Date Received: 10-29-2025 Received by: LARK REIFENSTALG

**DEPOSIT**  
 Amount Paid: \$ 300 Date Paid: 11-3-2025 Cash/Check # 40629

Insurance     Drawing/Map     Pre-Event Inspection     Deposit Collected     Dumpster Required     Portable Restroom Required

**Post-Event**

Date approved by City Council \_\_\_\_\_

Disposition of Deposit: \_\_\_\_\_

Deposit Returned Date: \_\_\_\_\_

Amount Retained: \_\_\_\_\_ (Work order and invoice attached)

Post-Event Inspection: Authorized to return deposit     Yes     No    PW Signature: \_\_\_\_\_





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
10/24/2025

**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 rights to the certificate holder in lieu of such endorsement(s).**

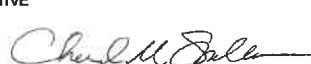
<b>PRODUCER</b> Hudson Insurance and Investment Services 612 PACIFIC AVE. PO BOX 670 TILLAMOOK OR 97141	<b>CONTACT NAME:</b> Cheryl Spellman <b>PHONE (A/C, No, Ext):</b> (503) 842-8213 <b>E-MAIL ADDRESS:</b> cspellman@hudson-tillamook.com	<b>FAX (A/C, No):</b> (503) 842-4932
	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> United States Liability Insurance Co <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	
<b>INSURED</b> Rockaway Beach Chamber of Commerce Po Box 198 Rockaway Beach OR 97136		

**COVERAGES**                      **CERTIFICATE NUMBER:** CL25102406360                      **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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			NBP1565751C	10/26/2025	10/26/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			XL1633207C	10/26/2025	10/26/2026	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$ PER STATUTE    OTH-ER
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N/A				E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
Certificate Holder, its officers, agents and employees are Additional Insureds per the form issued by the carrier.

<b>CERTIFICATE HOLDER</b> City of Rockaway Beach PO Box 5 Rockaway Beach OR 97136	<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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# Event Application Staff Review

Organization Name: ROCKAWAY BEACH CHAMBER OF COMMERCE

Event: 49<sup>TH</sup> ANNUAL ARTS & CRAFTS FAIR

Date(s): 7/31 - 8/2/2026

Drawing/Map clearly denoting event set-up including: portable restrooms, dumpsters, barricades, vendors, etc.

Comment/Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated # of People Attending: 2500

Dumpster Required  YES  NO  
Recommended size/capacity: (1) - 1 yard.

Restrooms Required  YES  NO  
Recommended quantity: 2

Other Comments/Conditions: \_\_\_\_\_  
\_\_\_\_\_

*All applications contingent on City Council approval.*

Application Reviewed by: LARK REIFENSTAHL  
Name

10-29-2025  
Date

Dan Emerson  
Name

11/3/25  
Date



# City of Rockaway Beach, Oregon

276 S. Highway 101, PO Box 5  
Rockaway Beach, Oregon 97136  
(503) 374-1752 FAX (503) 355-8221  
[www.corb.us](http://www.corb.us) \* [cityhall@corb.us](mailto:cityhall@corb.us)

## **APPLICATION USE PERMIT FOR CITY WAYSIDE or ANCHOR STREET PARK**

Submit Completed Application in person or via email [cityhall@corb.us](mailto:cityhall@corb.us)

Choose One:  City Wayside

Anchor Street Park – Event Area Only

Portable Restrooms will be provided at event       Dumpster will be provided at event

Organization Name: Rockaway Beach Chamber of Commerce & Community Education

Contact Person: Kristine Hayes

Address: [REDACTED] Rockaway Beach, OR 97136 State: Oregon Zip: 97136

Phone #: [REDACTED] Email: [REDACTED]

Deposit Paid: \$300 Date: \_\_\_\_\_

Name of Event: Independence Day Fundraiser - Merchandise Sales

Date(s) of Event: 07/04/2026 Times of Event: 8 AM - Dusk

Estimated # of People Attending: 1,000-1,500 Number of Vendors: 1

Contact Person(s): Kristine Hayes or Robert Beal

Contact Phone Number(s): [REDACTED]

Contact Email: info@rockawaybeach.net

If traffic control is needed, please explain: Not needed at this time.

