



# City of Rockaway Beach Planning Commission Meeting Agenda

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**Date:** Thursday, April 16, 2026  
**Time:** 5:00 PM  
**Location:** Rockaway Beach City Hall, 276 Hwy 101 - Civic Facility

**Watch meeting here:** [rockawaybeachoregon.gov/meetings](https://rockawaybeachoregon.gov/meetings)

**Join here to participate remotely on Zoom:**

<https://us06web.zoom.us/j/83186174670?pwd=bSPwgcgbO5g1slzWjLl47a6a6gqF9KG.1>

Meeting ID: 831 8617 4670

Passcode: 265414

Dial by your location

253 215 8782 US (Tacoma)

**How to Provide Public Comment:**

- Written Comments may be submitted electronically by sending an email no later than 48 hours prior to the meeting to [CityHall@Corb.us](mailto:CityHall@Corb.us)
- In Person – sign-up sheet and instructions will be located on the table outside of the meeting room.
- Virtually on Zoom – use the “raise hand” feature when the Chair announces it is time to do so.

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1. **CALL TO ORDER**
  2. **ROLL CALL**
  3. **PLEDGE OF ALLEGIANCE**
  4. **APPROVAL OF MINUTES**
    - a. March 19, 2026 Minutes
  5. **PRESENTATIONS, GUESTS & ANNOUNCEMENTS - None Scheduled**
  6. **STAFF REPORTS**
    - a. Planning Department Staff Report

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.

- 7. PUBLIC HEARING - None Scheduled**
- 8. PUBLIC INPUT ON NON-AGENDA ITEMS**
- 9. OLD BUSINESS - None Scheduled**
- 10. NEW BUSINESS**
  - a. Review & Score Large Community Grant Applications
  - b. Community Grant Program Review
  - c. Update Regarding Assessing Lot Boundaries
- 11. PLANNING COMMISSION COMMENTS & CONCERNS**
- 12. ADJOURNMENT**



# City of Rockaway Beach

## Planning Commission Meeting Minutes

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**Date:** Thursday, March 19, 2026

**Location:** Rockaway Beach City Hall, 276 Hwy 101 - Civic Facility

### 1. CALL TO ORDER

President Hassell called the meeting to order at 5:00 p.m.

### 2. PLEDGE OF ALLEGIANCE

### 3. ROLL CALL

Planning Commissioners Present: Bill Hassell, Penny Cole, Sandra Johnson, Stephanie Winchester, Nancy Lanyon, Jason Maxfield, Lydia Hess  
Council Members Present: Charles McNeilly, Mary McGinnis  
Staff Present: Luke Shepard, City Manager; Melissa Thompson, City Recorder; Abram Tapia, City Planner

### 4. APPROVAL OF MINUTES

#### a. February 19, 2026 Meeting Minutes

**Motion by** Penny Cole, seconded by Stephanie Winchester, to approve the February 19, 2026 meeting minutes as presented.

**Motion Passed** by the following vote:

Yes: 6 (Bill Hassell, Penny Cole, Sandra Johnson, Stephanie Winchester, Nancy Lanyon, Jason Maxfield)

No: 0 (None)

### 5. PRESENTATIONS, GUESTS & ANNOUNCEMENTS - None Scheduled

### 6. STAFF REPORTS

#### a. Planning Department Staff Report

- Tapia gave a presentation providing updates on the Nedonna Wave LLC Land Use Board of Appeals (LUBA) case, development code modernization project, Senate Bill 406, Flood Hazard Overlay Zone updates, updates to rules on Statewide Land Use Planning Goal 5, and permits approved in February. Tapia answered clarifying questions for the Commission.

### 7. PUBLIC HEARING - None Scheduled

### 8. PUBLIC INPUT ON NON-AGENDA ITEMS - None

**9. OLD BUSINESS - None Scheduled**

**10. NEW BUSINESS**

**a. Review of Small Community Grant Applications**

- Tapia gave a presentation sharing the scoring and compiled rankings for the Small Community Grant Applications.
- Commission reviewed scores and discussed each application.
- Discussion regarding ineligibility of for-profit entities. Concerns expressed regarding Birdies Bay Golf application. Comments that the intent was not to allow for-profit entities and suggestions to explicitly state it in the application materials going forward.
- Comments that several of those present were members of the nonprofit applicants. It was noted that as nonprofit members, public officials were exempt from potential conflicts of interest related to this decision.

**Motion by** Sandra Johnson, seconded by Stephanie Winchester, to recommend that the City Council award Small Community Grants in the dollar amounts as follows:

Go Rockaway \$4,999  
TCDD Program \$1,799  
NCAM \$4,999  
Meals for Seniors \$4,999

- Lanyon suggested that staff share the Commissioner's concerns with Birdies Bay Golf.
- Hess requested that staff inform TCDD that the Commission hoped they would ask for more money next year.

**Motion Passed** by the following vote:

Yes: 7 (Bill Hassell, Penny Cole, Sandra Johnson, Stephanie Winchester, Nancy Lanyon, Jason Maxfield, Lydia Hess)

No: 0 (None)

**11. PLANNING COMMISSION COMMENTS & CONCERNS**

- Cole commented on the nice weather and visitors in town.
- Hess was proud of the town for passing the Proclamation supporting the community and human rights of all under the US Constitution. Hess suggested improvement of Phyllis Baker Park restrooms.
- Johnson expressed appreciation for the City passing the Proclamation. Johnson was proud of improved storefront facades due to grants, and fewer empty spaces. Johnson thanked the Planning Commission and City for developing Anchor Street Park and commented on the number of people using and enjoying the park.

- Lanyon was glad to be addressing parts of the Comprehensive Plan and commented on work in other municipalities. Lanyon advocated for the City Council to create an advisory committee for parks and paths. Lanyon commented on the Oregon Coast Scenic Railroad schedule. Lanyon commented on the Salmonberry Trail, and encouraged bike path connections.
- Maxfield was impressed by the momentum in town, including grants and projects. Maxfield advocated for improvements to Phyllis Baker Park. Maxfield supported design standards for downtown and beautification standards. Maxfield expressed support for more investment in bike infrastructure. Maxfield shared information about earning free benches for the community through plastic recycling.
- Winchester advocated for more bike racks. Winchester appreciated others' comments and was thankful to the Mayor and Council for her reappointment to the Planning Commission. Winchester was proud of the momentum of the Planning Commission.
- McGinnis commented on how facade grants help improve the look of the town, and how it draws in more tourists. McGinnis suggested possible Planning Commission involvement in developing design standards. McGinnis expressed concerns about potholes on Miller Street that are under the jurisdiction of the Port of Tillamook Bay (POTB). McGinnis supported improvements at Phyllis Baker Park, noting that the restrooms are clean, but old, and need lights. McGinnis thanked those who were reappointed to the Planning Commission.
- McNeilly shared that the City was planning to refresh the Strategic Plan and encouraged all who were sharing ideas to participate in the Strategic Plan engagement. McNeilly said he was investigating the possibility of a trolley. McNeilly expressed concerns, as a resident, about buildings in the R2 zone that comply with current code, but appear like they belong in an industrial zone.
- Hassell thanked the Mayor for helping with David's Chair. Hassell announced that they would be getting a portable battery charger for David's Chair. Hassell advocated for more benches for each turnout on the Old Cedar boardwalk.

## 12. ADJOURNMENT

**Motion by** Jason Maxfield, seconded by Sandra Johnson, to adjourn the meeting at 6:12 p.m.

**Motion Passed** by the following vote:

Yes: 7 (Bill Hassell, Penny Cole, Sandra Johnson, Stephanie Winchester, Nancy Lanyon, Jason Maxfield, Lydia Hess)

No: 0 (None)

MINUTES APPROVED THE  
16TH DAY OF APRIL 2026

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William Hassell, President

ATTEST

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Melissa Thompson, City Recorder



**City of Rockway Beach, Oregon**

276 S. Highway 101, PO Box 5

Rockaway Beach, OR 97136

(503) 374-1752

[www.corb.us](http://www.corb.us)

**MEMORANDUM**

TO: Planning Commission  
FROM: Abram Tapia, City Planner  
DATE: April 16, 2026  
  
RE: Planning Department Monthly Report

Project to Modernize the Comprehensive Plan, Zoning Ordinance, and Subdivision Ordinance:

On April 7th, City Staff met with the Cascadia Partners' team to formally kick off the project to audit and update the City's development related codes. Staff are reviewing the projects schedule and will set a Planning Commission meeting to discuss the project in greater depth.

The City of Rockaway Beach is working with Cascadia Partners to update local regulations affecting residential development. These updates will ensure compliance with State housing laws, address permitting and land use barriers, and support housing production, affordability, and choice. Staff will review potential amendments to the Comprehensive Plan, Comprehensive Plan Map, Zoning Ordinance, Subdivision Ordinance, and Zoning Map. Community input will be gathered through three engagement events.

SB 406:

Tillamook County Department of Community Development, alongside multiple cities in the County, successfully applied for the Housing Planning Assistance Grant from DLCD. This funding was obtained to implement the second phase of SB406. The first phase of SB406 included the updated zoning regulations that incorporated Middle Housing types into the Zoning Ordinance. The second phase includes the adoption of Housing Production Strategies and the preparation of a new Housing Capacity Analysis. These projects are intended for jurisdictions to better understand barriers to housing our community members and to take actions that can help facilitate housing production, affordability, and choice.

Tillamook County is in conversation with DLCD and 3J, the consulting firm assigned to this project, to finalize the scope of work. The scope of work meeting scheduled for March was rescheduled for April. Updates are expected soon.

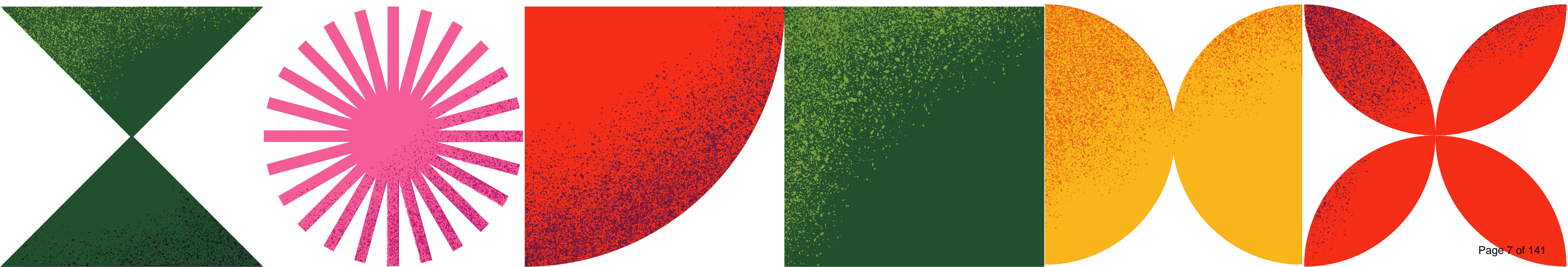
Permit Review:

In March, the Planning Department approved four zoning permits and one sign permit. Projects included a multi-use development on Anchor Street, two decks (one on South 2nd and one on Hillside Drive), and interior remodels on Hwy 101 South.



# LARGE COMMUNITY

# GRANTS



# COMMUNITY GRANTS

The City of Rockaway Beach runs two Community Grant programs - a Small Grant and a Large Grant - to provide support to non-profit, not-for-profit organizations, and community entities that serve the Rockaway Beach community.

Grant funds are available to support organizations and entities which provide:

- Assistance for essential utilities, food, medical or mental health needs, clothing, or shelter.
- Educational, cultural, social, physical, or recreational opportunities for residents.
- Positive volunteerism that enhances city aesthetics, benefits the environment, promotes positive community engagement, or support city initiatives or projects.



# THIS YEARS APPLICANTS

Available funding:

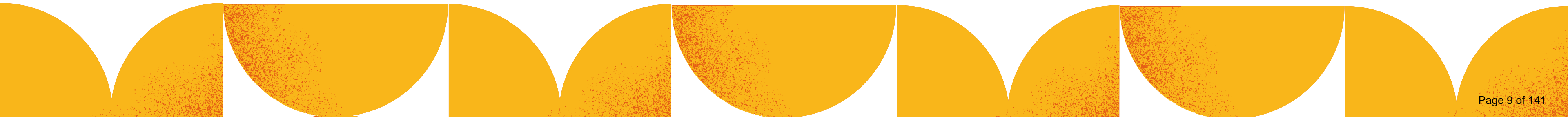
**\$75,000**

**Small Community Grant Applicants:** (\$21,795 requested)

- Go Rockaway: "Rockaway Beach Seasonal Community Events"
- Birdies Bay Golf: "Get Golfin"
- TCDD Program: "4th Annual ID/DD Picnic: Happy Birthday (USA 250th)"
- NCAM: "Fostering Rockaway's Creative Momentum: Supporting RWR 2026"
- Meals for Seniors: "K-12 Student Summer Lunch Program"

**Large Community Grant Applicants:** (\$85,394 requested)

- Hope Chest Thrift Store: Untitled
- Rockaway Lions Club: "Remodel Kitchen for County Permit"
- Meals for Seniors: "Food For Seniors"
- NCAM: "Rockaway Beach Music Festival"
- North County Food Bank: "Distribution Center"
- Rockaway Beach Business Association: "Community Event Support"



# EVALUATING ALL GRANTS

Small Grant Requests: \$21,795

Large Grant Requests: \$85,394

Total Requested Funding: \$107,189

Available Funding: \$75,000

Difference: **\$32,189**

# LARGE GRANT RANKING

**Available funding:** \$75,000

The Large Grant applicants have requested \$85,394. Based on the small grant recommendations, there are \$53,205 to allocate.



	Total Score	Average Score
<b>Untitled</b> <b>Hope Chest Thrift Store</b>	<b>/700</b>	<b>/100</b>
<b>"Remodel Kitchen for County Permit"</b> <b>Rockaway Lions Club</b>	<b>/700</b>	<b>/100</b>
<b>"Food For Seniors"</b> <b>Meals for Seniors</b>	<b>/700</b>	<b>/100</b>
<b>"Rockaway Beach Music Festival"</b> <b>NCAM</b>	<b>/700</b>	<b>/100</b>
<b>"Distribution Center"</b> <b>North County Food Bank</b>	<b>/700</b>	<b>/100</b>
<b>"Community Event Support"</b> <b>Rockaway Beach Business Association</b>	<b>/700</b>	<b>/100</b>

# LARGE COMMUNITY GRANT APPLICATION

## APPLICANT INFORMATION

**Organization Name** Hope Chest Thrift Store

**Contact Name** Terry A Walhood

**Title** Store Manager & President of Charity

**Phone Number** [REDACTED]

**Email** [REDACTED]

**Organization Type** Donations we receive in good condition is resold & money is donated to other non-profits.

**Physical Address** [REDACTED] Rockaway Beach, Or 97136

**Mailing Address** [REDACTED]

## PROJECT CHECKLIST

- Complete Application**
- Attach Plans, as needed**
- Attach 3 Letters of Support**
- Submit Application by 12:00 pm on April 2, 2026**

*Preferred delivery format is one combined PDF with all documents in order listed above. The City of Rockaway Beach will accept multiple PDF documents if titled in the following format; [Organization Name, Page X of X]. Paper copies will also be accepted. You will receive an email confirmation of receipt from the Grant Manager within 2 business days of submittal. It is the Applicant's responsibility to verify successful receipt of application. If confirmation is not received in the allotted time frame, contact the Grant Manager via email.*

## PROJECT OVERVIEW

**Project Title**

**Grant Request**

**Total Project Cost**

Questions? Need assistance?  
Grant Manager, Lark Reifenhahl  
lreifenhahl@corb.us  
(503) 374-1752 ext. 104



## PROJECT DESCRIPTION

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

**Provide a complete description of the project's intended function and demographic(s) that will be served by the project.** *If relevant, attach design drawings, plans, etc.*

Project A: Roll up blinds \$7,185.00 Bid attached.

We have 10 windows on the South side of the building 3 on the West side, and 3 windows on the East side of the building. We are requesting these as in December and part of January we had some beautiful sunny days. However, the sun coming in the windows raised the temperature on the sales floor to an uncomfortable temperature. Some of our customers refused to stay and shop as it was too hot for them so they left. We have been in contact with TPUD as we have air conditioning, but it was just overloaded.

Our TPUD bill for that period increased \$350.00 giving us a bill over \$600.00. This is something we want to correct and the blinds will help us accomplish this. We have made sure our thermostats were set correctly and the blinds are energy efficient.

Project B: \$1973.34 This project will be done in two sections. Two contractors are needed to remove the counter, then a different contractor will build the shelving on the wall. We have a large counter on the South wall we hope to remove so we may replace with shelving. What we have now are plastic bins with drawers that customers are having a hard time opening and searching through located under the counter. Some hold cords for computers, copiers, small bags of hardware items etc. There is a need for some space for suitcases, back packs for display, sporting goods. With removable shelves we can adjust the space as needed. Attached is a list of materials needed at there present cost and contractors fee.

Project C: \$732.72 There is an extra bathroom we are not using and are going to convert it into a small sales room for linens, yarn, fabric and small notions. We are hoping to convert it into movable shelving also. As above project, attached list of materials needed at present cost and contractors fee.

## HEALTHY COMMUNITY

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

### **Explain how the project contributes to a healthier local community.**

A healthy community is one where access to fresh, healthy foods are available, educational resources are provided, physical fitness is promoted, recreational opportunities are encouraged, medical and mental health needs are met, and the environment is cared for.

When we heard the government had taken away the SNAP program we started a "Pop-up Pantry". This is on going as we see the need for extra help in our community. The location we have implemented is at the front entrance to our store which is enclosed from the elements and is lighted and accessible 24 hours a day.

Our volunteers and our community are the ones donating product. We try to make sure the date on the food items are current. Sometimes the donations include non-food items. They have included toothpaste, laundry soap, toilet tissue, diapers. All thoughtful contributions. It definitely is being used.

## INCLUSIVE COMMUNITY

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

### **Explain how the project assists the local community in promoting inclusivity.**

In an inclusive community diversity is valued, social opportunities are plentiful, community involvement thrives, and residents work together to support city initiatives and projects.

Our non-profit thrift store has been in the community working with and helping citizens and those in need for the past 25 years. We are all volunteers and our merchandise is all donated. The proceeds go to help other non-profits in Tillamook County. Businesses, churches, and citizens all contact us regarding those in need. There are programs in Tillamook such as Care, DHS, and others that work with us also.

We have participated in the past with the city activities such as supporting them with the Easter Egg Hunt. The 4th of July we close our store until after the parade is over so their MC can set up his speakers and use our WI FI. Also, the parade goes through our parking lot transitioning from the neighborhood to Highway 101 where they proceed through town.

Our store is a member of the Rockaway Beach Business Association who work with the city to try and make it more comfortable for citizens and tourists to enjoy and feel safe. We have helped decorate the train that brings Santa in for the Lighting of the Tree at Christmas, Breakfast with the Easter Bunny, the Savenger Hunt, Trunk or Treat, free movies in the Phyllis Baker Park.

## CHARITABLE COMMUNITY

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

### **Explain how the project supports local charitable efforts.**

Charitable communities value giving back to others, promote volunteer opportunities, and strive to meet the needs of the local community.

Our charity is a non-profit, and all of our personnel are volunteers. There are no paid employees, and all of the merchandise we sell is donated by our citizens and businesses. There are customers from 50 miles or more away that believe in what we are doing and bring their donations when they visit.

In the 25 years the Hope Chest has been operating we have donated back to North Tillamook County \$2,500,000.00 as of 2025.

Some of those receiving funds are Hospice, Faith in Action, Senior Meals that serve Mondays, Wednesdays & Fridays, North County Food Bank, North Methodist Church Pantry and their meals they serve on Tuesdays and Thursdays. The Nehalem Primary School, Garibaldi Grade School, Neah Kahn Nie Middle and High School. Casa and 1st Christian Church in Tillamook. We donate to one of four animal rescues each month.

## EQUITABLE COMMUNITY

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

### **Explain how the project encourages equity throughout the local community.**

Equitable communities provide a helping hand to residents in need and meet the needs of underserved community members.

Sometimes we have people come in asking for some clothing usually a shirt, pants and socks. We try to accommodate these people with proper sizes. Some are locals, others are those going through town. Some citizens are looking for clothing for others in need in our community.

We try to keep our prices down so they are reasonable for all. The large competitor in Tillamook have some prices of shirts being \$8-\$14.99 where ours are \$4-\$5.

Sometimes other businesses know of someone in need and call and request our help. Working with other businesses in our city is very comfortable and rewarding.

## PROJECT WORK PLAN

The project work plan highlights key objectives of your application, how you plan to achieve them, and how to intend to measure the impacts.

The work plan describes project goals. Each goal further defines the following:

- Budget amount per goal
- Key action steps
- Timeline to complete each step
- Expected outcome for each step
- Evaluation method for each step

Complete the template below. Limited to three goals in formatting provided.

Verify that "Budget to Complete Goals" total matches "Budget Totals"

### **GOAL #1:**

### **Budget to Complete Goal:**

Key Action Steps	Timeline	Expected Outcome	Evaluation Method
Place order for materials. Receive in approx. 3 weeks.	1 week to install.	It will help make the main sales floor much more comfortable for customers & volunteers.	Will see change on the TPUD bills.

**GOAL #2:****Budget to Complete Goal:**

Key Action Steps	Timeline	Expected Outcome	Evaluation Method
Removal of large counter on south wall.	Approximately part of 1 day.	Replace with rows of shelving. Can adjust shelves to show suit cases, sporting goods etc.	Better way to display items making it more convenient for customers to find items they are looking for.

**GOAL #3:****Budget to Complete Goal:**

Key Action Steps	Timeline	Expected Outcome	Evaluation Method
making a linen & notions salesroom in place of an extra bathroom.	Purchase materials then 12 hours for cutting and erecting shelves.	Alleviating linen display on main floor & can place fabric, yarn & needles for sewing & knitting & patterns, etc.	Customers ease in locating their needs/wants.

# PROJECT BUDGET

Income	BUDGET
City of Rockaway Beach Large Community Grant	\$ 9,391.29
Other Income	
<i>Matching amounts are NOT required, but if your project exceeds the grant fund limit, use this section to add additional funding resources</i>	
	\$
	\$
	\$
TOTAL INCOME	
	\$

Expenses		
Description	Estimate Obtained (Y/N)	Budget
<i>If estimates from tentative vendors have been obtained, please attach those to the application.</i>		
Robert Hurd blinds		\$ \$7185.00
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
TOTAL BUDGET		
		\$ \$9391.29

*Total income should equal total expenses*



# AUTHORIZATIONS AND CERTIFICATIONS

Initial the following authorizations and certifications

**I am an eligible Applicant and submitted an eligible project.** Refer to above grant information for details.

**I agree to comply with federal, state, and local rules and regulations, where applicable.**

**Legal title affirmation.** I understand that legal title to the completed project must be held for at least 10 years following the project completion or that some other arrangement, satisfactory to the City of Rockaway Beach, will be put in place to protect the investment of public funds in this project for a 10-year period.

*Required for facility improvement projects only.*

**I agree to enter into an agreement with the City of Rockaway Beach upon grant approval.** The City of Rockaway Beach reserves the right to include such additional special conditions or requirements in each agreement as it might deem necessary or desirable to protect the public investment of tax dollars in the project.

**I agree to provide a W9-Request for Taxpayer Identification Number and Certification.** 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.

**I agree to provide current, executed Articles of Incorporation or Organization for the non-profit or not for profit organization.**

**I give permission to the City of Rockaway Beach to use my project for public information, promotional, and educational purposes.**

**Hold harmless and Indemnification.** I agree to hold the City of Rockaway Beach harmless for any liens, claims, damages, or other liabilities related to the project, and to indemnify and defend the City of Rockaway Beach from any claims, costs, damages, or expenses of any kind, including attorney's fees and other costs and expenses of litigation, arising out of the project.