**Incomplete applications will not be forwarded to City Council for approval.**

### USE REGULATIONS:

1. \$2,000,000 General Liability Insurance listing the City of Rockaway Beach as an additional insured is required. Insurance should be per occurrence and should not be an aggregate.
2. \$300.00 cleaning deposit will be paid at time of application. Deposit will be retained if the site is not cleaned adequately, and if there is damage to City property, including barricades, restrooms, benches, tables, play equipment, etc.
3. Hours of availability are between 7:00 AM and 10:00 PM.
4. Property must be clean and cleared of all trash, papers, cans, bottles, etc. This includes the perimeter area.

5. Property to be barricaded by applicant. Arrangements for barricades to be made with Public Works by applicant. Public Works: 503-374-0586.
6. Any property damage during event is the responsibility of the applicant.
7. No stakes, nails or any pavement or fixture penetrating device will be used to tie down canopies, tents, etc.
8. Any markings denoting spaces shall be done in street chalk.
9. Application must be submitted 45 days prior to the event.
10. Must attach a drawing denoting area of Wayside or Anchor St. Park which will be used and manner of use.
11. Contact Tillamook County Dispatch for after-hours concerns: 503-815-1911.
12. Anchor Street Park Only: Applicant to ensure restrooms, playground and parking outside of event space remains open and accessible by the general public.
13. Deposit to be returned only after post event inspection and authorization from Public Works Department.

**APPLICANT:** I have read and understand my, or my organization, responsibility regarding these City facilities, and will adhere to the rules set forth.

*Kristine Hayes*  
 \_\_\_\_\_  
 Signature of Applicant

10/28/2025  
 \_\_\_\_\_  
 Date

**FOR OFFICE USE ONLY**

**Pre-Event**

Date Received: 10-29-2025 Received by: LARK REIFENSTAHL

**DEPOSIT**  
 Amount Paid: \$ 300 Date Paid: 11-3-2025 Cash/Check # 40628

Insurance     Drawing/Map     Pre-Event Inspection     Deposit Collected     Dumpster Required     Portable Restroom Required

**Post-Event**

Date approved by City Council \_\_\_\_\_

Disposition of Deposit: \_\_\_\_\_

Deposit Returned Date: \_\_\_\_\_

Amount Retained: \_\_\_\_\_ (Work order and invoice attached)

Post-Event Inspection: Authorized to return deposit     Yes     No    PW Signature: \_\_\_\_\_





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/24/2025

**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 rights to the certificate holder in lieu of such endorsement(s).**

<b>PRODUCER</b> Hudson Insurance and Investment Services 612 PACIFIC AVE. PO BOX 670 TILLAMOOK OR 97141	<b>CONTACT NAME:</b> Cheryl Spellman <b>PHONE (A/C, No, Ext):</b> (503) 842-8213 <b>E-MAIL ADDRESS:</b> cspellman@hudson-tillamook.com	<b>FAX (A/C, No):</b> (503) 842-4932	
	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURED</b> Rockaway Beach Chamber of Commerce Po Box 198 Rockaway Beach OR 97136	<b>INSURER A:</b> United States Liability Insurance Co		
	<b>INSURER B:</b>		
	<b>INSURER C:</b>		
	<b>INSURER D:</b>		
	<b>INSURER E:</b>		
	<b>INSURER F:</b>		

**COVERAGES**

CERTIFICATE NUMBER: CL25102406360

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 INSD	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 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		NBP1565751C	10/26/2025	10/26/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			XL1633207C	10/26/2025	10/26/2026	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate Holder, its officers, agents and employees are Additional Insureds per the form issued by the carrier.

**CERTIFICATE HOLDER****CANCELLATION**

City of Rockaway Beach PO Box 5 Rockaway Beach OR 97136	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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# Event Application Staff Review

Organization Name: ROCKAWAY BEACH CHAMBER OF COMMERCE

Event: INDEPENDENCE DAY FUNDRAISER - MERCHANDISE SALES

Date(s): 7/4/2026

Drawing/Map clearly denoting event set-up including: portable restrooms, dumpsters, barricades, vendors, etc.

Comment/Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated # of People Attending: \_\_\_\_\_

Dumpster Required { } YES {X} NO  
Recommended size/capacity: \_\_\_\_\_

Restrooms Required { } YES {X} NO  
Recommended quantity: \_\_\_\_\_

Other Comments/Conditions: Wayside reservation not permitted for July 4<sup>th</sup> as per Resolution 16-646

*All applications contingent on City Council approval.*

Application Reviewed by: LARK REIFENSTAHL  
Name

10/29/2025  
Date

Dan Emerson  
Name

11/3/25  
Date



# City of Rockaway Beach, Oregon

276 S. Highway 101, PO Box 5  
Rockaway Beach, Oregon 97136  
(503) 374-1752 FAX (503) 355-8221  
[www.corb.us](http://www.corb.us) \* [cityhall@corb.us](mailto:cityhall@corb.us)

## **APPLICATION USE PERMIT FOR CITY WAYSIDE or ANCHOR STREET PARK**

Submit Completed Application in person or via email [cityhall@corb.us](mailto:cityhall@corb.us)

Choose One:  City Wayside

Anchor Street Park – Event Area Only

Portable Restrooms will be provided at event       Dumpster will be provided at event

Organization Name: Rockaway Beach Chamber of Commerce & Community Education

Contact Person: Kristine Hayes

Address: [REDACTED] Rockaway Beach, OR 97136 State: Oregon Zip: 97136

Phone # [REDACTED] Email: [REDACTED]

Deposit Paid: \$300 Date: \_\_\_\_\_

Name of Event: 50th Annual Kite Festival

Date(s) of Event: June 18-June 21, 2026 Times of Event: 9 AM - 7 PM

Estimated # of People Attending: 2,500 Number of Vendors: 15-25

Contact Person(s): Kristine Hayes or Robert Beal

Contact Phone Number(s): [REDACTED]

Contact Email: info@rockawaybeach.net

If traffic control is needed, please explain: Not needed at this time.

**Incomplete applications will not be forwarded to City Council for approval.**

### USE REGULATIONS:

1. \$2,000,000 General Liability Insurance listing the City of Rockaway Beach as an additional insured is required. Insurance should be per occurrence and should not be an aggregate.
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6. Any property damage during event is the responsibility of the applicant.
7. No stakes, nails or any pavement or fixture penetrating device will be used to tie down canopies, tents, etc.
8. Any markings denoting spaces shall be done in street chalk.
9. Application must be submitted 45 days prior to the event.
10. Must attach a drawing denoting area of Wayside or Anchor St. Park which will be used and manner of use.
11. Contact Tillamook County Dispatch for after-hours concerns: 503-815-1911.
12. Anchor Street Park Only: Applicant to ensure restrooms, playground and parking outside of event space remains open and accessible by the general public.
13. Deposit to be returned only after post event inspection and authorization from Public Works Department.

**APPLICANT:** I have read and understand my, or my organization, responsibility regarding these City facilities, and will adhere to the rules set forth.