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

Signature



Date 3/25/2026

Printed Name

Terry A. Walwood

Title

Manager



# Invoice

## Hurd's Upholstery

502 Stillwell Ave  
 Tillamook, OR 97141-3506  
 Phone: (503) 842-7161 Fax: (503) 842-6328  
 Email: hurdsuph@gmail.com

<b>Date</b>	<b>Quote</b>
02/27/2026	21299335
<b>PO Reference</b>	<b>Client PO</b>
#2	Hope Chest
<b>Salesperson</b>	
HURDS UPH	

<b>Sold To:</b>
Terry Walhood
, 97136

Item	Room Location	Description	Qty	MSRP	Each	Extended
1	LIBRARY	Hunter Douglas Designer Screen Roller Custom Clutch Bottom-Up EMP3 - Empire 3% 492 - Dark Chocolate	1	364.00	372.00	372.00
2	LIBRARY	Hunter Douglas Designer Screen Roller Custom Clutch Bottom-Up EMP3 - Empire 3% 492 - Dark Chocolate	2	728.00	372.00	744.00
3	ENTRY	Hunter Douglas Designer Screen Roller Custom Clutch Bottom-Up EMP3 - Empire 3% 492 - Dark Chocolate	1	596.00	608.00	608.00
4	ENTRY	Hunter Douglas Designer Screen Roller Custom Clutch Bottom-Up EMP3 - Empire 3% 492 - Dark Chocolate	1	596.00	608.00	608.00
5	SOUTH WALL	Hunter Douglas Designer Screen Roller Custom Clutch Bottom-Up EMP3 - Empire 3% 492 - Dark Chocolate	1	618.00	631.00	631.00
6	SOUTH WALL	Hunter Douglas Designer Screen Roller Custom Clutch Bottom-Up EMP3 - Empire 3% 492 - Dark Chocolate	1	618.00	631.00	631.00
7	SOUTH WALL	Hunter Douglas Designer Screen Roller Custom Clutch Bottom-Up EMP3 - Empire 3% 492 - Dark Chocolate	1	618.00	631.00	631.00
8	SOUTH WALL	Hunter Douglas Designer Screen Roller Custom Clutch Bottom-Up EMP3 - Empire 3% 492 - Dark Chocolate	1	618.00	631.00	631.00
9	SOUTH WALL	Hunter Douglas Designer Screen Roller Custom Clutch Bottom-Up EMP3 - Empire 3% 492 - Dark Chocolate	1	596.00	608.00	608.00
10	SOUTH WALL	Hunter Douglas Designer Screen Roller Custom Clutch Bottom-Up EMP3 - Empire 3% 492 - Dark Chocolate	1	596.00	608.00	608.00
11	BACKROOM	Hunter Douglas Designer Screen Roller Custom Clutch Bottom-Up EMP3 - Empire 3% 492 - Dark Chocolate	1	363.00	371.00	371.00
12	BACKROOM	Hunter Douglas Designer Screen Roller Custom Clutch Bottom-Up EMP3 - Empire 3% 492 - Dark Chocolate	1	363.00	371.00	371.00
13	BACKROOM	Hunter Douglas Designer Screen Roller Custom Clutch Bottom-Up EMP3 - Empire 3% 492 - Dark Chocolate	1	363.00	371.00	371.00

<b>Product Total</b>	<b>Tax 0.0000%</b>	<b>Client Price</b>
7,185.00	0.00	7,185.00

Accepted By: \_\_\_\_\_

Date: \_\_\_\_\_

Project B-1: \$600.00 Approximate to remove large counter attached to South wall. This project will take two contractors to remove the counter as it is attached with 3 large metal strips. If it cannot be removed then we plan on removing 10 or more inches of the counter itself. The counter is 153 inches long/12.75 inches wide.

Project B-2: \$1573.34

This is to build display of shelves on South wall after Project B-1 is completed.

80"	Shelf Track	2 @ \$23.56 = \$ 53.06
84"	Vertical Rail	9 @ \$21.13 = \$211.30
12.5"	Shelf Bracket	54 @ \$ 5.83 = \$314.82
12x72=	Shelf	12 @ \$16.18 = \$194.16
	Additional supplies	= \$100.00
	SUB TOTAL	<u>\$973.34</u>

Contractor 28 Hours @ \$25.00 Hour = \$700.00

TOTAL = \$1,573.34

Project C: \$632.95

Black Evert Tract	6 @ \$12.53 = \$ 75.48
Black Evert Shelf Track	2 @ \$26.50 = \$ 53.06
Black Evert Shelf Bracket	25 @ \$ 4.03 = \$100.75
Plywood 4'x8' ¾ Plywood	1 @ \$65.65 = \$ 65.65
Paint Behr Ultra Black	1 @ \$37.77 = \$ 37.77

SUB TOTAL	<u>\$332.78</u>
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Contractor 12 Hours @ \$25.00	\$300.00
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TOTAL	<u>\$632.96</u>
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20 March 2026

To the City of Rockaway Beach.

I am writing in support of the Hope Chest's grant request.

The Hope Chest has been a major source of funding for many non-profits; providing funds that have helped a multitude of people in need. By offering a variety of low priced donated items, they have been a tremendous benefit to so many in our community who are on fixed or low incomes. Despite having to move from their old location to a new one, the incredible volunteers pulled it off and had the Hope Chest up and running as usual.

I would also add my admiration for how the Hope Chest stepped up to help during the threatened cut off of funding for food assistance by the federal government. They turned their entry foyer into an impromptu food pantry, which quickly filled up with donations from the local community.

On behalf of the Rockaway Lions Club, I urge the city to approve the Hope Chest's grant request.

Sincerely,

Mike Kingsbury, Secretary Rockaway Lions Club

## Terry A Walhood

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**From:** Carolyn Walters <carolynw1109@gmail.com>  
**Sent:** Friday, March 20, 2026 10:38 PM  
**To:** SF Terry Walhood  
**Subject:** Home Chest

Dear City of Rockaway Beach,

I would like to endorse The Hope Chest. This wonderful organization has donated over \$2 million to our community. They are staffed totally with volunteers.

The Hope Chest provides a great resource to our community.

Sincerely  
Carolyn Walters

## Terry A Walhood

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**From:** Susan Hennessy <tugmonrad@gmail.com>  
**Sent:** Tuesday, March 24, 2026 8:48 AM  
**To:** Terry Walhood  
**Subject:** Hope Chest

I'm writing in Support of the Hope Chest in Rockaway Beach Oregon. It is the one Nonprofit in our community that truly supports our community. Without the Hope Chest and it's volunteers we would not be able to help other entities that are in need. We have people who donate their time and energy to the Hope Chest and do an amazing job. I can't say enough good about our Hope Chest and its volunteers. Sincerely Susan Hennessy Schaeffbauer PO Box 1345 Rockaway Beach Oregon 97136 Sent from my iPhone

BYLAWS OF  
TILLAMOOK COUNTY CHARITIES

ARTICLE I: PURPOSE

This corporation shall be organized and operated exclusively for charitable, scientific, literary, and educational purposes. Subject to the limitations stated in the Articles of Incorporation, the purposes of this corporation shall be to engage in any lawful activities, none of which are for profit, for which corporations may be organized under Chapter 65 of the Oregon Revised Statutes (or its corresponding future provisions) and Section 501 (c) (3) of the Internal Revenue Code of 1954 (or its corresponding future provisions).

This corporation's primary purpose shall be to support charities in Tillamook County, Oregon.

ARTICLE II: NONMEMBERSHIP

This corporation shall have no members.

ARTICLE III: BOARD OF DIRECTORS

Section 1. Duties. The affairs of the corporation shall be managed by the Board of Directors.

Section 2. Number. The number of board members may vary between a minimum of three and a maximum of fifteen.

Section 3. Term and Election. The term of office for board members shall be one year. A board member may be reelected without limitation on the number of terms s/he may serve. The board shall elect its own members, except that a board member shall not vote on that member's position.

Section 4. Removal. Any board member may be removed, with or without cause, by a vote of two-thirds of the board members then in office.

Section 5. Vacancies. Vacancies on the Board of Directors and newly created board positions Will be filled by a majority vote of the board members then on the Board of Directors.

Section 6. Quorum and Action. A quorum at a board meeting shall be a majority of the number of board members prescribed by the Board, or if no number is prescribed, a majority of the in office immediately before the meeting begins. If a quorum is present, action is taken by a majority vote of the directors in office to establish committees to exercise Board functions, to amend the Articles of Incorporation, to sell assets not in the regular course of business, to merge, or to dissolve, or for other matters, such action is taken by that majority as required by law.

Section 7. Regular Meetings. Regular meetings of the Board of Directors shall be held at the time and place to be determined by the Board of Directors. No other notice of the date, time, place, or purpose of these meetings is required.

Section 8. Special Meetings. Special meetings of the Board of Directors shall be held at the time and place to be determined by the Board of Directors. Notice of such meetings, describing the date, time, place, and purpose of the meeting, shall be delivered to each board member personally or by telephone or by mail not less than two days prior to the special meeting.

Section 9. Meeting by Telecommunication. Any regular or special meeting of the Board of Directors may be held by telephone or telecommunications in which all board members participating may hear each other.

Section 10. No Salary. Board members shall not receive salaries for their Board services, but may be reimbursed for expenses related to Board service.

Section 11. Action by Consent. Any action required by law to be taken at a meeting of the board, or any action which may be taken at a board meeting, may be taken without a meeting if a consent in writing, setting forth the action to be taken or so taken, shall be signed by all the board members.

#### ARTICLE IV: COMMITTEES

Section 1. Executive Committee. The Board of Directors may elect an Executive Committee. The Executive Committee shall have the power to make ongoing decisions between Board Meetings and shall have the power to make financial and budgetary decisions.

Section 2. Other Committees. The Board of Directors may establish such other committees as it deems necessary and desirable. Such committees may exercise functions of the Board of Directors or may be advisory committees.

Section 3. Composition of Committees Exercising Board Functions. Any committee that exercise any function of the Board of Directors shall be composed of two or more Board members, elected by the Board of Directors by a majority vote of the number of board members prescribed by the Board, or if no number is prescribed, by a majority vote of the Board members in office at that time.

Section 4. Limitations on the Powers of Committees. No committee may authorize payment of a dividend or any part of the income or profit of the corporation to its directors or officers; may approve dissolution, merger, or the sale, pledge, or transfer of all or substantially all of the corporation's assets, may elect, appoint, or remove directors or fill vacancies on the board or on any of its committees; nor may adopt, amend, or repeal the Articles, bylaws, or any resolution of the Board of Directors.

#### ARTICLE V: OFFICERS

Section 1. Titles. The officers of this corporation shall be the President, Vice President, Secretary and Treasurer.

Section 2. Election. The Board of Directors shall elect the President, Vice President, Secretary and Treasurer to serve one year terms. An officer may be reelected without limitation on the number of terms s/he may serve.

Section 3. Vacancy. A vacancy of the office of President, Vice President, Secretary and Treasurer shall be filled not later than the first regular meeting of the Board of Directors following the vacancy.

Section 4. Other Officers. The Board of Directors may elect or appoint other officers, agents and employees as it shall deem necessary and desirable. They shall hold their offices for such terms and have such authority and perform such duties as shall be determined by the Board of Directors.

Section 5. President. The President shall be the chief executive officer of the corporation and shall act as the Chair of the Board. The President shall have any other powers and duties as may be prescribed by the Board of Directors.

Section 6. Vice-President. The Vice-President shall assume the duties of the President in his or her absence and any other duties as may be prescribed by the Board of Directors.

Section 7. Secretary. The Secretary shall perform the official recording of the minutes for all proceedings of the Board of Directors' meeting and actions.

Section 8. Treasurer. The Treasurer shall perform the following duties: (a) keeping of full and accurate accounts of all financial records of the corporation. (b) deposit of all monies and other valuable effects in the name and to the credit of the corporation such depositories as may be designated by the Board of Directors, (c) disbursement of all funds when proper to do so, (d) making financial reports as to the financial condition of the corporation to the Board of Directors, and € any other duties as may be prescribed by the Board of Directors.

#### ARTICLE VII: CORPORATE ENDEMNITY

This corporation will indemnify its officers and directors to the fullest extent allowed by present and future law.

DATE ADOPTED: November 3, 1998

AMENDED ARTICLE VII: Sections 6,7,8. June 15, 2009

# CITY OF ROCKAWAY BEACH

# LARGE COMMUNITY GRANT

## APPLICATION

2025/2026

MAR 4 '26 10:20AM

### APPLICANT INFORMATION

**Organization Name** rockaway lions club

**Contact Name** Ron Hemberry

**Title** Treasurer

**Phone Number** 208 305 8886

**Email** rhemberry@gmail.com

**Organization Type** non profit commity service club

**Physical Address** [REDACTED] st Rockaway

**Mailing Address** [REDACTED] Rockaway Beach Or. 97136

### PROJECT CHECKLIST

- Complete Application**
- Attach Plans, as needed**
- Attach 3 Letters of Support**
- Submit Application by 12:00 pm on April 2, 2026**

*Preferred delivery format is one combined PDF with all documents in order listed above. The City of Rockaway Beach will accept multiple PDF documents if titled in the following format; [Organization Name, Page X of X]. Paper copies will also be accepted. You will receive an email confirmation of receipt from the Grant Manager within 2 business days of submittal. It is the Applicant's responsibility to verify successful receipt of application. If confirmation is not received in the allotted time frame, contact the Grant Manager via email.*

### PROJECT OVERVIEW

**Project Title** remodel Kitchen for county permit

**Grant Request** ~~7,5410.01~~ \$7,000.00 *Rob*

**Total Project Cost** 7,500.00

Questions? Need assistance?  
Grant Manager, Lark Reifentahl  
lreifentahl@corb.us  
(503) 374-1752 ext. 104



## PROJECT DESCRIPTION

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

**Provide a complete description of the project's intended function and demographic(s) that will be served by the project. If relevant, attach design drawings, plans, etc.**  
remodel kitchen

1 add fire prevention to gas stove in kitchen.

2.add folding door to kitchen to seperate kitchen from restrooms.

## HEALTHY COMMUNITY

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

### **Explain how the project contributes to a healthier local community.**

A healthy community is one where access to fresh, healthy foods are available, educational resources are provided, physical fitness is promoted, recreational opportunities are encouraged, medical and mental health needs are met, and the environment is cared for.  
**we can have dinners and other groups can rent space.**

**We would be able to use club house as emergency shelter and feed the public during power outage floods and other emergency as we have gas stove, party and power generator.**

## INCLUSIVE COMMUNITY

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

**Explain how the project assists the local community in promoting inclusivity.**

In an inclusive community diversity is valued, social opportunities are plentiful, community involvement thrives, and residents work together to support city initiatives and projects.

**any member of the plubic can come in for food or free meals.**

## CHARITABLE COMMUNITY

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

### **Explain how the project supports local charitable efforts.**

Charitable communities value giving back to others, promote volunteer opportunities, and strive to meet the needs of the local community.

**the Lions club has provided the public with eye glasses and hearing aids for 40 years. this would provide the public with another place to go if there is flood, power outage etc.**

## EQUITABLE COMMUNITY

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

### **Explain how the project encourages equity throughout the local community.**

Equitable communities provide a helping hand to residents in need and meet the needs of underserved community members.

**the public has been included in every event we have held in the club house. we have always opened the club house during any disaster.**

# PROJECT WORK PLAN

The project work plan highlights key objectives of your application, how you plan to achieve them, and how to intend to measure the impacts.

The work plan describes project goals. Each goal further defines the following:

- Budget amount per goal
- Key action steps
- Timeline to complete each step
- Expected outcome for each step
- Evaluation method for each step

Complete the template below. Limited to three goals in formatting provided.

*Verify that "Budget to Complete Goals" total matches "Budget Totals"*

### **GOAL #1:**

### **Budget to Complete Goal:**

Key Action Steps	Timeline	Expected Outcome	Evaluation Method
remodel kitchen door	3 months	kitchen separated	county inspection 150.00
add fire supp to gas stove	3 months	kitchen fire safe for county rule	county inspection 7,393.96

**GOAL #2:**

**Budget to Complete Goal:**

Key Action Steps	Timeline	Expected Outcome	Evaluation Method

**GOAL #3:**

**Budget to Complete Goal:**

Key Action Steps	Timeline	Expected Outcome	Evaluation Method

# PROJECT BUDGET

**Income** **BUDGET**

City of Rockaway Beach Large Community Grant ~~RM~~ ~~\$7,000.00~~ \$7,400.00

**Other Income**

*Matching amounts are NOT required, but if your project exceeds the grant fund limit, use this section to add additional funding resources*

club has funds o pay any extra cost [Handwritten Signature] \$7,000  
 \$  
 \$

**TOTAL INCOME**

\$

**Expenses**

Description	Estimate Obtained (Y/N)	Budget
-------------	-------------------------	--------

*If estimates from tentative vendors have been obtained, please attach those to the application.*

fire sup for stove		\$7,400.00
add door to close off kitchen from bath rooms		\$ 150.00
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$

**TOTAL BUDGET**

\$7,550.00

*Total income should equal total expenses*



# AUTHORIZATIONS AND CERTIFICATIONS

Initial the following authorizations and certifications

**I am an eligible Applicant and submitted an eligible project.** Refer to above grant information for details.

**I agree to comply with federal, state, and local rules and regulations, where applicable.**

**Legal title affirmation.** I understand that legal title to the completed project must be held for at least 10 years following the project completion or that some other arrangement, satisfactory to the City of Rockaway Beach, will be put in place to protect the investment of public funds in this project for a 10-year period.

*Required for facility improvement projects only.*

**I agree to enter into an agreement with the City of Rockaway Beach upon grant approval.** The City of Rockaway Beach reserves the right to include such additional special conditions or requirements in each agreement as it might deem necessary or desirable to protect the public investment of tax dollars in the project.

**I agree to provide a W9-Request for Taxpayer Identification Number and Certification.** 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.

**I agree to provide current, executed Articles of Incorporation or Organization for the non-profit or not for profit organization.**

**I give permission to the City of Rockaway Beach to use my project for public information, promotional, and educational purposes.**

**Hold harmless and Indemnification.** I agree to hold the City of Rockaway Beach harmless for any liens, claims, damages, or other liabilities related to the project, and to indemnify and defend the City of Rockaway Beach from any claims, costs, damages, or expenses of any kind, including attorney's fees and other costs and expenses of litigation, arising out of the project.

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

Signature

[Redacted Signature]

Date

3-1-26

Printed Name

Ron Hamburg

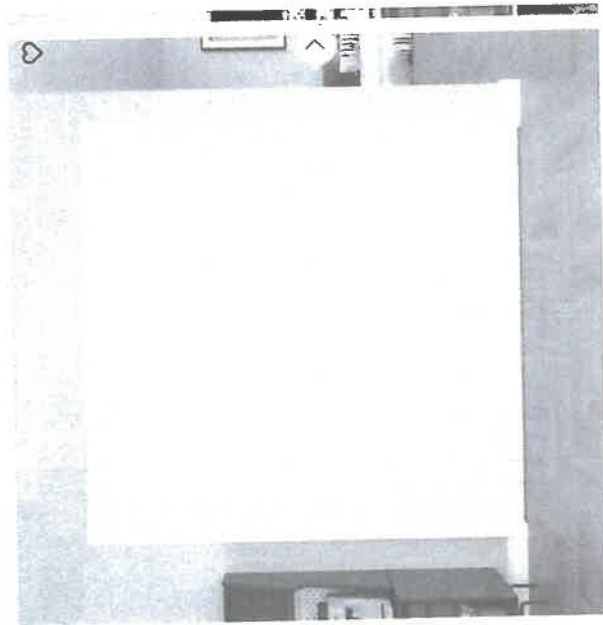
Title

Treasurer



South Plai... 10PM 07080 What can we help you find today?

Based on your search:



**72 in. x 80 in. White Vinyl PVC Double Layer Accordion Door, Interior Folding Doors with Installation Hardware**

by ARK DESIGN >

★★★★★ (26)

Color/Finish: White-Double Layer

Single layer  
 Double layer  
 Single layer  
 Double layer

Door Size (WxH) in.: 72 x 80

36 x 80  
 72 x 80  
 60 x 80  
 96 x 80  
 48 x 80  
 120 x 80

Limit 100 per order

**SPECIAL BUY \$147.05 /box** Was \$179.99 Save \$25.95 (15%)

Special Buy ends in 1 day 10 hrs 57 mins  
[Shop All Pro Special Buy of the Weeks](#)

Pickup at **South Plainfield** Delivering to 07080

**Ship to Store**  
 Mar 6 - Mar 11  
 180 ready to ship  
**FREE**

**Delivery**  
 Mar 8 - Mar 10  
 180 available  
**FREE**

[Check Nearby Stores](#)


[Delivery Details](#)


1 + [Add to Cart](#)


[View Full Product Details](#)

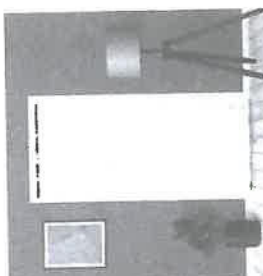
**Customers Also Viewed**


Best Seller


- 


★★★★★ (2112) **\$55.70**
- 

★★★★★ (245) **\$55.70**
- 

★★★★★ (227) **\$130.16**
- 

★★★★★ (78) **\$58.88 /carton**
- 

★★★★★ (526) **\$94.48**
- 

★★★★★ (915) **\$89.46**
- 

★★★★★ (6) **\$64.88 /cart**

Any unforeseen parts that may be needed to complete the install will be added to the total on the final invoice

**Exclusions:**

*Electrical wiring costs are not included in this proposal. (if any needed)*

*Permits are not included in this proposal. (Permits are not required for this install.)*

**Services to be completed Estimated Completion**

(02/12/2026 to 03/31/2026)

	12
	Feb
	2026
Kitchen Suppression	31
	Mar
	2026

install of Ansul R-102 suppression system

**GRAND TOTAL \$7,393.96**

**Terms and Conditions**

If there is an appointment that is scheduled for our technician to complete a job and the facility is not ready upon his arrival an additional charge will be invoiced for that call.

Terms: 50% of the total Quote is required to begin the process.

Payment Terms: Balance due upon completion of our portion of the job even if any required trip tests and/or inspections have not been completed

Quote must be signed and dated or approved via our ServiceTrade program. Once that is done and we receive your payment of 50% we will begin the job processes (such as parts ordering, drawings, plans etc).

**Approve Quote Close**

Please confirm that you approve this quote. C&S Fire-Safe Services, LLC will be notified that you have authorized them to perform this work.

Please make sure your name and email address are correct:

Jerry Stanfill jerrystanfill@myyahoo.com

Enter your purchase order number, if you have one:  
Conditions.

Checking this confirms that you have read and accepted the Quote Terms and

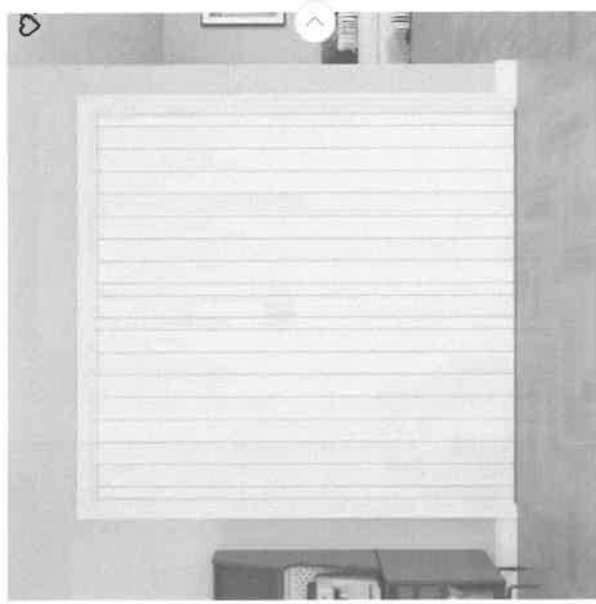
**Request Changes to Quote Close**

Enter any parts, services, or labor on this quote that you would like the vendor to change.