*Kristine Hayes*  
 \_\_\_\_\_  
 Signature of Applicant

10/28/2025  
 \_\_\_\_\_  
 Date

**FOR OFFICE USE ONLY**

**Pre-Event**

Date Received: 10-29-2025 Received by: LARK REIFENSTAHL

**DEPOSIT**  
 Amount Paid: \$300 Date Paid: 11-3-2025 Cash/Check # 40627

Insurance     Drawing/Map     Pre-Event Inspection     Deposit Collected     Dumpster Required     Portable Restroom Required

**Post-Event**

Date approved by City Council \_\_\_\_\_

Disposition of Deposit: \_\_\_\_\_

Deposit Returned Date: \_\_\_\_\_

Amount Retained: \_\_\_\_\_ (Work order and invoice attached)

Post-Event Inspection: Authorized to return deposit     Yes     No    PW Signature: \_\_\_\_\_





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
10/24/2025

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<b>PRODUCER</b> Hudson Insurance and Investment Services 612 PACIFIC AVE. PO BOX 670 TILLAMOOK OR 97141		<b>CONTACT NAME:</b> Cheryl Spellman <b>PHONE (A/C, No, Ext):</b> (503) 842-8213 <b>E-MAIL ADDRESS:</b> cspellman@hudson-tillamook.com <b>FAX (A/C, No):</b> (503) 842-4932	
<b>INSURED</b> Rockaway Beach Chamber of Commerce Po Box 198 Rockaway Beach OR 97136		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> United States Liability Insurance Co <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	

**COVERAGES**      **CERTIFICATE NUMBER:** CL25102406360      **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 INSD	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 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			NBP1565751C	10/26/2025	10/26/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/OP AGG \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			XL1633207C	10/26/2025	10/26/2026	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE    OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
Certificate Holder, its officers, agents and employees are Additional Insureds per the form issued by the carrier.

<b>CERTIFICATE HOLDER</b> City of Rockaway Beach PO Box 5 Rockaway Beach OR 97136	<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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# Event Application Staff Review

Organization Name: ROCKAWAY BEACH CHAMBER OF COMMERCE

Event: 50<sup>TH</sup> ANNUAL KITE FESTIVAL

Date(s): 6/18 - 6/21/2026

Drawing/Map clearly denoting event set-up including: portable restrooms, dumpsters, barricades, vendors, etc.

Comment/Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated # of People Attending: 2,500

Dumpster Required     YES    { } NO  
Recommended size/capacity: (1) - 1 yard

Restrooms Required     YES    { } NO  
Recommended quantity: 2

Other Comments/Conditions: \_\_\_\_\_  
\_\_\_\_\_

*All applications contingent on City Council approval.*

Application Reviewed by: LARK REIFENSTAHL  
Name

10/29/2025  
Date

Dan Emerson  
Name

11/3/25  
Date



# City of Rockaway Beach, Oregon

276 S. Highway 101, PO Box 5  
Rockaway Beach, Oregon 97136  
(503) 374-1752 FAX (503) 355-8221  
[www.corb.us](http://www.corb.us) \* [cityhall@corb.us](mailto:cityhall@corb.us)

## **APPLICATION USE PERMIT FOR CITY WAYSIDE or ANCHOR STREET PARK**

Submit Completed Application in person or via email [cityhall@corb.us](mailto:cityhall@corb.us)

Choose One:  City Wayside

Anchor Street Park – Event Area Only

Portable Restrooms will be provided at event       Dumpster will be provided at event

Organization Name: Rockaway Beach Chamber of Commerce & Community Education

Contact Person: Kristine Hayes

Address: [REDACTED] Rockaway Beach, OR 97136 State: Oregon Zip: 97136

Phone #: [REDACTED] Email: [REDACTED]

Deposit Paid: \$300 Date: \_\_\_\_\_

Name of Event: Thursday Market

Date(s) of Event: See attached. Times of Event: 9 AM - 8 PM

Estimated # of People Attending: 500 Number of Vendors: 10-15

Contact Person(s): Kristine Hayes or Robert Beal

Contact Phone Number(s): [REDACTED]

Contact Email: info@rockawaybeach.net

If traffic control is needed, please explain: No needed at this time.