Enter any changes on this quote

Powered by **SERVICE TRADE**

Based on your search:



### 72 in. x 80 in. White Vinyl PVC Double Layer Accordion Door, Interior Folding Doors with Installation Hardware

by ARK DESIGN >

★★★★★ (26)

Color/Finish: **White-Double Layer**

- Double layer
- Single layer
- Double layer
- Single layer

Door Size (WxH) in.: **72 x 80**

- 36 x 80
- 48 x 80
- 60 x 80
- 72 x 80
- 96 x 80
- 120 x 80

Limit 100 per order

**SPECIAL BUY** **\$147.05** /box Was \$173.09 Save \$25.95 (15%)

Special Buy ends in 1 day 10 hrs 57 mins  
[Shop All Pro Special Buy of the Week](#)

Pickup at **South Plainfield**  
Delivering to **07080**

**Ship to Store**  
Mar 6 - Mar 11  
180 ready to ship  
**FREE**

**Delivery**  
Mar 9 - Mar 10  
180 available  
**FREE**

[Check Nearby Stores](#)

[Delivery Details](#)




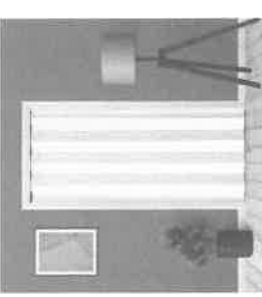



- 1 +

[Add to Cart](#)

[View Full Product Details](#)

### Customers Also Viewed

Best Seller

-  **\$44.46** ★★★★★ (2112)
-  **\$55.70** ★★★★★ (245)
-  **\$130.16** ★★★★★ (227)
-  **\$58.88 /carton** ★★★★★ (78)
-  **\$94.46** ★★★★★ (526)
-  **\$89.46** ★★★★★ (915)
-  **\$64.88 /cart** ★★★★★ (6)

Any unforeseen parts that may be needed to complete the install will be added to the total on the final invoice

**Exclusions:**

*Electrical wiring costs are not included in this proposal. (if any needed)*

*Permits are not included in this proposal. (Permits are not required for this install.)*

**Services to be completed Estimated Completion**

(02/12/2026 to 03/31/2026)

	12
	Feb
	2026
<b>Kitchen Suppression</b>	31
	Mar
	2026
install of Ansul R-102 suppression system	

**GRAND TOTAL \$7,393.96**

**Terms and Conditions**

If there is an appointment that is scheduled for our technician to complete a job and the facility is not ready upon his arrival an additional charge will be invoiced for that call.

Terms: 50% of the total Quote is required to begin the process.

Payment Terms: Balance due upon completion of our portion of the job even if any required trip tests and/or inspections have not been completed

Quote must be signed and dated or approved via our ServiceTrade program. Once that is done and we receive your payment of 50% we will begin the job processes (such as parts ordering, drawings, plans etc).

**Approve Quote Close**

Please confirm that you approve this quote. C&S Fire-Safe Services, LLC will be notified that you have authorized them to perform this work.

Please make sure your name and email address are correct:

Jerry Stanfill jerrystanfill@myyahoo.com

Enter your purchase order number, if you have one:  
Conditions. [Close Quote](#)

Checking this confirms that you have read and accepted the Quote Terms and

**Request Changes to Quote Close**

Enter any parts, services, or labor on this quote that you would like the vendor to change.

Enter any changes on this quote

Powered by **SERVICE TRADE**

March 2 2026

City of Rockaway Beach.:

To whom this apply's too:

Our Community of R Beach has had the R Beach Lions clubhouse & its members for well over 40 ys!, with that said and the abundance of events, charitys lunches & Holiday Dinners provided to this community, family's, children as well as Seniors. by the Lions Chapter it is impertinent & tremendous need for there Kitchen Hood / fan. to be up to code- in case of Emergency or fire. So they can keep contributing to our Community!

(503) 431-1543

  
Janet M. Murdo

3-3-26

To whom it may concern.

I believe the kitchen at the Lions Club needs its hood repaired and installed. They will be able to be certified and start selling food again to earn money for community improvement programs.

Sincerely

Bill Fendleton

3-3-2026

I strongly support the request for a grant to fund upgrading the kitchen at the Rockway Lions Club.

Being able to prepare + serve a variety of food dishes at the club's kitchen is a major source of raising funds for our varied service projects.

These funds help support holiday food baskets for families in need, scholarships for graduating seniors, donations to various first responders and local charities.

Thank you for considering this request.

Michael Z. Kuyper  
Secretary, Lions Club

*"Our mission is to enable the senior citizens of North Tillamook County to continue living independently in their own homes by providing access to nutritious meals and social occasions."*



*Meals for Seniors, Inc.  
P.O. Box No. 852  
Rockaway Beach, Oregon 97136  
503-317-8967*

*Tax ID Number 90-0097197  
A 501(c)(3) Federally Designated Non-Profit*

March 13, 2026

MAR16 '26 12:34PM

Mr. Luke Shepard, City Manager  
c/o Lark Reifentahl, Grant Manager  
City of Rockaway Beach  
PO Box 5  
Rockaway Beach, OR 97136

Dear Luke and Lark:

Enclosed please find an application from Meals for Seniors, Inc. that we are submitting under the auspices of the City's 2025-2026 Large Community Grant Program. This is a request in the amount of \$20,000 to purchase food and specialized meal containers to be used to deliver hot meals to our vulnerable home bound senior citizens.

We, and other applicants, appreciate the City's support to the community through the provision of funding for both small and large grants. On behalf of our community's senior citizens, thank you for your consideration.

Sincerely,



Theresa Bruneau, President

Enc.

# LARGE COMMUNITY GRANT APPLICATION

## APPLICANT INFORMATION

**Organization Name** Meals for Seniors, Inc.

**Contact Name** Theresa Bruneau

**Title** President

**Phone Number** [REDACTED]

**Email** mealsforseniorsinc.@gmail.com

**Organization Type** Non-Profit 501 (c) (3) #90-0097197

**Physical Address** [REDACTED] Rockaway Beach, OR 97136

**Mailing Address** [REDACTED] Rockaway Beach, OR 97136

## PROJECT CHECKLIST

- Complete Application**
- Attach Plans, as needed**
- Attach 3 Letters of Support**
- Submit Application by 12:00 pm on April 2, 2026**

*Preferred delivery format is one combined PDF with all documents in order listed above. The City of Rockaway Beach will accept multiple PDF documents if titled in the following format; [Organization Name, Page X of X]. Paper copies will also be accepted. You will receive an email confirmation of receipt from the Grant Manager within 2 business days of submittal. It is the Applicant's responsibility to verify successful receipt of application. If confirmation is not received in the allotted time frame, contact the Grant Manager via email.*

## PROJECT OVERVIEW

**Project Title** Food For Seniors

**Grant Request** \$20,000

**Total Project Cost** \$50,000

Questions? Need assistance?  
Grant Manager, Lark Reifenstahl  
lreifenstahl@corb.us  
(503) 374-1752 ext. 104



## PROJECT DESCRIPTION

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

**Provide a complete description of the project's intended function and demographic(s) that will be served by the project.** *If relevant, attach design drawings, plans, etc.*

Meals for Seniors, Inc. has been providing freshly prepared, nutritious meals for senior citizens from Garibaldi to Nehalem since 2003. Currently, 30% of our diners are between 80-90 years of age, and 55% have been participating in the program for over 5 years. This grant request is made to ensure Meals for Seniors, Inc. has enough money in 2026 to purchase food for seniors served in our dining room as well as those who are homebound. In addition to food purchases, a portion of the grant will be used to purchase appropriate containers for homebound meal delivery.

We serve lunches to seniors three days per week, 52 weeks per year, in the dining room at St. Mary by the Sea. We also deliver meals to homebound seniors in our community. A donation of \$4 per meal is suggested and many seniors graciously make that donation. No senior is ever turned away because of the inability to pay. We are committed to working to ensure that no senior experiences food insecurity in our community, and eats with dignity.

Three key factors drive this grant request. First, is data regarding food insecurity from the Oregon Food Insecurity Rates Report of November 2024, from the Oregon State University Policy Analysis Lab. This data indicates that rates of food insecurity in rural areas of Oregon were 20.7% compared to urban areas at 12%. OSU predicts that numbers for rural areas will rise with the reduction of SNAP benefits.

Second, is the dramatic increase in the number of meals provided to seniors in the community. In 2025, we prepared a record number of meals for our seniors. As a comparison, in 2024 we prepared 13,852 meals and in 2025 we prepared 18,515 meals - an increase of 34%. In total 8,540 meals were served in our dining room and 9,975 were delivered to homebound seniors. In January and February 2026, we have already served an average of 697 meals in the dining room, and an average of 923 meals were delivered to our homebound seniors. Using this early 2026 data, we are projecting an average of 1,620 per month for a total of 19,440 total meals provided in 2026 for an additional increase of 5%.

Finally, the third driver of our request is the Consumer Price Index for Food predicts a 3.1% increase in the cost of food for 2026. Our food is always fresh and of high quality. We are a Member Agency of the Tillamook Regional Food Bank and do receive some of our food at little or no cost during the year. We also appreciate the generosity of local food related businesses who donate to us on a regular basis. This grant will assist us in the procurement of food beyond what is donated, to ensure all seniors dine with dignity.

## HEALTHY COMMUNITY

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

### **Explain how the project contributes to a healthier local community.**

A healthy community is one where access to fresh, healthy foods are available, educational resources are provided, physical fitness is promoted, recreational opportunities are encouraged, medical and mental health needs are met, and the environment is cared for.

Our primary mission is to provide fresh, healthy food to senior citizens. We are the only non-profit organization in our community that provides meal services and we are proud of our successful track record since 2003. Please see attachments I-III - letters of support from two of our senior diners and one from a key community donor partner.

Our food is fresh and served within minutes of preparation. Our primary focus is the development and preparation of menus that are balanced and nutritious. We receive a variety of fresh and frozen food donations from local businesses, non-profit organizations, and local growers. The balance of our food is purchased from Costco, US Chef Store, Tillamook Fred Meyer and Safeway. All food preparation and service is completed in compliance with Tillamook County Health Department requirements.

Our homebound seniors receive fresh meals three times per week and frozen meals for the remainder of the week. The containers for these to go meals are specially designed to ensure meals arrive hot and that frozen meals can be micro-waved or easily heated in an oven. A part of this grant will allow for the purchase of these containers.

We also support healthy community through our work with Tillamook Adventist Social Services. This partnership allows for collaboration in identifying elderly patients needing our meal service during recuperation and rehabilitation from surgery or injury. We also provide welfare checks for our homebound seniors, and partner with the Tillamook County Community Health Center to advertise all appropriate services available to seniors. We also partner with the Rockaway Beach Fire Department to provide CPR and AED equipment review and practice, Narcan review, and a demonstration of the department's InvaLift.

We are also working to support children in Neah-Kah-Nie School District who experience food insecurity when school is not in session. In our first year of operation we delivered 2,405 lunches. Finally, we also work with Neah-Kah-Nie School District to provide work experience for students with disabilities participating in the district's community transition program, as well as for other students working to complete community service hours.

## INCLUSIVE COMMUNITY

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

### **Explain how the project assists the local community in promoting inclusivity.**

In an inclusive community diversity is valued, social opportunities are plentiful, community involvement thrives, and residents work together to support city initiatives and **projects**.

Our mission statement includes the following commitment. “Our mission is to enable the senior citizens of North Tillamook County to continue living independently in their homes by providing access to nutritious meals and social occasions.” To accomplish this mission, we invite all senior citizens in our community to participate in our program regardless of life experience or circumstance.

Major studies indicate that socialization for senior citizens is critical for overall well-being, impacting physical, and mental and emotional health by reducing isolation. Key benefits include improved cognitive functioning, decreased depression and dementia, and increased physical activity. Regular social interaction supports a sense of purpose and belonging, and can contribute to increased longevity. Inclusive socialization for seniors in our community is an important focus of our work. The doors to our dining room open at 10:30 am even though lunch service does not begin until 11:45am. This schedule is intentional because many of our seniors enjoy early entry as an opportunity to socialize with other diners.

We provide other inclusive opportunities and invite everyone in our community to join us. Our Thanksgiving Dinner is free and open to anyone and we served 200 individuals at our 2025 Thanksgiving Dinner, and includes meals delivered to homebound seniors. This event is sponsored by two board members and supported by 10 volunteers. In addition, we sponsor and host a Christmas Party that includes lunch, musical entertainment, a visit from Santa and Mrs. Claus, and 200 Christmas baskets.

We also support inclusive practice by partnering with other community groups. In October 2025, we sponsored a CPR class delivered by the Rockaway Beach Fire and Rescue Department at the meal site. Senior diners and community volunteers participated in this class. In addition, board volunteers support the Manzanita Golf Tournament sponsored by the Eugene Schmuck Foundation. This foundation is supportive of Meals for Seniors and we assist them in this annual fundraiser.

Finally, MFS invites community members to contribute to inclusive community practice through a variety of volunteers opportunities.

## CHARITABLE COMMUNITY

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

### **Explain how the project supports local charitable efforts.**

Charitable communities value giving back to others, promote volunteer opportunities, and strive to meet the needs of the local community.

We are a volunteer managed and operated non-profit organization. Thirteen board members manage the organization and also take an active volunteer role in operations. In 2025, 55 volunteers worked in the kitchen, delivered meals, assembled and delivered summer lunches, provided holiday joy to families and children in the community, and facilitated utility assistance, for a total of 10,002 hours. Our drivers drove 3,000 miles to deliver meals to homebound seniors. The University of Maryland, utilizing Bureau of Labor Statistics data, places a value for volunteer labor in Oregon for 2025 at \$36.44 per hour. This results in a local economic value of \$364,473 to the community from our Meals for Seniors volunteers. We are always recruiting additional volunteers and welcome anyone interested in participating in our charitable efforts.

In addition, we appreciate numerous businesses who donate food and fresh produce to us on a regular basis. We also benefit from businesses that agree to host our coin canisters as a part of our fund raising efforts.

## EQUITABLE COMMUNITY

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

### **Explain how the project encourages equity throughout the local community.**

Equitable communities provide a helping hand to residents in need and meet the needs of underserved community members.

In 2005, Meals for Seniors, Inc. adopted a non-discrimination policy that states, "Meals for Seniors, Inc. will not discriminate with respect to race, color, creed, sex, age, national origin, disability, religion, or sexual orientation, and will comply with affirmative action programs and all federal, state or local laws that are applicable."

We serve all seniors in our community including those who are low income, medically fragile, or homebound. There is no charge for our meals and no one is ever turned away. While our focus is senior citizens, we also want to be more equitable in who we serve. To accomplish this goal we also operate a Family Fund which helps families in crisis and operates our Summer Lunch Program, providing lunches to children during the summer.

## PROJECT WORK PLAN

The project work plan highlights key objectives of your application, how you plan to achieve them, and how to intend to measure the impacts.

The work plan describes project goals. Each goal further defines the following:

- Budget amount per goal
- Key action steps
- Timeline to complete each step
- Expected outcome for each step
- Evaluation method for each step

Complete the template below. Limited to three goals in formatting provided.

Verify that "Budget to Complete Goals" total matches "Budget Totals"

### **GOAL #1:**

### **Budget to Complete Goal:**

Key Action Steps	Timeline	Expected Outcome	Evaluation Method
Purchase Food \$15,000	\$ on a quarterly basis \$3,750	Adequate food on hand at all times	# of meals prepared each month

**GOAL #2:****Budget to Complete Goal:**

Key Action Steps	Timeline	Expected Outcome	Evaluation Method
Purchase "To Go" containers \$5,000	June 2026	Adequate number of containers to last 12 months	Monthly accounting of containers used

**GOAL #3:****Budget to Complete Goal:**

Key Action Steps	Timeline	Expected Outcome	Evaluation Method

# PROJECT BUDGET

Income		BUDGET
City of Rockaway Beach Large Community Grant		\$ 20,000
Other Income		
<i>Matching amounts are NOT required, but if your project exceeds the grant fund limit, use this section to add additional funding resources</i>		
Meals for Seniors, Inc. 2026 budget, resources in hand to purchase food		\$ 30,000
		\$
		\$
TOTAL INCOME		\$ 50,000

Expenses		
Description	Estimate Obtained (Y/N)	Budget
<i>If estimates from tentative vendors have been obtained, please attach those to the application.</i>		
Food Purchases (Costco, US Chef Store, Fred Meyer, Safeway, others)		\$ 15,000
		\$
Oliver Packaging and Equipment Company - Food Containers (Attached)		\$ 5,000
		\$
MFS, Inc. Approved Budget		\$ 30,000
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
TOTAL BUDGET		\$ 50,000

Total income should equal total expenses



# AUTHORIZATIONS AND CERTIFICATIONS

Initial the following authorizations and certifications



**I am an eligible Applicant and submitted an eligible project.** Refer to above grant information for details.

**I agree to comply with federal, state, and local rules and regulations, where applicable.**

**Legal title affirmation.** I understand that legal title to the completed project must be held for at least 10 years following the project completion or that some other arrangement, satisfactory to the City of Rockaway Beach, will be put in place to protect the investment of public funds in this project for a 10-year period.

*Required for facility improvement projects only.*

**I agree to enter into an agreement with the City of Rockaway Beach upon grant approval.** The City of Rockaway Beach reserves the right to include such additional special conditions or requirements in each agreement as it might deem necessary or desirable to protect the public investment of tax dollars in the project.

**I agree to provide a W9-Request for Taxpayer Identification Number and Certification.** 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.

**I agree to provide current, executed Articles of Incorporation or Organization for the non-profit or not for profit organization.**

**I give permission to the City of Rockaway Beach to use my project for public information, promotional, and educational purposes.**

**Hold harmless and Indemnification.** I agree to hold the City of Rockaway Beach harmless for any liens, claims, damages, or other liabilities related to the project, and to indemnify and defend the City of Rockaway Beach from any claims, costs, damages, or expenses of any kind, including attorney's fees and other costs and expenses of litigation, arising out of the project.

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

Signature [Redacted]

Date 3-16-2026

Printed Name Theresa L. Brunner

Title President





# Quote

03/09/2026

To:  
Do Not Use- Meals For Seniors Inc  
Rockaway Beach, OR 97136  
UNITED STATES

Project:

From:  
Oliver Packaging & Equipment Company  
Kayla MacDonald  
3236 Wilson Dr NW  
Walker, MI 49534  
United States

Item	Qty	Product	Description	Price	Sell Total
1	8.00	62121TPL	Tray 1C Fiber SM 37oz Turn Flange PLA	\$464.90	\$3,719.20
2	4.00	7230-6262T	Tray 2C Fiber 22/11oz Turn Flange	\$406.49	\$1,625.96
3	4.00	62124	Film Roll 8.75" 1461' 50 10.63HTAF	\$98.32	\$393.28

<b>Sale Amount:</b>	\$5,738.44
<b>Order Disc(- %):</b>	\$0.00
<b>Freight:</b>	N/A
<b>Surcharge:</b>	\$0.00
<b>Sales Tax:</b>	\$0.00

<b>Misc Charges:</b>	0.00
<b>Total Amount:</b>	\$5,738.44

Terms & Conditions: <https://www.oliverquality.com/terms-conditions/>

CRM-001-31431072

Pricing good thru 04/08/2026

Acceptance: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Project Grand Total: \$5,738.44

March 13, 2026

City of Rockaway Beach  
Attn: Luke Shepherd - City Manager  
P.O. Box 5  
Rockaway Beach, OR 97136

Dear Luke,

My name is Tom Bauer and I am very happy to write this letter of support for Meals for Seniors. I have been participating in the Meals for Seniors lunch program for nearly 18 years.

This is an outstanding program and a wonderful service in our community. I have witnessed firsthand over the years how this program helps our seniors. The meals are delicious and nutritious and the volunteers are friendly and helpful. The dining room is always decorated and welcoming and it's a great place to visit with friends. For many people this meal is their only fresh cooked meal and the only opportunity they have to socialize with friends.

I totally support Meals for Seniors and I recommend that they be awarded the grant to help continue this wonderful program.

Sincerely,

A solid black rectangular box used to redact the signature of Tom Bauer.

Tom Bauer  
Rockaway Beach Resident

City of Rockaway Beach  
Attn: Luke Shepard -City Manager  
P.O.Box 5  
Rockaway Beach, OR 97136

Luke,

My name is Jody Robinson. I moved to Rockaway Beach 3 years ago to live near my elderly mother.

She lives independently but needs a chauffeur for errands and other appointments. Meals for Seniors provides a place for socializing, catching up on community news and events in addition to providing delicious meals.

The people who volunteer are selfless and dedicated, helping to prepare the meals for delivery to home bound people, serving in the lunch room and for clean up, and always kind and considerate.

Meals for Seniors provides a valuable service to our community, socializing, bringing meals for those who can't get out, providing lunches to go, a place to share community news and events and welcoming all who need a good meal. Our community is richer because of this program. The grant they are applying for would help insure that they can continue their excellent program.

Sincerely,

A solid black rectangular box redacting the signature of Jody Robinson.

Jody Robinson  
P.O. Box 1413  
375 N Juniper Ct.  
Rockaway Beach, OR 97136



March 10, 2026

City of Rockaway Beach  
P.O. Box 5 / 276 Highway 101S  
Rockaway Beach, Oregon 97136

Dear City of Rockaway Beach:

It is my great pleasure to recommend ***Meals for Seniors, Inc.*** to you in support of their application for a Large Community Grant.

For the past three years, Twin Rocks Friends Camp & Conference Center has partnered *with Meals for Seniors*, helping them provide meals for our local seniors. Here's how it works:

1. Twin Rocks Friends Camp operates year-round and annually serves 95,000+ meals to 12,500+ campers of all ages. In order to ensure well-fed campers, the camp's food service team prepares extra food, just in case it's needed. As such, Twin Rocks regularly has substantial quantities of leftovers – tasty food that has never left the kitchen.
2. Beginning in May 2023, *Meals for Seniors* began sending its volunteers to the camp to pick up these leftovers, rescuing them from otherwise being thrown out. The *Meals for Seniors* volunteers show up three times each week to collect the food, then spend countless hours repackaging it and serving it to local seniors.
3. In two months alone last summer, *Meals for Seniors* estimates that it used Twin Rocks Friends Camp food to prepare and serve 1,400+ meals in its St. Mary by the Sea dining room, and an additional 1,500+ meals delivered to home-bound seniors.

**It's truly a wonderful, amazing partnership. If it were not for the generosity of *Meals for Seniors* and its volunteers, at least 12,000 meals per year would not be provided to our local seniors, and extra food at Twin Rocks Friends Camp would simply be thrown away.**

As such, *Meals for Seniors, Inc.* has our highest endorsement for funding from the Rockaway Beach Large Community Grant program. *Meals for Seniors'* work dramatically reduces food insecurity in our community, and offers socialization and hope to hundreds of our local seniors. Thank you for the opportunity to express our gratitude for this fine organization.

Sincerely yours,



Ken Beebe  
Executive Director

P.O. Box 6 ♦ Rockaway Beach, Oregon 97136 ♦ 503-355-2284 ♦ [www.twinrocks.org](http://www.twinrocks.org)

# LARGE COMMUNITY GRANT APPLICATION

## APPLICANT INFORMATION

**Organization Name** Neah-Kah-Nie Coast Arts Music & Cultural Foundation (NCAM)

**Contact Name** Kristin Koptiuch

**Title** NCAM volunteer grant writer

**Phone Number** [REDACTED]

**Email** [REDACTED]

**Organization Type** Nonprofit 501c3

**Physical Address** [REDACTED]

**Mailing Address** [REDACTED]

## PROJECT CHECKLIST

- ✓ **Complete Application**
- ✓ **Attach Plans, as needed**
- ✓ **Attach 3 Letters of Support**
- ✓ **Submit Application by 12:00 pm on April 2, 2026**

*Preferred delivery format is one combined PDF with all documents in order listed above. The City of Rockaway Beach will accept multiple PDF documents if titled in the following format; [Organization Name, Page X of X]. Paper copies will also be accepted. You will receive an email confirmation of receipt from the Grant Manager within 2 business days of submittal. It is the Applicant's responsibility to verify successful receipt of application. If confirmation is not received in the allotted time frame, contact the Grant Manager via email.*

## PROJECT OVERVIEW

**Project Title** Rockaway Beach Music Festival: Connecting Community Through Music

**Grant Request** \$20,000

**Total Project Cost** \$33,000

Questions? Need assistance?  
Grant Manager, Lark Reifentahl  
lreifentahl@corb.us  
(503) 374-1752 ext. 104



## PROJECT DESCRIPTION

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

**Provide a complete description of the project's intended function and demographic(s) that will be served by the project.** *If relevant, attach design drawings, plans, etc.*

The Neah-Kah-Nie Coast Arts, Music & Cultural Foundation (NCAM) requests \$20,000 from the City of Rockaway Beach to produce the 2026 Rockaway Beach Music Festival, a free, professionally produced, two-day event that brings high-quality live music directly to our residents. In a rural community without a dedicated performance venue, this funding is essential to provide equitable access to arts and culture, support local youth through music education, and create a vibrant, inclusive gathering space that strengthens community connection and well-being.

Without this support, the festival would not be able to provide the professional artist compensation, sound production, and infrastructure required to deliver a safe, high-quality event at no cost to the community.

Now entering its third year, the festival has evolved from a one-day pilot into a growing regional event that reflects NCAM's mission to expand access to arts and culture in Tillamook County. Held at the centrally located Rockaway Beach Wayside, the festival transforms a familiar public space into a dynamic cultural hub.

The project serves a broad cross-section of Rockaway Beach residents, including youth, working families, seniors, and low-income individuals who may otherwise face financial or geographic barriers to accessing live music. The 2026 festival will continue its commitment to diverse programming, including the addition of Latin music traditions such as Cumbia, expanding cultural representation on the North Coast.

In addition to serving residents, the festival attracts county and regional visitors, supporting local businesses while strengthening Rockaway Beach's identity as an emerging arts and culture destination.

With the City of Rockaway Beach's support, the 2026 Rockaway Beach Music Festival will continue to provide free, high-quality cultural experiences that strengthen community connection, expand equitable access to the arts, and invest in the well-being of our residents—while sustaining a vibrant tradition that celebrates the diverse voices of Rockaway Beach.



## HEALTHY COMMUNITY

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

### **Explain how the project contributes to a healthier local community.**

A healthy community is one where access to fresh, healthy foods are available, educational resources are provided, physical fitness is promoted, recreational opportunities are encouraged, medical and mental health needs are met, and the environment is cared for.

The Rockaway Beach Music Festival contributes to a healthier community by addressing social isolation and supporting emotional well-being through shared cultural experiences.

By activating a central public space, the festival creates opportunities for residents to gather, connect, and engage in a positive, uplifting environment. These experiences are particularly important in rural communities, where opportunities for social connection can be limited.

The outdoor setting encourages physical activity, including walking and biking to the event, while providing a safe and welcoming space for all ages. Local food vendors further contribute to community health by offering fresh, locally prepared food options while supporting the local economy.

## INCLUSIVE COMMUNITY

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

### **Explain how the project assists the local community in promoting inclusivity.**

In an inclusive community diversity is valued, social opportunities are plentiful, community involvement thrives, and residents work together to support city initiatives and projects.

Inclusivity is central to the festival's design. The event is free and open to all, removing financial barriers and ensuring that all residents can participate regardless of income.

The ADA-accessible Wayside location provides a welcoming and accessible setting, while the festival's programming reflects a growing commitment to cultural diversity. The inclusion of Latin music, including Cumbia, represents an intentional effort to broaden representation and create a space where more members of the community feel seen and welcomed.

Community involvement is also a key component of inclusivity. Volunteers play an essential role in the festival's success, fostering a strong sense of shared ownership and connection.

## CHARITABLE COMMUNITY

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

### **Explain how the project supports local charitable efforts.**

Charitable communities value giving back to others, promote volunteer opportunities, and strive to meet the needs of the local community.

The festival serves as both a cultural event and a charitable initiative that directly benefits local youth.

While admission remains free, optional donations, merchandise sales, and community contributions support the Neah-Kah-Nie High School Music Program. These funds help provide students with access to instruments, instruction, and opportunities to pursue music education.

The festival also offers hands-on learning opportunities through collaboration with the high school's Music Technology Program, giving students exposure to live sound production and event management.

Volunteerism is central to the festival's charitable impact, with community members contributing time and effort to bring the event to life and strengthen civic engagement.

## EQUITABLE COMMUNITY

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

### **Explain how the project encourages equity throughout the local community.**

Equitable communities provide a helping hand to residents in need and meet the needs of underserved community members.

The Rockaway Beach Music Festival advances equity by ensuring access to high-quality cultural experiences for all residents while supporting fair compensation for artists.

By eliminating ticket costs, the festival removes a significant barrier to participation, allowing low-income families, seniors, and underserved residents to experience professional live music in their own community.

At the same time, grant funding allows NCAM to provide fair, professional compensation to performing artists, supporting a rural creative workforce that is often underpaid.

The festival also continues to expand representation in its programming, ensuring that a broader range of cultural voices is reflected on stage.

## PROJECT WORK PLAN

The project work plan highlights key objectives of your application, how you plan to achieve them, and how to intend to measure the impacts.

The work plan describes project goals. Each goal further defines the following:

- Budget amount per goal
- Key action steps
- Timeline to complete each step
- Expected outcome for each step
- Evaluation method for each step

Complete the template below. Limited to three goals in formatting provided.

Verify that "Budget to Complete Goals" total matches "Budget Totals"

### **GOAL #1:**

### **Budget to Complete Goal:**

Key Action Steps	Timeline	Expected Outcome	Evaluation Method
a) Contract a diverse lineup of professional musicians	February–July 2026: Planning, booking, logistics	Contract with 10-12 bands including headliners and showcasing local talent	Success in contracting with diversity of performing musicians
b) Secure lodging and hospitality for visiting artists	February–July 2026: Planning, booking, logistics	Work with Rockaway hotels and STRs to secure lodging for visiting artists during busy summer season	Lodging and hospitality secured, satisfied artists
c) Coordinate stage, sound, and technical production	February–July 2026: Planning, booking, logistics	Smooth operations, great sound quality, failsafe backup systems	In-progress monitoring, post-event feedback

**GOAL #2:**

**Budget to Complete Goal:**

Key Action Steps	Timeline	Expected Outcome	Evaluation Method
d) Recruit and organize community volunteers to setup and manage the event	February–July 2026: Planning, booking, logistics	Strong volunteer participation	Volunteer tracking, post-event feedback
e) Produce and host the two-day festival	August 2026: Festival execution	Smooth setup for bands, audiences, and vendors. Successful festival—fun had by all! 1000+ attendees over 2 days	Attendance estimates, feedback from community, artists, vendors; funds raised.
f) NCAM board evaluation and reflection on successes and challenges	September 2026: Evaluation and reconciliation	Guidance for next year’s Music Festival. Continued growth as regional arts event.	Compile results of all evaluation from each action step. Use in final grant report.

**GOAL #3:**

**Budget to Complete Goal:**

Key Action Steps	Timeline	Expected Outcome	Evaluation Method

## PROJECT BUDGET

Income	BUDGET
City of Rockaway Beach Large Community Grant	\$ 20,000
Other Income	
<i>Matching amounts are NOT required, but if your project exceeds the grant fund limit, use this section to add additional funding resources</i>	
IN KIND: photography/videography \$500, stage rental \$1500, local ads (Pion	\$ 5,500
GRANT: TCVA Marketing Grant for regional digital marketing (committed)	\$ 2,500
GRANT: Other grants applied (Roundhouse Found., Marie Lamfrom, OR Con	\$ 5,000
<b>TOTAL INCOME</b>	
	\$ 33,000

Expenses		
Description	Estimate Obtained (Y/N)	Budget
<i>If estimates from tentative vendors have been obtained, please attach those to the application.</i>		
Artist fees (10-12 bands; fee varies depending on size and stature)		\$ 7,000
Lodging for visiting performing musicians (professional artists)		\$ 4,000
Professional sound production, technical equipment, generator backup rental		\$ 3,500
Artist hospitality (meals and basic accommodations during performance)		\$ 350
Event production rentals (Wayside venue, chairs, tents, fencing, tables)		\$ 4,000
Printing & promotional materials		\$ 150
Event supplies/contingency (safety, operations, and unforeseen costs)		\$ 1,000
		\$
IN KIND: photography/videography, stage rental, local ads		\$ 5,500
GRANT: TCVA Marketing Grant for regional digital marketing (committed)		\$ 2,500
GRANT: Other grants applied (Roundhouse Found., Marie Lamfrom, OR		\$ 5,000
		\$
<b>TOTAL BUDGET</b>		\$ 33,000

*Total income should equal total expenses*



## AUTHORIZATIONS AND CERTIFICATIONS

Initial the following authorizations and certifications

**I am an eligible Applicant and submitted an eligible project.** Refer to above grant information for details.

**I agree to comply with federal, state, and local rules and regulations, where applicable.**

**Legal title affirmation.** I understand that legal title to the completed project must be held for at least 10 years following the project completion or that some other arrangement, satisfactory to the City of Rockaway Beach, will be put in place to protect the investment of public funds in this project for a 10-year period.

*Required for facility improvement projects only.*

**I agree to enter into an agreement with the City of Rockaway Beach upon grant approval.** The City of Rockaway Beach reserves the right to include such additional special conditions or requirements in each agreement as it might deem necessary or desirable to protect the public investment of tax dollars in the project.

**I agree to provide a W9-Request for Taxpayer Identification Number and Certification.** 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.

**I agree to provide current, executed Articles of Incorporation or Organization for the non-profit or not for profit organization.**

**I give permission to the City of Rockaway Beach to use my project for public information, promotional, and educational purposes.**

**Hold harmless and Indemnification.** I agree to hold the City of Rockaway Beach harmless for any liens, claims, damages, or other liabilities related to the project, and to indemnify and defend the City of Rockaway Beach from any claims, costs, damages, or expenses of any kind, including attorney's fees and other costs and expenses of litigation, arising out of the project.

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

Signature

Date 4-1-26

Printed Name Don Backman

Title NCAM President





## Supporting Materials: Rockaway Beach Large Community Grant 2026

### Websites

- Neah-Kah-Nie Coast Art & Music Cultural Foundation, <https://www.ncamfoundation.org/>
- Rockaway Beach Music Festival, <https://www.rbmusicfest.com/>

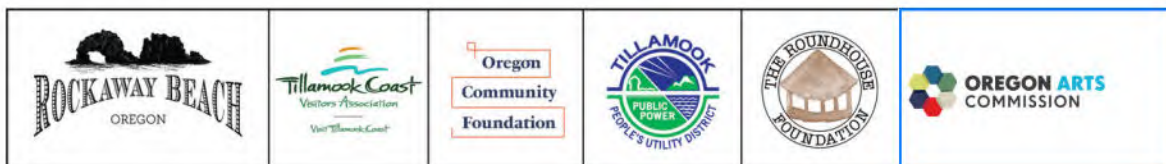
### Social Media

- NCAM Foundation, <https://www.facebook.com/profile.php?id=61562631316851>
- RBMF, <http://facebook.com/rbmusicfest>
- @rbmusicfest Instagram
- @ncamfoundation Instagram

## ATTACHMENTS

- NCAM Budget Narrative for this grant: Rockaway Beach Music Festival: Connecting Community Through Music
- 2026 Rockaway Beach Music Festival, hold-the-date flyer
- 2025 Rockaway Beach Music Festival, flyer
  - RBMF 2025, Live music lineup
  - RBMF 2025, Event photos
- Letters of support from local partners
  - Rockaway Beach Business Association
  - Tillamook County Libraries
  - Tillamook Bay Community College

### Funders:





## NCAM Budget Narrative:

### 2026 Rockaway Beach Music Festival: Connecting Community Through Music

The total project budget for the 2026 Rockaway Beach Music Festival is \$33,000, with \$20,000 requested from the City of Rockaway Beach to support the **core performance infrastructure** required to produce a free, high-quality, professionally managed event for the community.

The largest portion of the budget is dedicated to **artist fees (\$7,000)**, ensuring fair and professional compensation for 10–12 regional musicians, including headlining and local acts. Providing appropriate honorariums is essential to attracting high-quality performers and sustaining a credible, professional festival.

Funding is also allocated to **professional sound production and technical equipment (\$3,500)**, including audio systems and generator backup. These elements are critical to delivering a safe, high-quality audience experience and represent foundational infrastructure for the event.

**Event production rentals (\$4,000)** support the transformation of the Rockaway Beach Wayside into a functional performance venue, including staging elements, tents, seating, and necessary site infrastructure.

To support visiting performers, the budget includes **lodging (\$4,000)** and **artist hospitality (\$350)**, ensuring that artists traveling to this rural coastal location can participate without financial burden.

Additional costs include **event supplies and contingency (\$1,000)** to cover essential operational needs and ensure smooth execution, as well as **printing and promotional materials (\$150)** for minimal on-site communication and local outreach.

The remaining project costs are supported through a combination of **committed and pending grant funding** and **in-kind contributions**, including photography/videography, stage support, local advertising, and volunteer labor. A separate **TCVA Marketing Grant** supports regional digital promotion and is not included in this request, ensuring compliance with grant guidelines.

This funding structure reflects a highly leveraged project in which City support directly enables the core elements required to keep the festival **free and accessible to all residents**. Without this investment, NCAM would be required to reduce production quality or introduce admission fees, creating barriers to participation.

By investing in the foundational infrastructure of the festival, the City of Rockaway Beach is supporting community well-being, equitable access to the arts, youth opportunity, and local economic vitality.

Brought to you by NCAM Foundation, Steeplejack Brewing and Revival Drum Shop

THIRD ANNUAL  
**ROCKAWAY BEACH**  
**MUSIC FESTIVAL**



Two days of original live music at the coast along with local food trucks, art exhibits, local craft vendors, and a beer garden featuring Steeplejack Brewing.

**Aug 15-16, 2026**

**NCAM**  
NEAH•KAH•NIE COAST  
ART & MUSIC  
CULTURAL FOUNDATION

*Save the date, more info coming soon!*

RBMF 2025 PRESENTED BY NCAM FOUNDATION

# ROCKAWAY BEACH MUSIC FESTIVAL

LIVE MUSIC | LOCAL FOOD | ALCOHOL/BEER GARDEN for 21+ | ART EXHIBITS | LOCAL CRAFT VENDORS



LIVE PERFORMANCES FROM

Glitterfox  
MEMBERS OF TYPHOON  
MITCH WHITAKER  
MERCURY COAST  
THE DEAD LINES

MORE TO BE ANNOUNCED! FOLLOW US @RBMUSICFEST

**August 16+17**

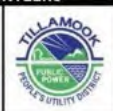
The Wayside in Rockaway Beach

**Free Event!**

VIP seating by donation!

**NCAM**  
NEAH-KAH-NIE COAST  
ART & MUSIC  
CULTURAL FOUNDATION

THIS EVENT IS 100% MADE POSSIBLE BY CITY GRANTS,  
COMMUNITY GRANTS, AND DEDICATED VOLUNTEERS



RSVP





ROCKAWAY BEACH  
MUSIC FESTIVAL

**NCAM** NEAH • KAH • NIE COAST  
ART & MUSIC  
CULTURAL FOUNDATION

## Live Music Lineup

### **Saturday, August 16**

Mercury Coast @ Noon  
The Deadlines @ 1:30 pm  
Nik Xandir Wolf @ 3 pm  
Mitch Whitaker @ 4:45 pm  
Glitterfox @ 6:30 pm  
Typhoon @ 8:30 pm

### **Sunday, August 17**

Doral Vance @ Noon  
Blaine Heinonen @ 1:30 pm  
Sunkicks @ 2:45 pm  
Dylan Crawford @ 4:00pm  
Hope Montgomery and the  
Invasive Species @ 5:15 pm

# PHOTOS OF ROCKAWAY BEACH MUSIC FESTIVAL 2025



# PHOTOS OF ROCKAWAY BEACH MUSIC FESTIVAL 2025





ROCKAWAY BEACH BUSINESS ASSOCIATION  
111 S. MILLER STREET #C,  
ROCKAWAY BEACH, OREGON 97136

March 3, 2025

**Subject: Letter of Support for Neah-Kah-Nie Coast Arts Music & Cultural Foundation**

To Whom It May Concern,

The Rockaway Beach Business Association is pleased to express our strong support for Neah-Kah-Nie Coast Arts, Music & Cultural Foundation (NCAM). As a nonprofit dedicated to fostering artistic expression and cultural enrichment in our community, NCAM has significantly contributed to both the economic vitality and social cohesion of Rockaway Beach.

Since its inception, NCAM has demonstrated a deep commitment to strengthening our local economy by hosting dynamic, off-season events that bring visitors to our town. The **Rockaway Writers Rendezvous (RWR) in April** and the **Rockaway Music Festival in September** have become highly anticipated events, attracting participants from across Oregon and beyond. These events not only showcase artistic talent but also generate meaningful economic benefits by driving foot traffic to local businesses, filling hotels and vacation rentals, and increasing patronage at restaurants, retail stores, and service establishments.

Our business community has directly benefited from NCAM's initiatives. Over the past three years, we have observed a measurable uptick in business activity during NCAM event weekends. **Sequest Treasures** reported increased sales each event weekend over the previous year, with customers citing NCAM's events as their reason for visiting Rockaway Beach. Similarly, **All Professional Real Estate** saw a notable increase in walk-in traffic during NCAM's festivals, as visitors explored the area and inquired about local property listings.

Beyond economic impact, NCAM fosters strong partnerships with local businesses, many of whom contribute in-kind donations, financial sponsorships, and volunteer support. Several NCAM board members are also business owners, ensuring that event planning aligns with the needs and interests of the local economy.

The Rockaway Beach Business Association enthusiastically supports NCAM's efforts to expand its programming and continue enhancing the livability and economic resilience of our community. We believe that with additional funding, NCAM will not only sustain but further amplify its positive impact, creating year-round opportunities for business growth, tourism, and cultural engagement.

We are proud to stand behind NCAM and look forward to continuing our collaboration in strengthening Rockaway Beach as a thriving destination for the arts, culture, and commerce.

[REDACTED]

Nancy Albro  
Secretary  
Rockaway Beach Business Association  
nalbro@comcast.net



February 25, 2026

Dear Tillamook PUD Board of Directors,

I am excited to provide this letter of support for Neah-Kah-Nie Coast Arts, Music & Cultural Foundation's requested grant for the 4<sup>th</sup> Annual Rockaway Writers Rendezvous. Over the past four years, this work has grown our community's relationship to writing and literacy. The Library is a partner organization and keenly interested in literacy for our community. This grant will help make sure that the program remains strong through excellent presenters and the publication of the anthology.

By supporting this grant application, the Tillamook Public Utility District will support the livability of our community and enhance economic development. The opportunities provided by this initiative build on the creative knowledge of our community. The event's timing helps to develop a shoulder season attraction for our businesses.

We look forward to our continued partnership with the NCAM in their mission to support creativity and literacy in our community. I know you will have many good community projects to consider this year, and I hope you will support this sustained and growing work for the Rockaway Writer's Rendezvous.

Sincerely,

A solid black rectangular box redacting the signature of Don Allgeier.

Don Allgeier, Tillamook County Library Director

Tillamook County Library  
1716 Third Street  
Tillamook, Oregon 97141  
(503) 842-4792 Ext. 1707  
[www.tillabook.org](http://www.tillabook.org)



February 13, 2026

To whom it may concern:

I am pleased to write a letter of support for NCAM's Grant Proposal. This year the Rockaway Writer's Rendezvous has specifically included Tillamook Bay Community College in the program, and the college has actively supported NCAM by marketing the program to our student body and faculty. Any project or program that encourages students to use their education creatively we will always be on board for.

On a personal note, I will add that as a Rockaway Beach resident, I have watched the Writers Rendezvous grow from a small event in a coffee shop to a citywide (and now countywide) well run and well received annual event. Many in the county and elsewhere look forward to the event each year.

I strongly encourage the grant committee to approve the proposal from NCAM to help defray the significant costs incurred to bring this cultural gem to our community.

Sincerely,



Michael Weissenfluh  
Vice President Student Learning and Academic Affairs  
503-842-8222 X1030  
michaelweissenfluh@tillamookaycc.edu

# LARGE COMMUNITY GRANT APPLICATION

## APPLICANT INFORMATION

**Organization Name** North County Food Bank

**Contact Name**

**Title** Vice-President

**Phone Number** [REDACTED]

**Email** [REDACTED]

**Organization Type**

**Physical Address** [REDACTED]

**Mailing Address** [REDACTED]

## PROJECT CHECKLIST

- ✓ **Complete Application**
- ✓ **Attach Plans, as needed**
- ✓ **Attach 3 Letters of Support**
- ✓ **Submit Application by 12:00 pm on April 2, 2026**

*Preferred delivery format is one combined PDF with all documents in order listed above. The City of Rockaway Beach will accept multiple PDF documents if titled in the following format; [Organization Name, Page X of X]. Paper copies will also be accepted. You will receive an email confirmation of receipt from the Grant Manager within 2 business days of submittal. It is the Applicant's responsibility to verify successful receipt of application. If confirmation is not received in the allotted time frame, contact the Grant Manager via email.*

## PROJECT OVERVIEW

**Project Title** NCFB - Distribution Centr

**Grant Request** \$20,000

**Total Project Cost** 1,188,805.00

Questions? Need assistance?  
 Grant Manager, Lark Reifentahl  
 lreifentahl@corb.us  
 (503) 374-1752 ext. 104



## PROJECT DESCRIPTION

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

**Provide a complete description of the project's intended function and demographic(s) that will be served by the project. *If relevant, attach design drawings, plans, etc.***

We are honored to have 20% of our board, approximately 25% of volunteers and 25% of clients come from the Rockaway Beach zip code area. We are the largest and closest Oregon Food Bank Partner Agency for Rockaway Beach. As the the only food bank/pantry in North County that distributes a weekly grocery supply for families, maintaining our presence is essential to the community. This project will improve the consistency, reliability, and accessibility of food distribution services for Rockaway Beach residents while strengthening service delivery across all of North Tillamook County.

The North County Food Bank (NCFB) has been addressing food insecurity for 33 years. Tillamook County has one of the highest rates of food insecurity in the state of Oregon, at almost 17% of our population. One in Five children are hungry in our community reports hunger. As safety nets dissipate and food and fuel prices increase the number of community members experiencing food insecurity increases.

In 2025, North County Food Bank had over 2900 visits, representing 9400 persons with 30% being children. Our distribution includes a 6-to-7-day supply of client-selected food, hygiene items, and pet food. We distribute, on average, 20,000 pounds of food per month. To extend the reach we support several no barrier distributions such as the Neahkahnie School District Food Program and the Little Free Pantries located in neighborhoods throughout North County.

Our home of the past three decades, within the old Wheeler hospital has been scheduled for demolition. We are currently in a temporary location (which is also scheduled for eventual demolition). As a result we are building a new, permanent food distribution facility to serve North Tillamook County residents. This facility is permanent infrastructure that will ensure food security needs can be met for decades.

NCFB serves a broad demographic, including low- to moderate-income families, seniors on fixed incomes, and individuals experiencing financial hardship. Many North County residents face challenges common to rural coastal communities such as seasonal employment, rising housing costs, and limited transportation options. The new facility is on the bus line allowing convenient access for all North County residents. We provide a low barrier distribution service where anyone can access food, where we attempt to have culturally familiar foods for our expanding immigrant community and where food access is a human right.

The new facility will increase capacity, improve storage for fresh and perishable foods, and create a more accessible and efficient environment for both clients and volunteers. In addition the new facility site will allow expansion for other client based services and partnerships.

Full funding of this request is a small percentage (2%) of the overall budget, but provides a critical service to the RB community, contributing to decades of food security and volunteer engagement. It is the small donations and small grants that have contributed to this project and allowed us to be a sustaining presence in the community. We value all contributions to the mission and vision of food security for all.

Goal #1: Completion of a New Distribution Facility for North County Food Bank

Goal #2: Prepare Facility for Operational Readiness (soft/operational services no additional investment)

Goal #3: Initiate Community Based Distribution and Engagement (soft/operational service no additional investment)

Total Budget: Inclusive of all 3 goals: Budget: \$1,188,805.00



## HEALTHY COMMUNITY

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

### **Explain how the project contributes to a healthier local community.**

A healthy community is one where access to fresh, healthy foods are available, educational resources are provided, physical fitness is promoted, recreational opportunities are encouraged, medical and mental health needs are met, and the environment is cared for.