**Incomplete applications will not be forwarded to City Council for approval.**

### USE REGULATIONS:

1. \$2,000,000 General Liability Insurance listing the City of Rockaway Beach as an additional insured is required. Insurance should be per occurrence and should not be an aggregate.
2. \$300.00 cleaning deposit will be paid at time of application. Deposit will be retained if the site is not cleaned adequately, and if there is damage to City property, including barricades, restrooms, benches, tables, play equipment, etc.
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13. Deposit to be returned only after post event inspection and authorization from Public Works Department.

**APPLICANT:** I have read and understand my, or my organization, responsibility regarding these City facilities, and will adhere to the rules set forth.

*Kristine Hayes*  
 \_\_\_\_\_  
 Signature of Applicant

10/28/2025  
 \_\_\_\_\_  
 Date

**FOR OFFICE USE ONLY**

**Pre-Event**

Date Received: 10-29-2025 Received by: LARK REIFENSTAHL

**DEPOSIT**  
 Amount Paid: \$ 300 Date Paid: 11-3-2025 Cash/Check # 40626

Insurance     Drawing/Map     Pre-Event Inspection     Deposit Collected     Dumpster Required     Portable Restroom Required

**Post-Event**

Date approved by City Council \_\_\_\_\_

Disposition of Deposit: \_\_\_\_\_

Deposit Returned Date: \_\_\_\_\_

Amount Retained: \_\_\_\_\_ (Work order and invoice attached)

Post-Event Inspection: Authorized to return deposit     Yes     No    PW Signature: \_\_\_\_\_



May 7th

Recurring Dates:

June: 4th, 11th, 18th, 25th

July: 2nd, 9th, 16th, 23rd, 30th

August: 6th, 13th, 20th, 27th



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/24/2025

**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 rights to the certificate holder in lieu of such endorsement(s).**

<b>PRODUCER</b> Hudson Insurance and Investment Services 612 PACIFIC AVE. PO BOX 670 TILLAMOOK OR 97141	<b>CONTACT NAME:</b> Cheryl Spellman <b>PHONE (A/C, No, Ext):</b> (503) 842-8213 <b>E-MAIL ADDRESS:</b> cspellman@hudson-tillamook.com	<b>FAX (A/C, No):</b> (503) 842-4932
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Rockaway Beach Chamber of Commerce Po Box 198 Rockaway Beach OR 97136	<b>INSURER A:</b> United States Liability Insurance Co	
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES****CERTIFICATE NUMBER:** CL25102406360**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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		NBP1565751C	10/26/2025	10/26/2026	EACH OCCURRENCE	\$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence)						\$ 100,000	
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$
							GENERAL AGGREGATE	\$
							PRODUCTS - COM/OP AGG	\$
								\$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0			XL1633207C	10/26/2025	10/26/2026	EACH OCCURRENCE	\$ 1,000,000
	CLAIMS-MADE						\$ 1,000,000	
							AGGREGATE	\$
								\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate Holder, its officers, agents and employees are Additional Insureds per the form issued by the carrier.

**CERTIFICATE HOLDER****CANCELLATION**

City of Rockaway Beach PO Box 5 Rockaway Beach OR 97136	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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# Event Application Staff Review

Organization Name: ROCKAWAY BEACH CHAMBER OF COMMERCE

Event: THURSDAY MARKET

Date(s): JUNE 4, 11, 18, 25  
JULY 2, 9, 16, 23, 30 } 2026  
AUG 6, 13, 20, 27

Drawing/Map clearly denoting event set-up including: portable restrooms, dumpsters, barricades, vendors, etc.

Comment/Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated # of People Attending: 500-1,000

Dumpster Required { } YES  NO  
Recommended size/capacity: \_\_\_\_\_

Restrooms Required  YES { } NO  
Recommended quantity: \_\_\_\_\_

Other Comments/Conditions: \_\_\_\_\_  
\_\_\_\_\_

*All applications contingent on City Council approval.*

Application Reviewed by: LARK REIFENSTAHL  
Name

10-29-2025  
Date

Dan Emerson  
Name

11-3-25  
Date