Food Security is the foundational building block of a healthy community. This project ensures that increasing demand for this basic human need will be met.

NCFB contributes to a healthier local community by increasing access to fresh, nutritious food for residents who may otherwise face barriers due to cost, transportation, or limited local availability. The new distribution facility will expand capacity for fresh and perishable foods, improving the quality and consistency of food available to all North County residents.

Partnerships with local organizations and businesses helps to expand the variety of foods we offer. An example is our partnership with Alder Creek Farms which allows us to offer fresh, locally sourced vegetables as part of weekly distributions. Reliable access to healthy food supports physical health and helps reduce the stress associated with food insecurity, contributing to overall mental well-being.

Research shows that connection via relationships and access to services is imperative to creating a healthy community. In rural locations such as North Tillamook County this can be especially difficult. Regular interaction between community members (volunteers and clients) creates opportunities to recognize needs and connect individuals to additional resources. For example, NCFB regularly assists residents who are new to the area by helping them navigate available services and connecting them with local providers to support stability during transitions.

It is important to note that our board of directors is well represented by Rockaway Beach residents, as is our volunteer roster. This further demonstrates the importance of community connection - neighbors taking care of one another - thus creating additional safety nets for the entire community

The facility will function as a reliable hub for connection, service coordination and access to community resources. This contributes to the overall health of our North County community.

## INCLUSIVE COMMUNITY

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

### **Explain how the project assists the local community in promoting inclusivity.**

In an inclusive community diversity is valued, social opportunities are plentiful, community involvement thrives, and residents work together to support city initiatives and projects.

Anyone can visit NCFB, request food and know they will be treated with dignity - one of our guiding tenets. We learn from one another, we protect one another and we value the culture and story of every community member. Having board members and volunteers who have lived experience with food insecurity helps us create informed, client-centered practices.

We provide a low barrier environment where anyone can access foods, where we attempt to have culturally familiar foods for our expanding immigrant community and where access to food is considered a human right. NCFB provides service to seniors, working families, individuals experiencing temporary hardship, the housing insecure, transient workers and travelers, those on a fixed income and a variety of other situations. The new facility will improve accessibility through ADA-compliant design.

NCFB's distribution model brings together volunteers and community members in a shared space, creating regular opportunities for interaction across age groups, income levels, and life circumstances. Individuals access services in ways that meet their needs, including those who rely on walking, biking, public transport, carpooling or other limited means of transportation. In addition, community members can pick up food for their neighbors who are not able to come to the food bank.

The new facility will ensure a consistent and functional space is available for community interaction and engagement, centered on our common need for food.

Story: This past week, as I (Cynthia) sat on the sidewalk chairs with those waiting to place a food order I asked how many were from Rockaway - over 50% (a moment in time). "Janice" then spoke up and said "this is where I come for community, we made this our first errand of the day because we knew it would fill us up with joy". The conversation then turned to recipes and eventually where to find the least expensive gas in the county.

## CHARITABLE COMMUNITY

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

### **Explain how the project supports local charitable efforts.**

Charitable communities value giving back to others, promote volunteer opportunities, and strive to meet the needs of the local community.

"Charitable: Generous in giving to those in need" NCFB has operated every week for 33 years via the generous donation of time, food and funds from our community. For all of those years we have been a volunteer-driven and small, individual donation supported organization.

We provide a substantial amount of food for a family on a weekly basis. There are no limits to how often someone can access services. The generosity of the North County community allows this to happen.

This project will ensure that both the altruistic need for service, which strengthens community engagement and volunteer participation, and the meeting of community hunger needs operate simultaneously and with mutual significance.

A larger, permanent facility will ensure that clients and volunteers are gathered in a functional and organized environment. This project will allow us to scale up our services and envision creative solutions to hunger via a solid volunteer network.

## EQUITABLE COMMUNITY

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

### **Explain how the project encourages equity throughout the local community.**

Equitable communities provide a helping hand to residents in need and meet the needs of underserved community members.

NCFB encourages equity by ensuring that residents of North Tillamook County have consistent access to food and basic necessities, regardless of income, transportation or location.

In rural coastal communities, access to food and basic supplies is often limited. Structural barriers, including limited retail options, high transportation costs, long travel distances to affordable groceries contribute to the food insecurity in our area. These conditions create localized food access gaps that make reliable community-based distribution essential. NCFB provides the closest full-service food distribution site for Rockaway Beach residents and is located on a public transportation route.

NCFB also provides essential hygiene items that are not otherwise available in North County, including adult incontinence supplies. These items are often requested by seniors and individuals receiving in-home care, and access can be coordinated through caregivers or family members when needed. Access to hygiene products represent another unmet need in North County, particularly for seniors aging in place.

## PROJECT WORK PLAN

The project work plan highlights key objectives of your application, how you plan to achieve them, and how to intend to measure the impacts.

The work plan describes project goals. Each goal further defines the following:

- Budget amount per goal
- Key action steps
- Timeline to complete each step
- Expected outcome for each step
- Evaluation method for each step

Complete the template below. Limited to three goals in formatting provided.

Verify that "Budget to Complete Goals" total matches "Budget Totals"

### **GOAL #1:**

### **Budget to Complete Goal:**

Key Action Steps	Timeline	Expected Outcome	Evaluation Method
Infrastructure trenching and connections made	April - May 2026	Utilities installed and operational to support full facility function	Site inspection, completion verification photos
Completion of New Distribution building	July 2026 - November 2026	New permanent distribution facility completed	Site Manager punch list complete, Site Inspection and Photos
Painting and finishing of Interior with organizational systems	November 2026 - January 2027	Reliable infrastructure in place to support weekly food distribution for all North County residents	Photos, Community gathering, Site evaluation

**GOAL #2:****Budget to Complete Goal:**

Key Action Steps	Timeline	Expected Outcome	Evaluation Method
Install interior infrastructure and distribution layout	November - December 2026	Facility fully prepared for safe and efficient weekly distribution	Interior completion checklist
Prepare facility systems for volunteer-based operations	November - December 2026	Improved storage and workflow capacity	OFB Facility readiness verification
Transition distribution equipment and supplies	December 2026 - January 2027	Reliable Service readiness for RB and all North County residents in accessing distribution	Successful operational set up , report by clients and volunteers

**GOAL #3:****Budget to Complete Goal:**

Key Action Steps	Timeline	Expected Outcome	Evaluation Method
Host initial community gathering of clients, volunteers, donors and civic partners	January 2027	North County Community engagement gathering including participation from residents and partners	Photos, testimonies
Coordinate community transition to new site	July 2026 - January 2027	Coordinated communication plan for community, insuring uninterrupted service	Communique to stakeholders, tracking of client numbers, testimony/survey
Conduct first distribution from new facility	January - February 2027	Successful first distribution from new facility	Confirmation of weekly operation from new facility

## PROJECT BUDGET

Income	BUDGET
City of Rockaway Beach Large Community Grant	\$ 20,000
Other Income	
<i>Matching amounts are NOT required, but if your project exceeds the grant fund limit, use this section to add additional funding resources</i>	
Cash on Hand or Already Invested in Project	\$ 886,563
Secured Grants	\$ 65,000
Grant and Donations (unsecured)	\$ 217,242
<b>TOTAL INCOME</b>	
	\$ 1,188,805

Expenses		
Description	Estimate Obtained (Y/N)	Budget
<i>If estimates from tentative vendors have been obtained, please attach those to the application.</i>		
Land Acquisitions, Permits, Professional Fees Already paid		\$ 286,563
Infrastructure Installation (except TPUD)		\$ 243,300
Electric Installation (TPUD)		\$ 20,687
Building and Site Finishing (Cove Built)		\$ 638,255
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
<b>TOTAL BUDGET</b>		\$ 1,188,805

Total income should equal total expenses



## AUTHORIZATIONS AND CERTIFICATIONS

Initial the following authorizations and certifications

- cls **I am an eligible Applicant and submitted an eligible project.** Refer to above grant information for details.
- cls **I agree to comply with federal, state, and local rules and regulations, where applicable.**
- cls **Legal title affirmation.** I understand that legal title to the completed project must be held for at least 10 years following the project completion or that some other arrangement, satisfactory to the City of Rockaway Beach, will be put in place to protect the investment of public funds in this project for a 10-year period.  
*Required for facility improvement projects only.*
- cls **I agree to enter into an agreement with the City of Rockaway Beach upon grant approval.** The City of Rockaway Beach reserves the right to include such additional special conditions or requirements in each agreement as it might deem necessary or desirable to protect the public investment of tax dollars in the project.
- cls **I agree to provide a W9-Request for Taxpayer Identification Number and Certification.** 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.
- cls **I agree to provide current, executed Articles of Incorporation or Organization for the non-profit or not for profit organization.**
- cls **I give permission to the City of Rockaway Beach to use my project for public information, promotional, and educational purposes.**
- cls **Hold harmless and Indemnification.** I agree to hold the City of Rockaway Beach harmless for any liens, claims, damages, or other liabilities related to the project, and to indemnify and defend the City of Rockaway Beach from any claims, costs, damages, or expenses of any kind, including attorney's fees and other costs and expenses of litigation, arising out of the project.
- cls **Authorization.** I certify to the best of my knowledge that all information contained in this application, including all attachments, certifications, is valid and accurate. I further certify that the application has been reviewed and approved by the authorized owner(s), manager(s) with appropriately delegated authority and/or in accordance with the organization's Articles of Incorporation or Organization.

Signature

Date 4/1/26

Printed Name Cynthia L. Speckman

Title Vice President



## North County Food Bank – Project Budget (Goals 1, 2 and 3)

### A. Project Costs

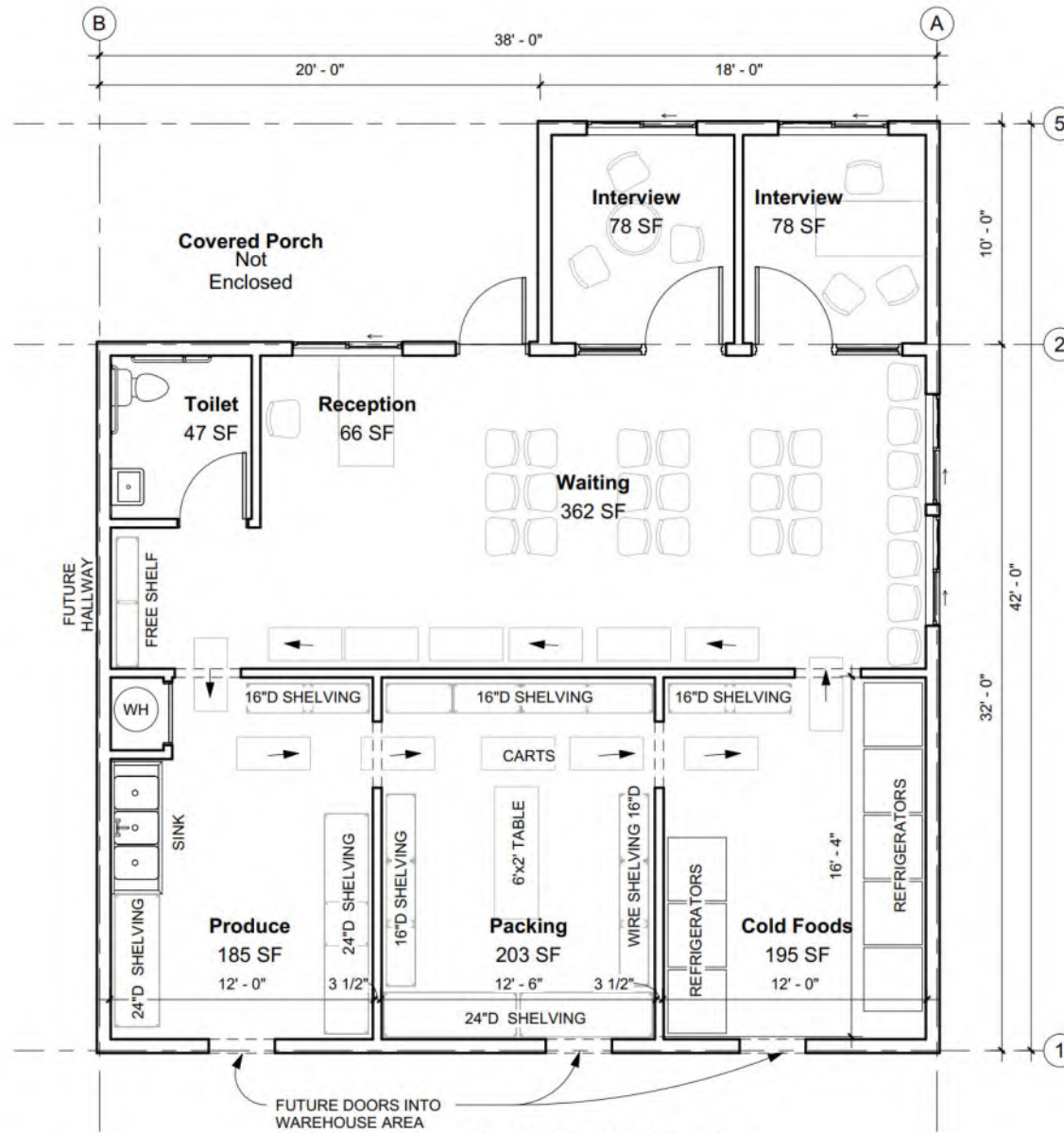
Category	Description	Amount
Costs Paid to Date	Land acquisition, closing, permits, professional services, early site preparation	\$286,563
Utilities Installation	Water, sewer, and electrical trenching and installation	\$243,300
Electrical Infrastructure (Project Cost)	On-site electrical service installation	\$20,687
Building & Site Development	Building construction, finishing, parking, site work	\$638,255
Total Project Cost		\$1,188,805

### B. Funding Sources

Funding Source	Status	Amount
Cash on Hand – Individual Donations	Secured	\$600,000
Secured Grants	Secured	\$65,000
Project Grants	Pending	\$217,242
Organizational Investment (Costs Paid to Date)	Spent	\$286,563
Total Funding Identified		\$1,188,805



1/23/2026 7:17:49 AM



1 FLOOR PLAN  
SD1 3/16" = 1'-0"

North County Food Bank



PRELIMINARY PLAN  
SD1

OWNER: Food Bank - SD Budget  
 ADDRESS: Nehalem, Or.  
 City/State:  
 PROJECT NAME : Food Bank  
 PROJECT ADDRESS Nehalem, Or.  
 PROJECT #:  
 PHONE:  
 E-MAIL:



2/24/26

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

0

PHASE	DESCRIPTION	SUB/SUPPLIER	TOTAL BASE BID
			\$ -
			\$ -
<b>DIVISION-PERMITS/INSURANCE/OH&amp;P</b>			
			\$ -
00 41 26	Permits		\$ -
00 41 30	Bonding		\$ -
00 41 35	Retention		\$ -
00 41 40	Insurance		\$ -
			\$ -
			\$ -
<b>DIVISION I - GENERAL CONDITIONS</b>			
01 00 01	General Requirements		\$ -
	Below as a % of the cost of work		\$ -
01 14 00	Work Restrictions		\$ -
			\$ -
01 14 16	Access to Occupants		\$ -
			\$ -
01 14 19	Use of Site		\$ -
			\$ -
01 15 00	Sub Bonds		\$ -
			\$ -
01 21 01	Allowances		\$ -
			\$ -
			\$ -
01 30 01	Project Management		\$ -
01 30 50	Ex Director		\$ -
01 31 00	Project Manager	Cove Built	\$ 9,500.00
01 31 10	General Superintendent	Cove Built	\$ 42,000.00
01 31 15	Superintendent		\$ -
01 31 20	Estimator		\$ -
01 31 22	MP&E Superintendent		\$ -
01 31 25	Project Assistant		\$ -
01 31 30	Foreman		\$ -
01 31 56	Office Admin		\$ -
01 31 58	Safety		\$ -
			\$ -
01 32 00	Design & Consultants		\$ -
			\$ -
01 32 23	Survey and Layout		\$ 4,500.00
			\$ -
	Temporary Facilities		\$ -
01 51 13	Temporary Electrical	By Owner	\$ -
01 51 13	Power Bill	By Owner	\$ -
01 51 13	Generators and Fuel	Needed if no temp power	\$ -
01 51 13	Misc. Cords and Accessories		\$ -
01 51 13	Spider Boxes		\$ -

PHASE	DESCRIPTION	SUB/SUPPLIER	TOTAL BASE BID
01 51 13	Trailer and jobsite Extinguishers		\$ -
01 51 13	Temp Lighting		\$ -
			\$ -
01 51 23	HVAC		\$ -
01 51 23	Dehumidification System		\$ -
01 51 23	Temp Heat	Required for Dry out	\$ -
01 51 23	Gas Bill		\$ -
01 51 23	Propane Heaters		\$ -
01 51 23	Light stands		\$ -
			\$ -
01 51 33	Telecommunications		\$ -
01 51 33	Cell Phone/Bills		\$ 450.00
01 51 33	Trailer Phone		\$ -
01 51 33	Phone Hook up		\$ -
01 51 33	Internet Line		\$ -
			\$ -
	Temp Utilities		\$ -
01 51 36	Temp Water		\$ -
01 51 36	Hookup Fee	By Owner	\$ -
01 51 36	Fire Hydrant Meter	By Owner	\$ -
01 51 36	Water Bill	By Owner	\$ -
			\$ -
01 52 001	Construction Facilities		\$ -
01 52 001	Conex/Storage		\$ 1,600.00
01 52 001	Relocation Costs		\$ -
01 52 001	Dry Storage		\$ -
01 52 001	Office Rent		\$ -
01 52 001	Connex/Storage		\$ -
01 52 001	Crew Trailers		\$ -
01 52 007	Office Trailers		\$ -
			\$ -
01 52 16	First Aid and Facilities		\$ -
01 52 16	First Aid Kits		\$ 500.00
01 52 16	First Aid Replenishment		\$ -
01 52 16	Crew/Visitor PPE		\$ -
			\$ -
01 52 19.1	Port O Johns		\$ 1,120.00
			\$ -
01 52 25	Field Office Equipment		\$ -
01 52 25	Computers		\$ -
01 52 25	Fax/Copier/Printer	In OH&P	\$ -
01 52 25	Copier Setup	In OH&P	\$ -
01 52 25	Digital Cameras	In OH&P	\$ -
01 52 25	Field Office Equipment - Office Supplies		\$ -
			\$ -
	Construction Equipment		\$ -
01 54 01	Trucks/Cars		\$ -
01 54 01	Material Pick Up Mileage		\$ -
01 54 02	Project Fuel		\$ 1,500.00
01 54 04	Fork Lifts		\$ -
01 54 06	Scissor Lift		\$ 940.00
			\$ -
01 54 20	Scaffolding		\$ -
01 54 20	Scaffolding		\$ -
			\$ -
01 55 19	Parking Fee		\$ -
			\$ 3,600.00
01 56 00	Security Fencing		\$ -
			\$ -
01 57 00	Temp Environmental Control		\$ -



PHASE	DESCRIPTION	SUB/SUPPLIER	TOTAL BASE BID
03 00 01	Cast in Place Concrete		\$ -
03 00 01	Slab on grade	RK Concrete	\$ 28,662.00
03 00 01	Stem Walls	RK Concrete	\$ -
03 00 01	Deck Footings	RK Concrete	\$ -
03 00 01			\$ -
03 00 01			\$ -
			\$ -
03 54 00	Gypcrete		\$ -
			\$ -
			\$ -
<b>DIVISION 4 - MASONRY</b>			
<b>DIVISION 5 - METALS</b>			
<b>DIVISION 6 - WOOD &amp; PLASTICS</b>			
			\$ -
06 10 01	Framing		\$ -
06 10 01.1	Framing Materials	Builders First/Cove	\$ 27,319.00
06 10 01.2	Framing Labor		\$ 32,140.00
	Interior wall framing		\$ -
	Trusses	Builders First/Cove	\$ 5,895.00
			\$ -
			\$ -
			\$ -
06 10 00.5	Dry Rot Repair		\$ -
			\$ -
06 15 10	Exterior Deck and Handrails	Nothing included	\$ -
	Exterior deck structure		\$ -
	Decking		\$ -
	Handrail		\$ -
			\$ -
			\$ -
			\$ -
06 20 11	Finish Carpentry		\$ -
06 20 11	Interior Finish Carpentry		\$ -
06 20 11	Install Doors	Cove Built	\$ 1,225.00
06 20 11	Install Windows	Cove Built	\$ 1,666.67
06 20 11	Install Wood Base	Cove Built	\$ 3,705.00
06 20 11	Install interior door trim	Cove Built	\$ 969.00
06 20 11	Install Interior window sill	Cove Built	\$ 175.67
06 20 11			\$ -
06 20 11			\$ -
06 20 11			\$ -
06 20 11			\$ -
06 20 11			\$ -
06 20 11			\$ -
			\$ -
<b>DIVISION 7 - THERMAL &amp; MOISTURE</b>			
	Thermal & Moisture		\$ -
07 00 30	Waterproofing		\$ -
07 20 01	Insulation		\$ 10,800.00
			\$ -
07 31 00	Roofing		\$ -
07 31 00	Comp Roofing	Dakota	\$ 10,111.00
07 31 00	Metal Roofing - Add Alt	Dakota	
07 31 00	Shake Roofing		\$ -
			\$ -
07 31 10	Membrane Roofing		\$ -
			\$ -

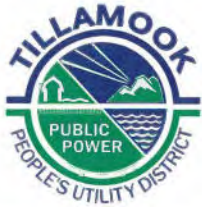
PHASE	DESCRIPTION	SUB/SUPPLIER	TOTAL BASE BID
07 46 00	Siding		\$ -
07 46 00	Siding Demo		\$ -
07 46 00	WRB		\$ -
07 46 00	Rainscreen		\$ -
07 46 00	Exterior window trim		\$ -
07 46 00	Window & Flashing		\$ -
07 46 00	Siding - material and labor	Dakota	\$ 28,235.00
07 46 00	Hardie soffit		\$ 3,800.00
			\$ -
07 46 07	Dry Rot Repair		\$ -
			\$ -
07 46 19	Metal Siding		\$ -
			\$ -
07 60 01	Flashing And Sheet Metal		\$ 1,275.00
			\$ -
07 60 10	Gutters & Downspouts	Dakota	\$ 2,845.00
			\$ -
07 71 00	Roof Specialties		\$ -
07 71 00	Roof Hatches		\$ -
			\$ -
07 90 01	Joint Protection		\$ 650.00
			\$ -
<b>DIVISION 8 - DOORS &amp; WINDOWS</b>			
	Doors & Windows		\$ -
			\$ -
08 10 01	Doors and Frames		\$ -
	Exterior Door		\$ 3,524.00
	Double pocket doors		\$ -
	Interior swing door		\$ 3,600.00
	Double interior doors		\$ -
			\$ -
			\$ -
08 30 11	Garage Doors		\$ -
			\$ -
08 40 10	Hollow Metal/Storefront		\$ -
			\$ -
08 50 11	Windows and Sliders		\$ -
	Vinyl Windows		\$ 3,642.00
			\$ -
			\$ -
08 60 01	Skylights		\$ -
			\$ -
08 71 00	Door Hardware		\$ 1,500.00
			\$ -
08 80 01	Glazing		\$ -
08 80 01			\$ -
			\$ -
08 90 01	Louvers and Vents		\$ -
			\$ -
<b>DIVISION 9 - FINISHES</b>			
	Finishes		\$ -
			\$ -
09 29 01	Drywall		\$ 15,266.50
	Windows 3-way wrapped. Wood sills in finish carpentry		\$ -
			\$ -
			\$ -

PHASE	DESCRIPTION	SUB/SUPPLIER	TOTAL BASE BID
			\$ -
09 30 11	Tiling	No Tile in scope	\$ -
	Bathroom floor		\$ -
	Shower floor		\$ -
	Shower walls		\$ -
			\$ -
			\$ -
09 51 10	Acoustical Ceilings		\$ -
			\$ -
09 60 01	Flooring		\$ -
09 64 00	Sealed Concrete		\$ 5,400.00
09 65 00	Resilient Flooring		\$ -
09 68 00	Carpeting		\$ -
			\$ -
09 72 00	Wallpaper		\$ -
			\$ -
09 81 00	Acoustical Wall Finishes		\$ -
			\$ -
09 91 00	Painting		\$ -
09 91 00	Exterior Painting	Srincon	\$ 8,000.00
09 91 00	Interior Painting	Srincon	\$ 10,000.00
09 91 00	Staining And Transparent		\$ -
			\$ -
09 97 00	Special Coatings		\$ -
			\$ -
<b>DIVISION 10 - SPECIALTIES</b>			
			\$ -
10 10 01	Information Specialties		\$ -
			\$ -
10 28 16	Bath Accessories	BMS/Cove Install	\$ 1,195.00
			\$ -
10 28 19	Tub And Shower Doors		\$ -
			\$ -
10 30 01	Fireplaces And Stoves		\$ -
	Gas Fireplace		\$ -
			\$ -
			\$ -
			\$ -
<b>DIVISION 11 - EQUIPMENT</b>			
			\$ -
11 00 00	Equipment		\$ -
11 00 00	Security Equipment		\$ -
			\$ -
11 31 01	Appliances	By owner	\$ -
			\$ -
11 51 00	AV Equipment		\$ -
11 51 00	Specialty Equipment		\$ -
			\$ -
<b>DIVISION 12 - FURNISHINGS</b>			
			\$ -
12 00 00	Furnishings		\$ -
12 00 00	Site Furnishings		\$ -
12 00 00	Interior Furnishings		\$ -
		By Owner	\$ -
12 20 01	Window Blinds		\$ -
			\$ -

PHASE	DESCRIPTION	SUB/SUPPLIER	TOTAL BASE BID
12 32 05	Cabinets - Shelving	By owner	\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
12 36 00	Countertops		\$ -
12 36 00	Quartz Countertops at kitchen		\$ -
12 36 00	PLAM Countertops		\$ -
12 36 00	Wood Countertops		\$ -
12 36 00	Metal Countertops		\$ -
			\$ -
<b>DIVISION 13 - SPECIAL CONSTRUCTION</b>			
<b>DIVISION 14 - CONVEYING SYSTEMS</b>			
<b>DIVISION 21 - FIRE SPRINKLERS</b>			
			\$ -
21 10 01	Fire Suppression	Excludes fire sprinklers	\$ -
			\$ -
			\$ -
			\$ -
<b>DIVISION 22 - PLUMBING</b>			
			\$ -
22 00 00	Plumbing		\$ -
22 00 00	Roughin and Finish	North Coast Mechanical	\$ 7,900.00
22 00 00	Fixture budget		\$ 1,200.00
22 00 00			\$ -
22 00 00			\$ -
22 00 00			\$ -
22 00 00			\$ -
22 00 00			\$ -
22 00 00			\$ -
22 50 10	Gas Piping		\$ -
			\$ -
			\$ -
<b>DIVISION 23 - MECHANICAL</b>			
			\$ -
23 00 00	Mechanical Hvac		\$ -
	2-head mini split		\$ 15,275.00
	Bathroom exhaust fan		\$ -
	Excludes ERV		\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
<b>DIVISION 26 - ELECTRICAL</b>			
			\$ -
26 00 10	Electrical		\$ -
26 00 10	Rough in and finish	JJ Electric	\$ 25,000.00
26 00 10			\$ -



PHASE	DESCRIPTION	SUB/SUPPLIER	TOTAL BASE BID
	GENERAL LIABILITY	1%	\$ 6,319.36
	BUILDING PERMIT		BY OWNER
	TOTAL PROJECT COST		\$ 638,255.34



# Tillamook People's Utility District

**Directors**  
David L. Burt  
Valerie S. Folkema  
Lonnie M. Jenck  
Tamra R. Perman  
Barbara A. Trout

Office: 503 842-2535 • Toll-free: 800 422-2535 • Fax: 503 842-4161 • [www.tpud.org](http://www.tpud.org)

March 24, 2026

Todd Simmons  
GENERAL MANAGER

North County Food Bank  
278 Rowe ST  
Wheeler, OR 97147

RE: Estimate for Electrical Service  
Work Order No. 197257  
Property Located at 3N 10 28DB 2701

Dear Representative:

I have prepared a cost estimate to install 400-amp underground electrical service to the above-mentioned address.

This job will require 2-inch Schedule 40 PVC conduit and three 2-inch 90-degree sweeps to the discussed vault location, 370-feet. From the vault, install one 3-inch 90-degree sweep to the Pedestal location. From the pedestal, install 3-inch conduit and sweeps to the meter base on the building, 110-feet. An ODOT ROW Permit will need to be obtained before ROW Work is started. It is the consumer's responsibility to provide and install all vaults, conduit, mule tape pull rope, trenching, bedding, and backfill in accordance with TPUD standards as published in our *Customer Guide to Electrical Services Requirements* booklet. This may be viewed on our website ([www.tpud.org](http://www.tpud.org)).

The total estimated cost of construction for TPUD-supplied electrical facilities is \$20,687.18. This amount will need to be paid to TPUD before the construction can be scheduled. This estimate is valid for 180 days from the date of this letter. All electric lines, facilities, machinery, and apparatus for this connection must be installed within this 180-day period or the estimate becomes null and void. New estimates will be prepared using policies in effect at the time the new estimate is prepared.

This proposal contains the entire agreement between the parties regarding the cost estimate and plan of service. The District shall not be bound by oral agreements or discussions that occur prior to the effective date of this letter. This estimate is based upon assumptions that the District developed from information provided by the customer. If the District determines, in its discretion, that these assumptions or information have changed, the District shall reserve the right to modify the plan of service and the cost estimate.

You are required to notify Tillamook PUD-Engineering if load requirements at this service location change significantly. Tillamook PUD conducts routine inspections and monitoring; if load measurements consistently exceed PUD equipment ratings, you will be contacted and could be responsible for the cost of any damages and/or upgrades deemed necessary to ensure the safety and protection of utility equipment and personnel.

Enclosed is a checklist of the items that must be completed before your service can be installed. Remember, before backfilling the trench, contact the Engineering Department for approval of your installation.

If you have any questions, please call me at the number listed below.

Sincerely,  
TILLAMOOK PEOPLE'S UTILITY DISTRICT

  
Jenna Sukanen  
Engineering Field Representative  
503-815-8629

JS:ab

Enclosure

*PO Box 433 • 1115 Pacific Avenue • Tillamook, Oregon 97141-0433*  
Tillamook People's Utility District is an Equal Opportunity Employer



# Electric Service Checklist

NAME: North County Food Bank

WORK ORDER: 197257



**It is the property owner's responsibility to provide this checklist to their contractor.**

**All checked items must be completed before service will be installed.**

*If multiple return visits to the site are necessary for inspections or safety watches, additional costs will apply and/or may cause delays.*

## Application for Electrical Service Form

- Complete the enclosed Application for Electrical Service form and return to the Tillamook PUD Engineering Department.
- The contractor is responsible for notifying the homeowner to initiate a name change from the contractor to homeowner.

## Easement

- Provide the property's legal description from which an easement can be prepared to allow for the placement of electrical facilities on your property.
- An easement form will be sent to you shortly. Have all parties having right, title, and/or interest sign the form in the presence of a notary.
- Provide documentation for authorized signers for corporations, limited liability corporations, life estates, trusts, or public agencies.

## Inspections

- Before backfilling the trench, contact Tillamook PUD's Field Engineer, at 503-815-8629, for approval of your installation. **Allow two working days.**
- Have your meter base/service entrance equipment inspected and approved by the Oregon State Electrical Inspector. (For inspection, call 503-842-1815.) **The customer is responsible to notify Tillamook PUD when the service has been approved ("green-tagged") by the Electrical Inspector.**

## Line Extension Agreement

- Sign and return the line extension agreement to the Tillamook PUD Engineering Department. (A copy will be returned to you when the job is completed.) Pay the balance shown on the line extension agreement either by cash, check, or credit card (Visa or Mastercard - up to \$5,000). **This estimate is valid for 180 days from the date of the line extension.**

## Right-of-Way Clearing

- Clear right-of-way to appropriate distance on each side of pole line as follows:
  - Secondary service = 5 feet each side, for a total of 10 feet
  - Single-phase primary = 10 feet each side, for a total of 20 feet
  - Three-phase primary = 20 feet each side, for a total of 40 feet

## Meter Bases/Loops

- The customer is responsible for the installation of an approved meter base at a location authorized by a Tillamook PUD Field Engineer.
- Multiple unit buildings shall have permanent engraved labels on each meter base for meter-to-unit identification.
- Have pre-assembled meter loop available at the job site for Tillamook PUD to hang on the pole.

## T-8 Form (Reimbursable Work Order Form)

- Sign and return the enclosed T-8 form to the Tillamook PUD Engineering Department. Pay the balance shown on the T-8 Form either by cash, check, or credit card (Visa or Mastercard - up to \$5,000). **This estimate is valid for 180 days from the date of the T-8 Form.**

## Underground Services

- Provide Tillamook PUD with name of boring contractor, their CCB# and Insurance information from which a Road Permit Application can be prepared to allow for the placement of electrical facilities in the road right-of-way.
- The customer is responsible for providing and installing all vaults and conduits. The customer is required to follow requirements for all conduits, conduit cement, trenching, backfill, and bedding in accordance with *Tillamook PUD Customer Guide to Electric Service Requirements* book (available at the District office or online at [www.tpud.org](http://www.tpud.org)).
- Place Tillamook PUD-supplied warning tape (available at the District office) in the trench 12 inches above the electrical conduit.
- Conduit for primary voltage conductors **shall measure 48 inches to top of pipe.** Conduit size shall be:
  - 2 inch
  - 3 inch
  - Other: \_\_\_\_\_
- Conduit for secondary and service of voltage conductors **shall measure 36 inches to top of pipe.** Conduit size shall be:
  - 2 inch
  - 3 inch
  - Other: \_\_\_\_\_
- Install ½ -inch mule tape pull rope in the conduit.
- Safety Watch is required when installing conduit into a pedestal or vault.** Call the Operations Department (503-815-2182) to schedule a Safety Watch. ***Failure to schedule a Safety Watch will result in delay in scheduling of construction and incur additional costs.***
- Other: \_\_\_\_\_

**TILLAMOOK PEOPLE'S UTILITY DISTRICT  
LINE EXTENSION AGREEMENT**

The Tillamook People's Utility District, hereinafter referred to as "District", and the Undersigned mutually agree to the terms and conditions set forth below:

District hereby agrees to construct and maintain all electric lines, facilities, machinery, and apparatus which the District determines to be required for the delivery of electricity to the point of delivery, approved by the District. Installation, construction, and maintenance of the above shall be under the complete control of the District. The undersigned acknowledges that all electric lines, machinery, and facilities on the source side of the point of delivery which may be required shall become the sole property of District. Before completion of construction and all connections, Undersigned shall not assign any rights hereunder without District's prior written consent. The covenants, conditions, and terms of this agreement shall be binding upon Undersigned, Undersigned's assigns, successors, heirs, and personal representatives. This connection may require service be provided undersigned by way of a temporary connection. For this connection, as well as for the permanent connection, undersigned hereby grants District an easement and, in this regard, undersigned shall sign such additional documents as District may reasonably require.

The District estimates that the cost for 1 connection(s) to be served under this Agreement shall be \$20,687.18 dollars to be paid prior to the commencement of construction. This estimate is valid for 180 days from March 24, 2026, and all electric lines, facilities, machinery, and apparatus for this connection must be installed within this 180-day period or the Agreement and estimate become null and void. New estimates will be prepared using policies in effect at the time the new estimate is prepared. The estimate does not include PUD account processing fee(s) which will appear on first month's electrical bill. **The Undersigned shall receive reimbursement from subsequent permanent service connections made to this line extension provided that Undersigned's investment is over \$10,000 dollars and provided the subsequent extensions are made within ten (10) years of the execution of this agreement. Such reimbursements shall be applied first to the loan balance of the Undersigned in the event this line extension is financed through the District. The amount of reimbursement will be calculated in accordance with District's Policy Bulletin 4-2. Reimbursements are not allowed for additional connections off developer extensions, or the permanent service for area or street lighting purposes, or for approved attachments by licensees of the District.** At all times, District shall have complete right of inspection, ingress, and egress, rights-of-way, and all easements necessary for the line extension work. The District reserves the right to interrupt service without notice for any reason, including but not limited to repair or inspection of any aspect of the District's electrical system. The undersigned agrees to hold from any damage, loss, or injury to persons or property resulting from any outage, interruption of service, or deviation in power quality not caused by the willful and intentional fault of the District.

Undersigned shall abide by, perform, and be subject to all laws, rules, regulations, ordinances, and policies, now or hereafter enacted by District and all federal, state, county, and city governmental bodies and agencies thereof, with particular reference herein made to District Policy Nos. 4-2, 4-7, and 4-13. **UNDERSIGNED HEREBY ACKNOWLEDGES THAT UNDERSIGNED HAS BEEN PROVIDED AN OPPORTUNITY FOR REVIEW OF THE ABOVE POLICIES, WHICH ARE BY THIS REFERENCE MADE A PART OF THIS AGREEMENT.**

On default by the Undersigned for any reason of this agreement, any policy of the District or any other agreement or obligation, the District may stay further construction, maintenance, and service to the Undersigned until such default is cured. Upon ten (10) days written notice of default by District and Undersigned's failure to cure such default within said period of time, District may terminate this agreement and all service to Undersigned, without waiver of its right to collect any sum in damages owned to it by Undersigned. Assertion or non-assertion of any rights and remedies by District shall not be a waiver of any rights or remedies.

All previous communications between the parties hereto, either verbal or written, with reference to the subject matter of this agreement are hereby abrogated and this agreement shall constitute the complete agreement between the parties.

Undersigned represents, warrants, and covenants that Undersigned is (are) the sole owner(s) in fee simple and all necessary persons having any right, interest, claim or lien therein have executed this agreement except:

\_\_\_\_\_  
The parties hereto have executed this agreement in on the dates noted below:

UNDERSIGNED

TILLAMOOK PEOPLE'S UTILITY DISTRICT

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# TILLAMOOK PEOPLE'S UTILITY DISTRICT APPLICATION FOR ELECTRIC SERVICE - *RESIDENTIAL*



### Primary Applicant

First Name: \_\_\_\_\_  
SS#: \_\_\_\_\_  
DL#: \_\_\_\_\_ State: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Mobile Phone: \_\_\_\_\_

Last Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Email: \_\_\_\_\_  
Employer: \_\_\_\_\_  
Alt. Phone: \_\_\_\_\_

### Additional Applicant

First Name: \_\_\_\_\_  
SS#: \_\_\_\_\_  
DL#: \_\_\_\_\_ State: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Mobile Phone: \_\_\_\_\_

Last Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Email: \_\_\_\_\_  
Employer: \_\_\_\_\_  
Alt. Phone: \_\_\_\_\_

### Address Information

Service Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: OR Zip: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

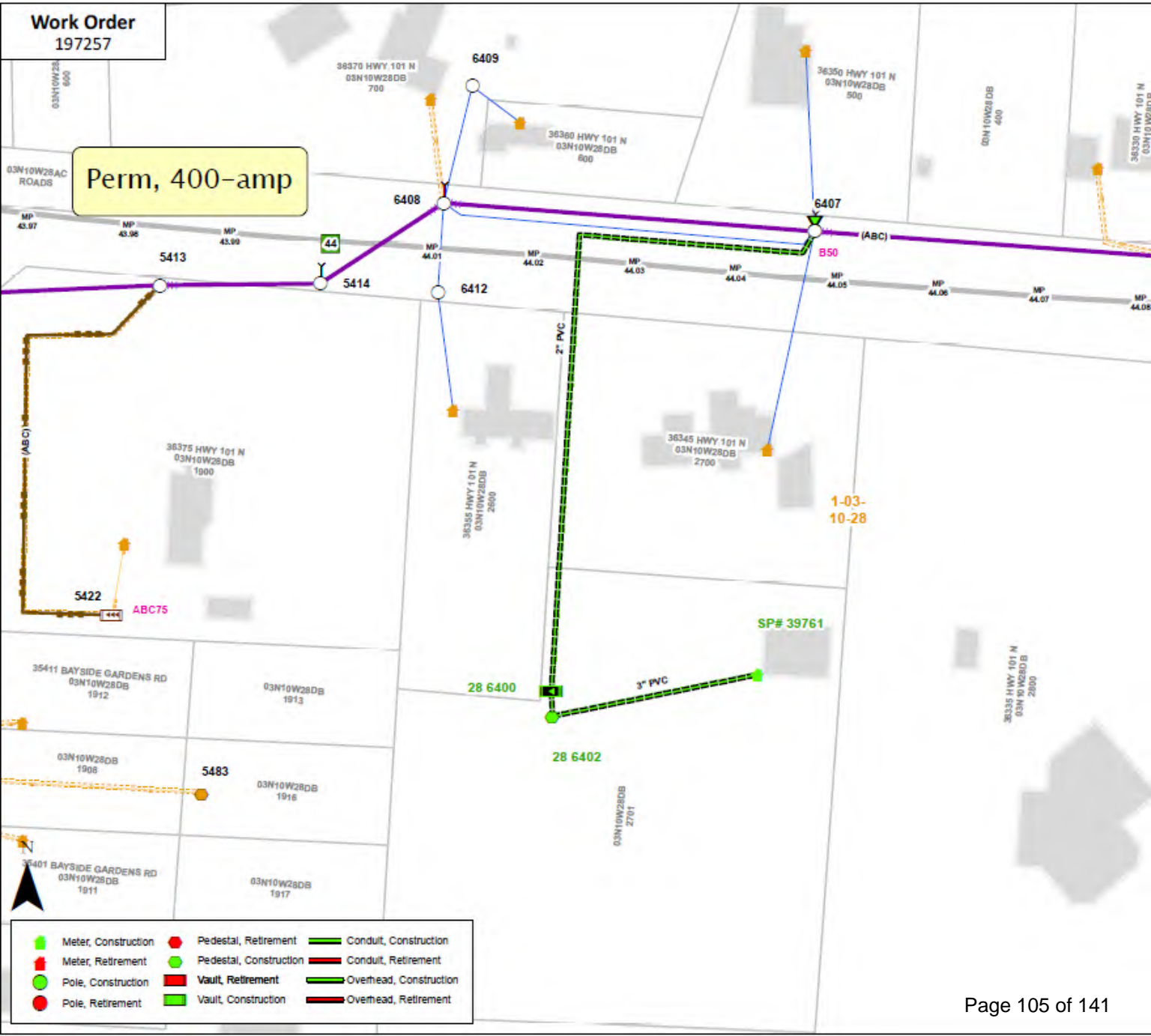
Please provide electric service to the service address noted. By signing this application, I understand that I am responsible for payment for service. I will abide by the policies of the district and will advise you when to discontinue service. I understand that a "soft" credit check will be performed on each applicant, and that a deposit may be required as a condition of service. Tillamook PUD policies are available for review upon request.

Primary Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Additional Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*TPUD USE ONLY BELOW THIS LINE\*\*\*\*\*

Perm, 400-amp



	Meter, Construction		Pedestal, Retirement		Conduit, Construction
	Meter, Retirement		Pedestal, Construction		Conduit, Retirement
	Pole, Construction		Vault, Retirement		Overhead, Construction
	Pole, Retirement		Vault, Construction		Overhead, Retirement

# ROM Pricing



35064 Hwy. 101 Business | Astoria, OR 97103  
 Phone: 503-338-3878 | Fax: 503-325-3119  
 OR CCB # 147632 | WA L&I # BIGRIE\*955DW  
 www.bigrivercompanies.com

**Contact:** Phil Gaffney  
**Email:** pgaffney@bigrivercompanies.com

**Quote To:** CDS Construction LLC  
 Clay Sellars  
**Job Name:** Food Bank Phase 1  
 North County Food Bank  
**Phone:** (503) 440-1029  
**Email:** cdsconstruction@live.com  
**Date Quoted:** 10/4/25  
**Date of Plans:** 8/12/25

Does not include Prevailing Wage Rates

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1	MOBILIZATION & GENERAL CONDITIONS	1.00	LS	25,449.23	25,449.23
2	2" CONDUIT UNER HWY 101	164.00	LF	167.63	27,491.32
3	2" & 3" CONDUIT TRENCH & BACKFILL	314.00	LF	93.02	29,208.28
4	6" HOT TAP WATER MAIN UNDER HWY	1.00	LS	14,430.77	14,430.77
5	6" WATER LINE FROM HIGHWAY TO BUILDING	385.00	LF	133.03	51,216.55
6	6" GRAVITY SEWER LINE TO PUMP STATION	40.00	LF	186.44	7,457.60
7	GRIND PUMP STATION PACKAGE	1.00	LS	22,456.59	22,456.59
8	2" PRESSURE LINE TO HIGHWAY ROW	280.00	LF	100.91	28,254.80
9	"T-CUT" ASPHALT RESTORATION ON HWY	1.00	LS	34,648.11	34,648.11
10	HWY PAVEMENT MARKING RESTORATION	1.00	LS	2,768.85	2,768.85
<b>GRAND TOTAL</b>					<b>\$243,382.10</b>

## NOTES:

### Clarifications:

- Pricing provided for budgeting purposes only.
- Location of water line and tie in requirements will impact pricing (+/-)
- Existing sewer main assumed to be on shoulder of Highway
- ODOT permit will define working hours and style of traffic control (traffic control ROM price not provided because it could be anywhere between \$5,000 and \$40,000)
- Site work scope to cover any erosion control requirements
- 6" water line may not be needed if no requirement for hydrant or building fire suppression (would likely change to a 2" or smaller service line)
- ROM pricing is based on preliminary plans and power plan work order

### Exclusions:

- Inspection/testing fees/bonds
- Engineering/survey/construction staking
- Permits and/or connection fees
- Hazardous material removal/abatement
- Extra depth of pipe bedding/pipe foundation stabilization

6. Abandonment or removal of underground structures(including but not limited to: wells, septic or piping)
7. Landscaping/topsoil amendment or import/hydro seeding
8. Electrical work, any conduit installation needing an electrical permit
9. Erosion Control
10. Cast-in-place concrete
11. Rock access road (Needed in place prior to utility install)
12. Utility Trenching Within Building
13. Dewatering/unsuitable subgrades
14. Rock/Boulder Excavation
15. Traffic control (ODOT permit will have requirements defined.)
16. Site work, grading, foundation exc/backfill (This scope can be priced when plans are available)
17. Supply/install vaults and pedestals (plans not clear if required)

Big River Construction will implement a fuel surcharge if fuel prices rise 10% above today's price per gallon. We also reserve the right to implement any increases in material costs due to current market conditions.



## Tillamook County Board of Commissioners

201 Laurel Avenue, Tillamook, OR 97141

Phone: 503-842-3403

Paul Fournier, Chair  
Mary Faith Bell, Vice-Chair  
Erin D. Skaar, Commissioner

April 1, 2026

Subject: North Tillamook County Food Bank New Distribution Project  
To: City of Rockaway Beach Planning Commission and City Council

Dear Planning Commissioners and City Councilors:

I am delighted to offer my support for the North County Food Bank request to the council for funding towards the new permanent distribution center. This investment will provide durable infrastructure that will service North Tillamook County for decades. As the only distribution center in North County that provides a full week plus of groceries/food to our residents, their services are integral to food security in the area.

North County Food Bank has served this region for more than 30 years and currently provides reliable food access to approximately 2,700 households annually. Rural food security is increasingly challenged by seasonal employment, limited transportation, rising housing costs, and aging infrastructure. Geographic isolation and limited grocery options make reliable, affordable food access more difficult for many North Tillamook County households. In recent months, the Oregon Food Bank has reported a 50% increase in visits – and that 1 in 5 children are hungry. Tillamook County trends higher than the state average, meaning this is a necessary and crucial investment.

Currently the North County Food Bank service population is approximately 25% Rockaway Beach residents; 25% of board members and volunteers are also from the Rockaway area, thus creating a community hub that incorporates all the municipalities of our North County residents.

The distribution center will allow for efficient service delivery while also creating a foundation for future development. The building has an expandable design, and the site will allow a community needs hub to be realized. The Rockaway Beach grant for \$20,000 helps to fill the funding gap that currently exists. The board of the North County Food Bank has saved, invested and sought grants to secure this project and is moving forward, breaking ground within the next month. Your contribution to the project will be an investment in the future (and food security) of North County residents.

I respectfully request you consider this a priority investment in the residents of Rockaway Beach and the North County community.

Sincerely,

Mary Faith Bell, Vice-Chair  
Tillamook County Board of Commissioners

March 31, 2026

Subject: North Tillamook County Food Bank

To: Members of the Rockaway Beach Municipality Grant Committee

Dear Members of the Committee,

As the Family Resource Coordinator for the Neahkahnie Family Resource Program, I am writing in strong support of the North County Food Bank (NCFB) New Distribution Facility Capital Project. The North County Food Bank is a vital partner in addressing food insecurity in our community.

NCFB contributes approximately \$1,000 per month in food to support our Friday Food Bag Program, which provides weekend meals to children experiencing food insecurity. Their consistent support ensures that vulnerable students in the Neahkahnie School District have access to reliable nutrition when school meals are unavailable, directly impacting their health and well-being.

I see firsthand the critical role the North County Food Bank plays in supporting families and strengthening our community. A permanent distribution facility will allow them to expand services, operate more efficiently, and continue meeting the growing demand for food assistance in our rural area.

I respectfully urge you to support this Grant request. Thank you for your consideration and your commitment to Oregon communities.

Sincerely,

Jennifer Hopkins

Family Resource Coordinator

Neahkahnie Family Resource Program

Neahkahnie School District



**Oregon Food Bank**  
Tillamook County Services  
PO Box 1344  
Tillamook, OR 97141

Mar 30, 2026

To Whom It May Concern,

On behalf of Oregon Food Bank - Tillamook County Services, I am delighted to offer my support for investment in a new permanent food distribution facility for North County Food Bank. This investment will enable a vital community service organization to provide food and basic needs to the most vulnerable members of our county for generations to come. Its new location on the bus route will help this organization continue to serve not only community members living in the most northern part of Tillamook County, but residents of Rockaway Beach as well, who currently do not have a local food pantry to access.

Oregon Food Bank partners with dozens of organizations across Tillamook County to provide food to hungry members of our community. Over the last two years, we have seen an unprecedented 50% increase in visits to food assistance sites across our local network. North County Food Bank is a vital part of our work to end hunger—they currently serve approximately 2,700 families each year, relying on a team of tireless volunteers to distribute thousands of pounds of food and other essential items each month. Faced with rising food insecurity, North County Food Bank has been unwavering in their service to their clients; they continue to serve their community with a commitment to the safety, dignity, and health of all people.

North County Food Bank's proposal for investment in infrastructure for their permanent home is deeply aligned with the state's priorities for rural health, emergency preparedness, and efficient capital deployment. It will allow for the swift and efficient development of a ~1200 square foot food distribution facility to meet our community's needs as soon as possible; and it will create a foundation for potential future development of a community service hub as we identify additional community needs in the future.

We are grateful for North County Food Bank's legacy of providing safe and accessible care to the most vulnerable members of our community, and are excited at the prospect of establishing a secure and sustainable home for their important work so they can expand food access for residents from Rockaway Beach to Manzanita. We strongly encourage approval of this request and thank you for supporting rural communities.

Sincerely,



Julia Wentzel  
Regional Manager, Tillamook County Services  
**Oregon Food Bank**

# LARGE COMMUNITY GRANT APPLICATION

## APPLICANT INFORMATION

**Organization Name** Rockaway Beach Business Association

**Contact Name** Corinne Rupp

**Title** Board Member

**Phone Number** [REDACTED]

**Email** [REDACTED]

**Organization Type** 501(c)4 nonprofit

**Physical Address** [REDACTED] Rockaway Beach OR 97136

**Mailing Address** [REDACTED] Rockaway Beach OR 97136

## PROJECT CHECKLIST

- ✓ **Complete Application**
- ✓ **Attach Plans, as needed**
- ✓ **Attach 3 Letters of Support**
- ✓ **Submit Application by 12:00 pm on April 2, 2026**

*Preferred delivery format is one combined PDF with all documents in order listed above. The City of Rockaway Beach will accept multiple PDF documents if titled in the following format; [Organization Name, Page X of X]. Paper copies will also be accepted. You will receive an email confirmation of receipt from the Grant Manager within 2 business days of submittal. It is the Applicant's responsibility to verify successful receipt of application. If confirmation is not received in the allotted time frame, contact the Grant Manager via email.*

## PROJECT OVERVIEW

**Project Title** RBBA Community Events Support

**Grant Request** \$9,003.00

**Total Project Cost** \$9603.00

Questions? Need assistance?  
Grant Manager, Lark Reifentahl  
lreifentahl@corb.us  
(503) 374-1752 ext. 104



## PROJECT DESCRIPTION

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

**Provide a complete description of the project's intended function and demographic(s) that will be served by the project.** *If relevant, attach design drawings, plans, etc.*

Rockaway Beach Business Association (RBBA) has worked with the City of Rockaway Beach (CORB) and other nonprofits for many years to provide community events, including the Scavenger Hunt at Easter weekend, Trunk or Treat with the Fire Department and a community-wide decorating contest during the Halloween season, the Tree Lighting at the Wayside to kick off the winter holiday season, and our newest project, Movies in the Park.

**Scavenger Hunt:** The Scavenger Hunt takes place the Saturday before Easter and has become a popular event guests return to year after year. It is a great opportunity for individuals, friends, and families to participate in a fun afternoon following a scavenger hunt map that will take them to solve a clue at each participating business. They turn in their completed maps and receive raffle tickets for special baskets designed for children and adults. This event gives participants the opportunity to explore the unique shops we have in town, and is great for visitors and locals alike.

**Movies in the Park:** This program provides a free movie in Phyllis Baker Park for nine Saturday evenings, beginning July 11 through September 12 (the week of August 15 will be skipped due to NCAM's Music Festival). These movies drew in a mix of locals and visitors last year, and with the evening being changed from Thursdays to Saturdays we expect a much larger draw to each week's event.

**Trunk or Treat/Decorating Contest:** RBBA collaborates with the Rockaway Beach Fire Department to turn Anchor Street Parking Lot into a Halloween extravaganza featuring Halloween decorated cars, a public patch, hot cider, free hot dogs, and music. Pete the Pumpkin is available for photos, and there is, of course, candy! This event is also when the winners of the city wide decorating contest are announced. There are two categories, one for commercial and one for residential. First, second, and third place winners are announced and receive gift certificates to local businesses as well as a first place trophy.

**Tree Lighting Event:** RBBA works in conjunction with CORB and OCSR for the annual lighting of the Christmas Tree in the Wayside. This holiday celebration transforms the parking lot into a holiday celebration, with decorations, complimentary hot cocoa and cookies, and live music and caroling. Guests are encouraged to bring a homemade ornament for the tree as well as write a letter to Santa and watch him arrive on a special train and hold visits with children and their families. This event also raises over a hundred pounds of food for the Food Bank.

## HEALTHY COMMUNITY

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

### **Explain how the project contributes to a healthier local community.**

A healthy community is one where access to fresh, healthy foods are available, educational resources are provided, physical fitness is promoted, recreational opportunities are encouraged, medical and mental health needs are met, and the environment is cared for.

RBBA events are critical to a healthy community. There are dozens of ways these events promote physical and social well being. All occur outdoors and encourage both physical movement through the environment as well as interacting with other community members. Walking through town on a scavenger hunt promotes physical activity, attending a movie in the park is a great time to interact with our parks, decorating your car and parking it next to a strangers at Trunk or Treat is an amazing way to make a new friend and strengthen community ties, and the positive effects of singing together in a group as happens at the Tree Lighting is well documented (see link below).

(<https://www.ox.ac.uk/research/choir-singing-improves-health-happiness-%E2%80%93-and-perfect-icebreaker>)

## INCLUSIVE COMMUNITY

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

### **Explain how the project assists the local community in promoting inclusivity.**

In an inclusive community diversity is valued, social opportunities are plentiful, community involvement thrives, and residents work together to support city initiatives and projects.

RBBA has a proud history of inclusivity. All our events are free to participate and help build community.

The scavenger hunt encourages groups of friends and family to work together to solve puzzles while encouraging folks to talk with their neighbors and local business owners.

Movies in the Park is a free movie event with some form of entertainment beforehand. It encourages guests and locals to come enjoy one of the Cities many parks while watching a movie with others.

Trunk or Treat/Decorating Contest is a social interaction for both the participants who decorate their cars as well as the families who attend. The pumpkin patch creates a way with no barrier for kids to get Halloween pumpkins for carving as well as show off their costumes and have fun with members of the community. The decorating contest is a friendly competition for businesses and locals to get into the Halloween spirit.

Tree Lighting has become a hallmark activity to kick off the Holiday season. This event brings together locals and visitors alike in a fun, festive, outdoor event. We have cider as well as hot cocoa for attendees who do not consume dairy.

## CHARITABLE COMMUNITY

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

### **Explain how the project supports local charitable efforts.**

Charitable communities value giving back to others, promote volunteer opportunities, and strive to meet the needs of the local community.

All four of these flagship events that RBBA manages are directly tied to giving back to the community. One way grants support these efforts to give back is by allowing RBBA to purchase prizes from our local business community instead of only asking them for donations. These events rely heavily on volunteers for setup and takedown. This manifests a sense of camaraderie among the volunteers in support of creating a fun event for the community to enjoy. Many volunteers return year after year to support their favorite event.

## EQUITABLE COMMUNITY

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

### **Explain how the project encourages equity throughout the local community.**

Equitable communities provide a helping hand to residents in need and meet the needs of underserved community members.

Everyone is welcome and encouraged to participate in the events created and managed by RBBA. All our events have always been free to participate in to ensure there is no financial barrier to participation.

## PROJECT WORK PLAN

The project work plan highlights key objectives of your application, how you plan to achieve them, and how to intend to measure the impacts.

The work plan describes project goals. Each goal further defines the following:

- Budget amount per goal
- Key action steps
- Timeline to complete each step
- Expected outcome for each step
- Evaluation method for each step

Complete the template below. Limited to three goals in formatting provided.

Verify that "Budget to Complete Goals" total matches "Budget Totals"

### **GOAL #1:**

### **Budget to Complete Goal:**

Key Action Steps	Timeline	Expected Outcome	Evaluation Method
Goal 1: Ensure everyone knows about our events	Budget: \$560		
Print posters to hang in business windows, A-Frame sandwich board for MitP	At least four weeks before each event begins	By handing out posters in person we can talk to business owners as well to help promote events	Seeing posters in 90% of business windows in RB and 60% in surrounding communities
Facebook events and other online marketing	Beginning as soon as we have the dates set, at least four weeks in advance	Create a place online for people to find out about our events	Having more people click the "interested in attending" than in previous years

**GOAL #2:****Budget to Complete Goal:**

Key Action Steps	Timeline	Expected Outcome	Evaluation Method
Goal #2: Have all the objects and people we need to run a successful event	Budget to complete goal: \$8443.00		
Identify and collect most cost effective option for each object	Six weeks before the event (except for food items)	Everything we need is available before the day of the event	We will be at or under our budget
Have a plan and have identified volunteers to assist with each event	Plan created six weeks in advance, volunteers two weeks in advance with confirmation 48 hours in advance	All our volunteers know where to be when and what they are doing there	The event will run smoothly with few hiccups

**GOAL #3:****Budget to Complete Goal:**

Key Action Steps	Timeline	Expected Outcome	Evaluation Method
Goal #3: We run events that the community is excited about participating in	Budget to complete goal: \$0		
Create facebook events	At least six weeks before events	People have engaged with the event online	At least as many people say they will attend as last year
We advertise our events in print and online	Six weeks before the event	People know about our events	At least as many people actually attend our events as they did the year before



PROJECT BUDGET

Income	BUDGET
City of Rockaway Beach Large Community Grant	\$ 9003.00
Other Income	
<i>Matching amounts are NOT required, but if your project exceeds the grant fund limit, use this section to add additional funding resources</i>	
Advertising and website changes	\$ 600
	\$
	\$
TOTAL INCOME	
	\$ 9603.00

Expenses		
Description	Estimate Obtained (Y/N)	Budget
<i>If estimates from tentative vendors have been obtained, please attach those to the application.</i>		
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
TOTAL BUDGET		\$

*Total income should equal total expenses*

## AUTHORIZATIONS AND CERTIFICATIONS

Initial the following authorizations and certifications

- CMR **I am an eligible Applicant and submitted an eligible project.** Refer to above grant information for details.
- CMR **I agree to comply with federal, state, and local rules and regulations, where applicable.**
- CMR **Legal title affirmation.** I understand that legal title to the completed project must be held for at least 10 years following the project completion or that some other arrangement, satisfactory to the City of Rockaway Beach, will be put in place to protect the investment of public funds in this project for a 10-year period.  
*Required for facility improvement projects only.*
- CMR **I agree to enter into an agreement with the City of Rockaway Beach upon grant approval.** The City of Rockaway Beach reserves the right to include such additional special conditions or requirements in each agreement as it might deem necessary or desirable to protect the public investment of tax dollars in the project.
- CMR **I agree to provide a W9-Request for Taxpayer Identification Number and Certification.** 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.
- CMR **I agree to provide current, executed Articles of Incorporation or Organization for the non-profit or not for profit organization.**
- CMR **I give permission to the City of Rockaway Beach to use my project for public information, promotional, and educational purposes.**
- CMR **Hold harmless and Indemnification.** I agree to hold the City of Rockaway Beach harmless for any liens, claims, damages, or other liabilities related to the project, and to indemnify and defend the City of Rockaway Beach from any claims, costs, damages, or expenses of any kind, including attorney's fees and other costs and expenses of litigation, arising out of the project.
- CMR **Authorization.** I certify to the best of my knowledge that all information contained in this application, including all attachments, certifications, is valid and accurate. I further certify that the application has been reviewed and approved by the authorized owner(s), manager(s) with appropriately delegated authority and/or in accordance with the organization's Articles of Incorporation or Organization.

Signature



Date 4/1/20

Printed Name Corinne Rupp

Title Board Member



<b>RBBA 2026/27 Large Community Grant</b>	<b>Amount</b>	<b>Note</b>
<b>EASTER SCAVENGER HUNT (2027)</b>		
Printing 60 color posters	\$95.00	
Printing 300 Color maps	\$255.00	
Easter Baskets - Adult	\$80.00	
Easter Baskets - Child	\$120.00	
Raffle Tickets	\$45.00	
<b>EVENT TOTAL</b>	<b>\$595.00</b>	
<b>MOVIES IN THE PARK (2026)</b>		
Movie Rights	\$2,120.00	Anticipating the same as last year
Concessions	\$200.00	
Printing 60 color posters	\$95.00	
A-Frame Filler x2	\$180.00	
Park Fees	\$460.00	\$40 x 9 events + \$100 deposit
Entertainment	\$450.00	\$50 per event
1 Metal Storage Rack	\$90.00	
Supplies	\$200.00	Replacement parts, movies if needed to purchase, etc
Storage	\$384.00	8'x8' storage x \$0.50 per sq ft
Additional Insurance	\$355.00	\$2M liability policy for the season
<b>EVENT GRANT TOTAL</b>	<b>\$4,534.00</b>	
<b>TRUNK OR TREAT (2026)</b>		
Donut Holes	\$155.00	
Cider	\$145.00	
Pumpkins (300)	\$450.00	
8 oz cups	\$115.00	
Napkins	\$30.00	
Decorating Contest Gift Certificates	\$200.00	
Decorating Contest Trophies	\$60.00	
Printing 60 Color Posters	\$95.00	
<b>EVENT TOTAL</b>	<b>\$1,250.00</b>	
<b>TREE LIGHTING (2026)</b>		
Health Dept License	\$20.00	
Candy Canes	\$150.00	
Cookies	\$200.00	
8 oz cups	\$115.00	
Hot Cocoa mix	\$495.00	
Water	\$95.00	
Printing 60 Color Posters	\$95.00	
Canopy (1)	\$470.00	
5 gal Hot Beverage Dispenser	\$95.00	
4 Christmas Blow Ups	\$300.00	
2 Metal Storage Rack	\$180.00	
5 gal Propane Tank	\$25.00	
Storage	\$384.00	8'x8' storage x \$0.50 per sq ft
<b>EVENT TOTAL</b>	<b>\$2,624.00</b>	
<b>TOTAL GRANT REQUEST</b>	<b>\$9,003.00</b>	

<b>MITP Other Expenses</b>	
Advertising	\$300.00
Website Services	\$100.00
Sponsorship Banner	\$200.00
<b>TOTAL</b>	<b>\$600.00</b>
	\$9,003.00
	\$9,603.00



CUP026M3241

Quote is valid until 5/8/2026

Re: **Rockaway Beach Business Association**

To: Benson Family Insurance LLC

Attn: Ron Benson  
 Commission: \_\_\_\_\_%

From: Instant Quote BTIS

usliquotes@btisinc.com / (916) 772-9200

*additional umbrella  
 to our \$1M policy*

Please bind effective: \_\_\_\_\_  
 Insured email address: \_\_\_\_\_  
 Insured phone number: \_\_\_\_\_

Confirm optional coverages:

- Do not include any optional coverages.
- Include the following optional coverages  
 (Taxes & Fees may apply to optional premium if purchased)
  - Option 1 - Terrorism Coverage

This policy is eligible to be Direct Billed.  
 Note: a \$5.00 installment fee will apply to each installment after the first - please select one of the following:

- Direct Bill both this New Business and future Renewals**  
 (If checked - Select a Payment Plan):
  - SINGLE PAYMENT
  - TWO PAYMENTS - Premium must be over \$400
  - THREE PAYMENTS - Premium must be over \$675
  - FOUR PAYMENTS - Premium must be over \$1,000

See the last page of this quote for Payment Plan Descriptions

**NOTE: If the Direct Bill Option is selected, the Company will invoice the insured. Do not bill or collect the down payment. All taxes, surcharges and fees (except installment fees) will be billed in full with the first installment.**

**I. PREMIUM AND UNDERWRITING NOTES/REQUIREMENTS**

COMMERCIAL UMBRELLA COVERAGE POLICY INFORMATION			
Carrier:	United States Liability Insurance Company		
Status:	Admitted		
A.M. Best Rating:	A++ (Superior) - XIV		
Term Quoted:	Annual		
LIMIT OPTIONS	PREMIUM	FEES	AMOUNT DUE
<input checked="" type="checkbox"/> \$1,000,000	\$355 (MP)	\$0.00	\$355.00
<input type="checkbox"/> \$2,000,000	\$710 (MP)	\$0.00	\$710.00
<input type="checkbox"/> \$3,000,000	\$1,065 (MP)	\$0.00	\$1,065.00
<input type="checkbox"/> \$4,000,000	\$1,420 (MP)	\$0.00	\$1,420.00
<input type="checkbox"/> \$5,000,000	\$1,775 (MP)	\$0.00	\$1,775.00
ADDITIONAL COSTS			
Wholesaler Broker Fee			\$0

**FREE AND DISCOUNTED BUSINESS SERVICES AVAILABLE TO USLI INSUREDS – VISIT BIZRESOURCECENTER.COM FOR DETAILS**

Please contact us with any questions regarding the terminology used or the coverages provided.

**\*\*Read the quote carefully, it may not match the coverages requested\*\***

March 30, 2026

To Whom It May Concern:

I'm writing regarding the Rockaway Beach Business Association of Rockaway Beach Oregon.

I find that this group of business owners is what makes Rockaway Beach appealing to the locals and tourists. They are one of the most heartfelt groups in our small town and will always volunteer to do or help other organizations.

I'm not a member of RBBA but I'm a big supporter of their efforts and I help by volunteering.

Please know that by giving this group support it will be used as a beneficial platform.

Sincerely,



Susan Schaeffbauer  
PO Box 1345  
Rockaway Beach Oregon 97136



April 1, 2026

To: Rockaway Beach Grant Committee, City Council, and Mayor

My name is Cosmo Jones and I am the Music Director and Founding Board Member of Neah-Kah-Nie Coast Art, Music & Cultural Foundation (NCAM) and it is my pleasure to recommend the Large Community Grant for the Rockaway Beach Business Association to continue to offer the community based programming that has helped define Rockaway Beach, namely the Scavenger Hunt, Movies in the Park, Trunk or Treat, and the Tree Lighting.

As a former member of the RBBA board, I understand firsthand how these events bring the community together and have grown over time. Every year we run out of maps for the Scavenger Hunt, and the Tree Lighting is expected to have an additional 100 participants above the estimated 450 we had last year as the Oregon Coast Scenic Railway Museum is adding additional cars to the Santa Train in 2026. Movies in the Park was a huge success last year, and with the change of date to Saturday nights the audience could easily double.

These events continue to grow and it is more than reasonable for the City to help support the programs that support the City right back.

Thank you for your time,  
Cosmo Jones

March 30, 2026

To: Rockaway Beach Grant Committee, City Council, and Mayor:

It is my pleasure to write this recommendation for the Rockaway Beach Business Association's request for a Large Community Grant. Simply put – this grant request supports activities that bring real value to the community that far exceeds the cost in grant funds.

RBBA puts on many events during the year. One highlight, the Rockaway Beach Tree Lighting, is a huge event that brings several hundred people from out of town to Rockaway Beach every Winter. Events such as the Scavenger Hunts, Trunk or Treat are yearly favorites with a high level of community participation - -and also bring in visitors and customers for the Rockaway Beach businesses.

Last year, the summer of 2025, the Neah-Kah-Nie Coast Art, Music & Cultural Foundation (NCAM) partnered with the RBBA in putting on the Movies in the Park event. The trial run proved the concept was a good one, and this year it will move to a weekend when there are even more visitors.

RBBA's events are popular and well received in the community. They bring visitors and business for the community. Awarding the RBBA the Large Community Grant to the Rockaway Beach Business Association is a great investment in the community. I encourage you to do so.

Don Backman

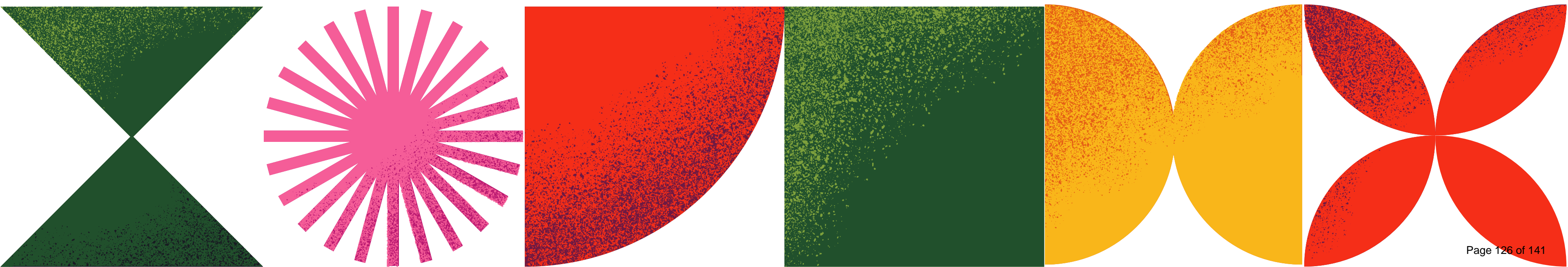
President

Neah-Kah-Nie Coast Art, Music & Cultural Foundation

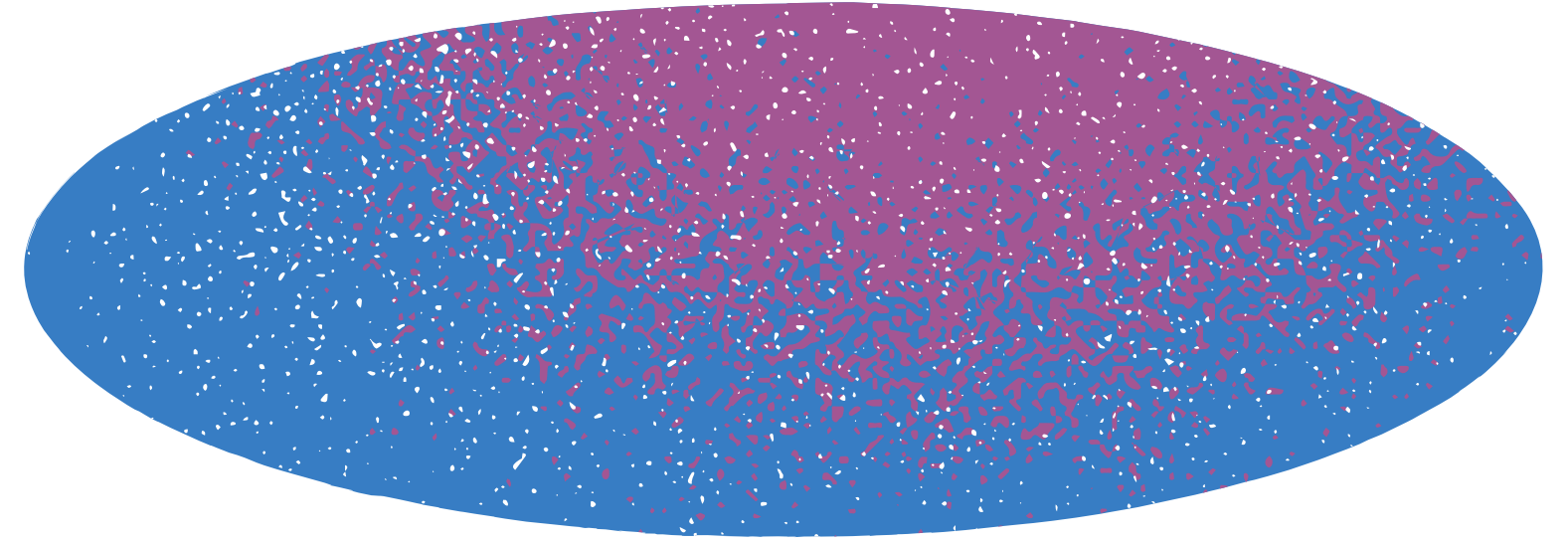


# COMMUNITY GRANT

# EVALUATION



# POTENTIAL PROGRAM IMPROVEMENTS



## **Evaluate all Community grants, small and large, at the same time**

- This would allow the Planning Commission to make a recommendation based on knowledge of all grant applications.
- May impact the timeline for small grant applications.
- Renders the distinction between the small and large grants mute.

## **Include additional clarification for program eligibility**

- Clarify which entities are eligible for funding, to explicitly note that for-profit entities are not eligible for grant funds
- Clarify what type of projects are eligible, for example, clarify what a facility improvement is.



# ASSESSING LOT BOUNDARIES

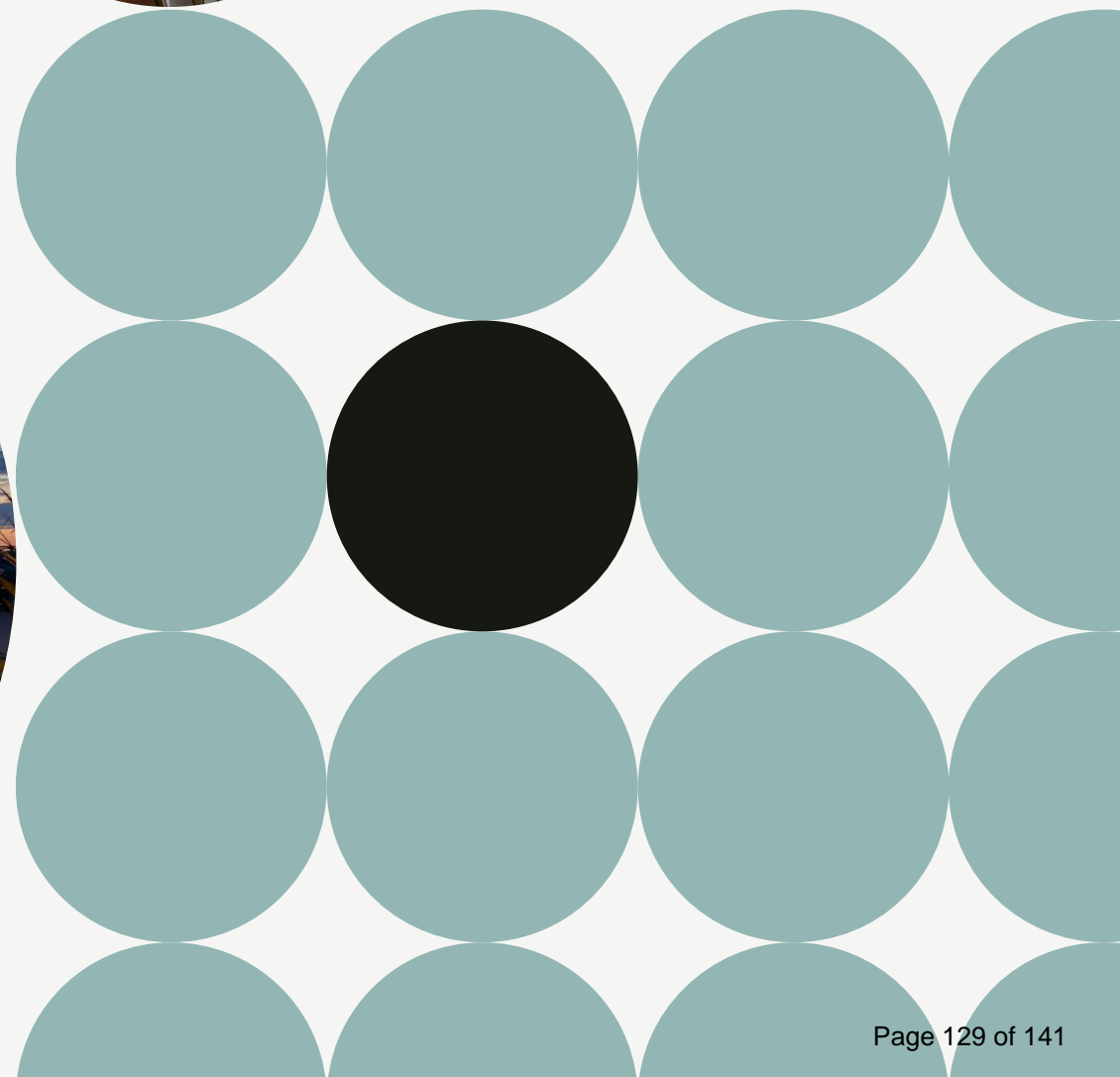
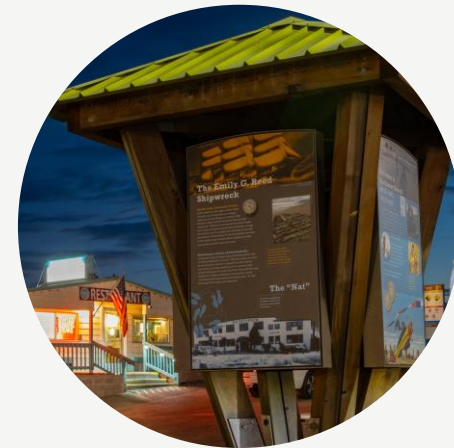


# UNDERSTANDING LOTS BOUNDARIES

Historically, the City has accepted taxlot boundaries as lot boundaries for certain land use decisions but not for others.

This has led to an inconsistent application of the Zoning Ordinance

Going forward, the City is operating with an updated understanding of lot boundaries.



# WHAT IS A TAXLOT?

A taxlot is a unique identifier assigned by the county tax assessor to a specific parcel of land for taxation purposes.

These are lines of convenience used to manage property tax accounts rather than defining legal ownership boundaries.

Taxlots facilitate the collection of taxes and do not need to follow land use regulations.

**Legal Lot Boundaries:**

1	5
2	6
3	7
4	8

**Tax Lot Boundaries:**

100 1	5	
2	6	
20 0 3	300 0 7	300 1 7
4	8	

# WHAT IS A LEGAL LOT?

A legal lot, also known as a “platted lot” or “lot of record,” is a legally established unit of land.

A legal lot is consistent with the zoning and platting laws that were in place when it was originally created.

Zoning standards specify the minimum lot size and dimensional requirements that apply to all properties, depending upon their location.

**Legal Lot Boundaries:**

1	5
2	6
3	7
4	8

**Tax Lot Boundaries:**

100 1	5
2	6
20 0 3	300 0 7
4	300 1 8

# A REAL WORLD EXAMPLE



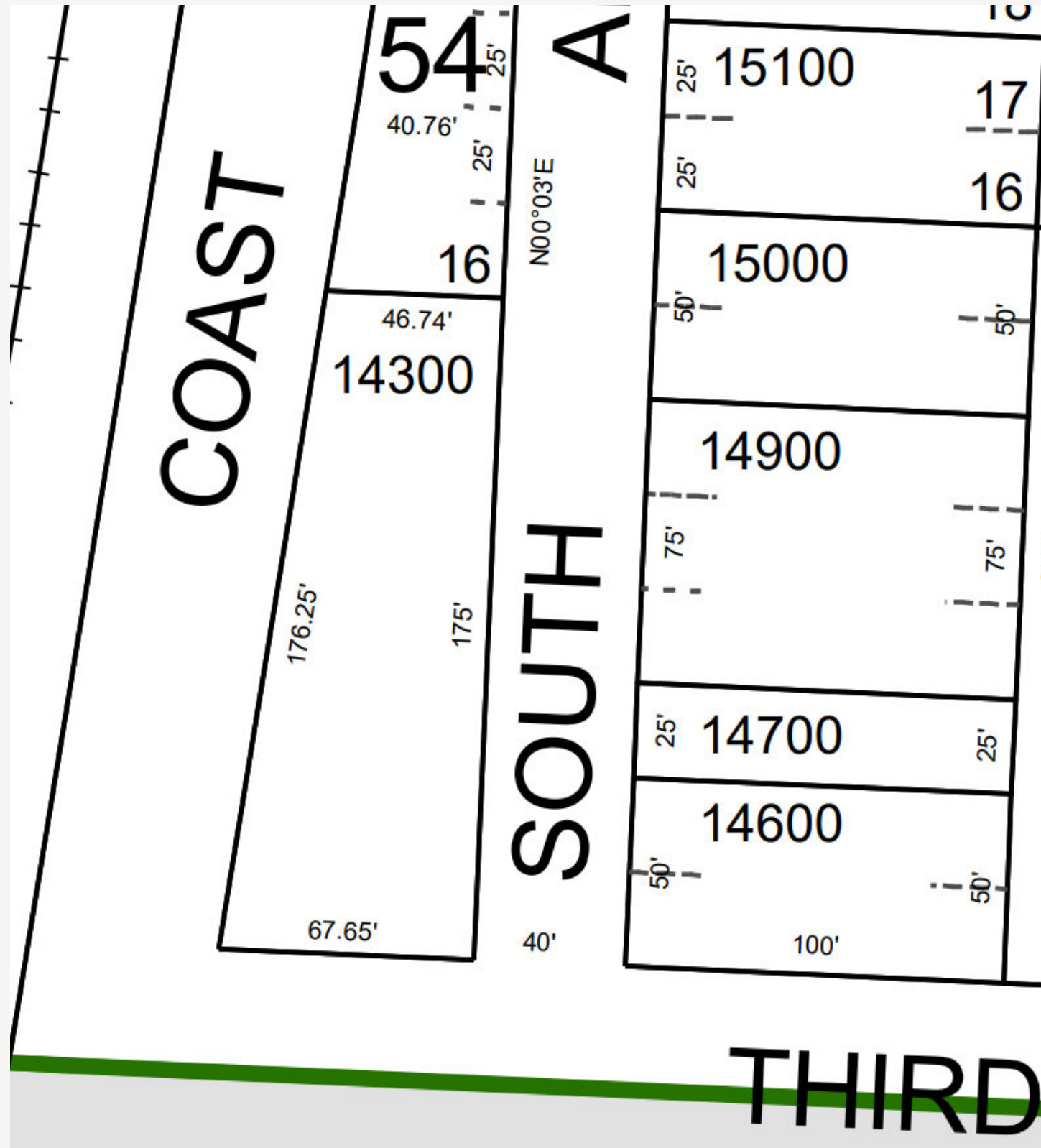
**Legal Lot Boundaries:**

1	5
2	6
3	7
4	8

**Tax Lot Boundaries:**

100	1	5
	2	6
20	3	300
0		300
	4	7
		8

# A REAL WORLD EXAMPLE



Legal Lot Boundaries:

	1	5
	2	6
	3	7
	4	8

Tax Lot Boundaries:

100	1	5
	2	6
20	3	300
0	4	300
		1
		7
		8

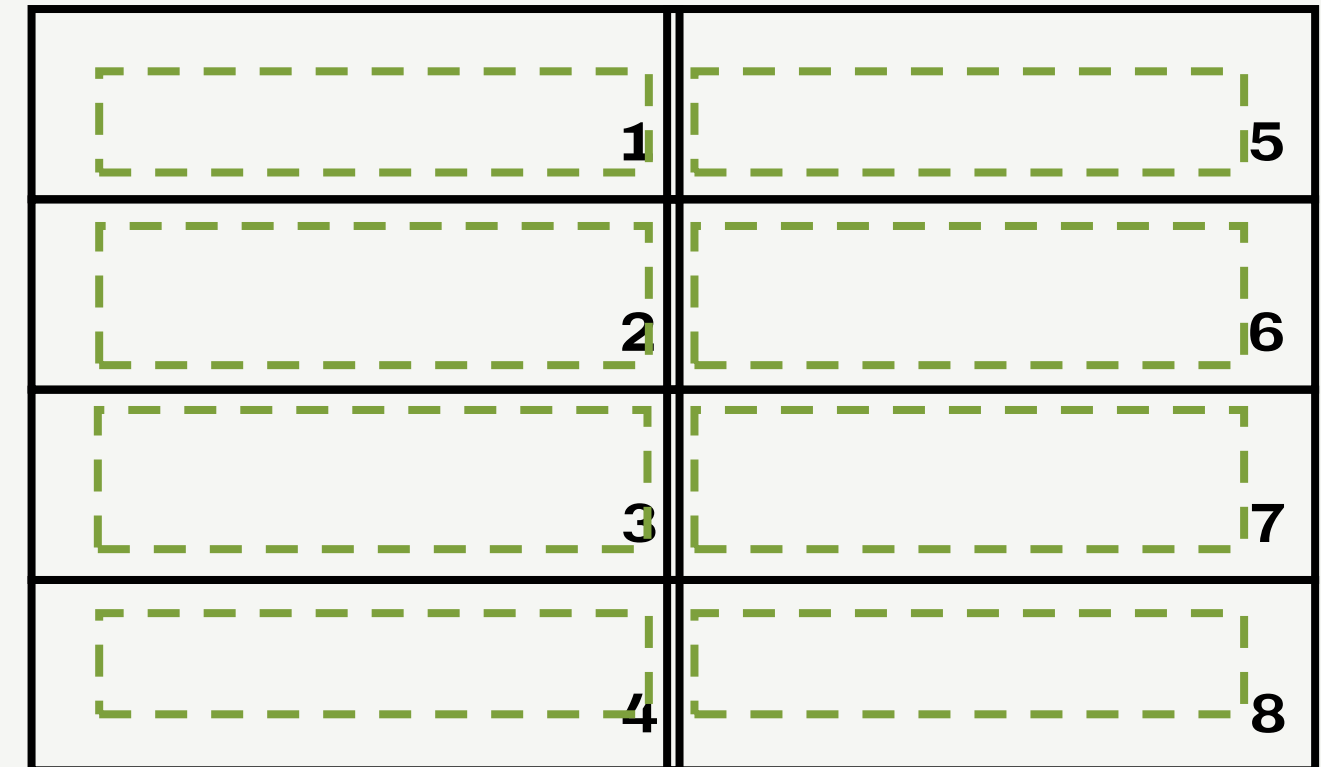
# WHAT DOES THIS MEAN?

The City is not alone in historically permitting development based on taxlot boundaries.

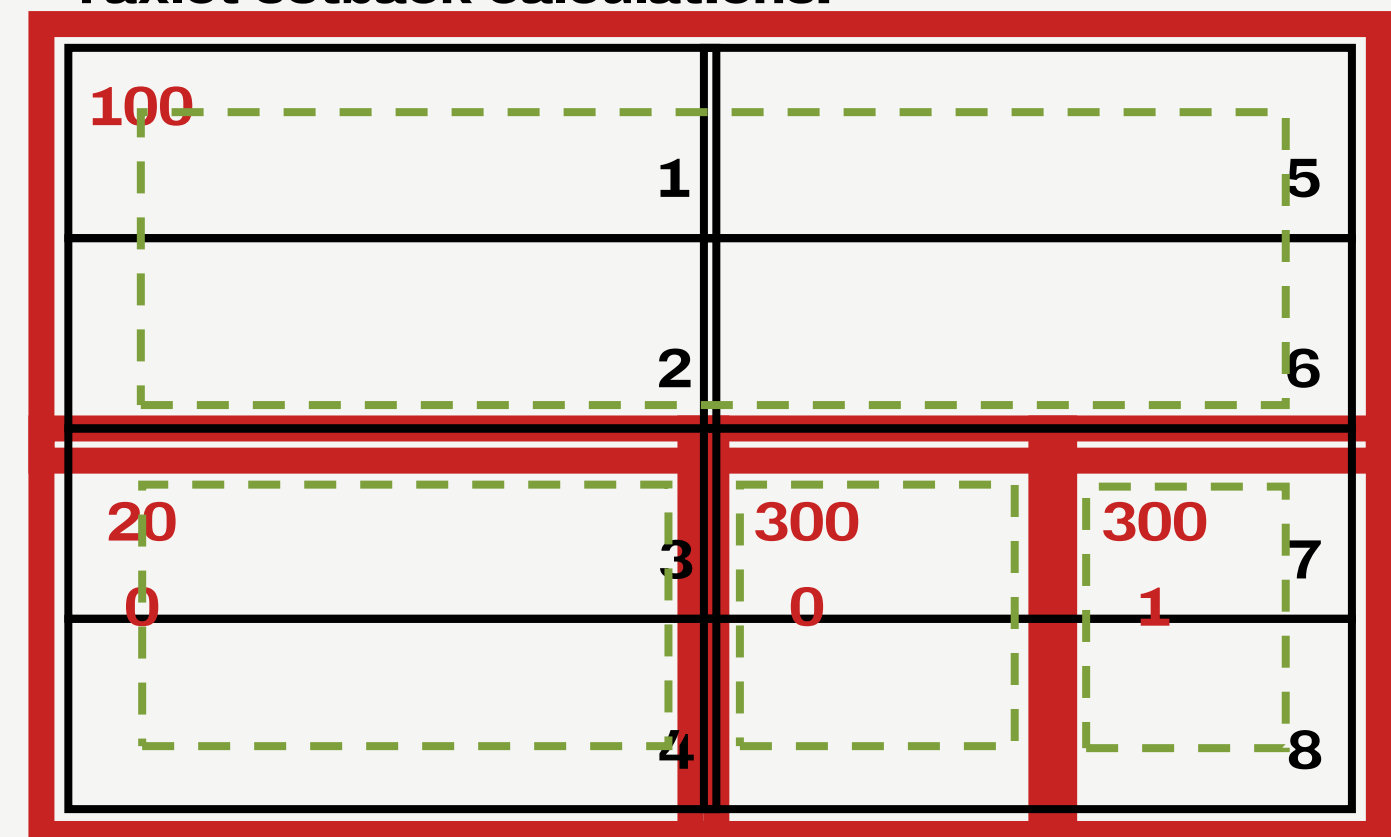
The historical allowance for development based on taxlot boundaries has led to encroachments and adverse possession.

Only legal lots are eligible for development, permitting, and other entitlements (See ORS 92.010).

Legal lot setback calculation:



Taxlot setback calculations:



# WHAT CAN BE DONE?

Our goal is to resolve this question by addressing these issues in a lasting way, providing as much flexibility for development as possible, and moving consistently and in accordance with stated policy.

The intention is not to look back and attempt to correct already permitted structures.



# DEVELOPING ACROSS LOT LINES

Developing across lot lines is a local land use issue. The State's Building Codes Division determined that it is still possible to build across the lines and satisfy Oregon's Specialty code requirements.

In cases where a property owner owns multiple legal lots and a project is proposed across lot lines, the method established by state law is for the boundary of the lots to be adjusted.

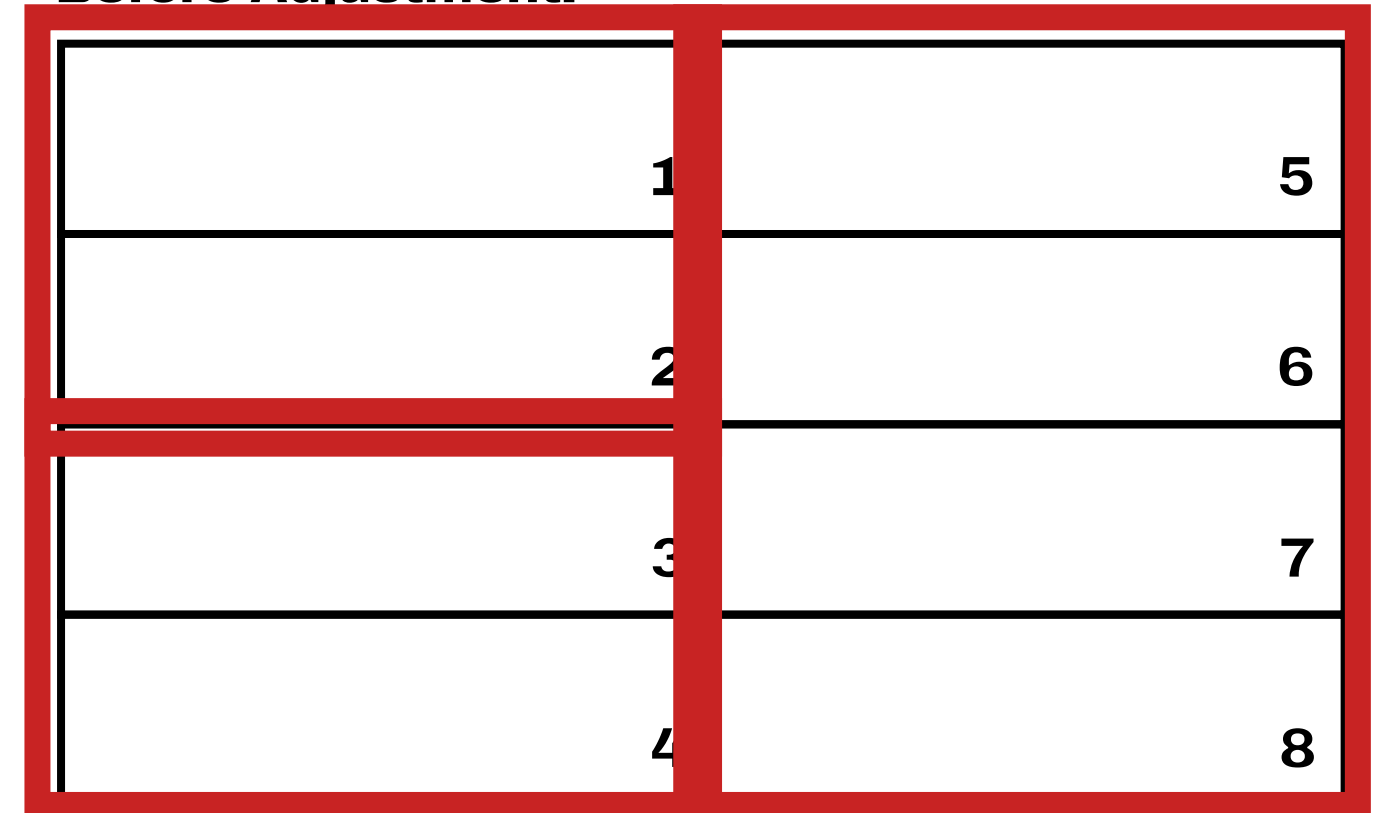




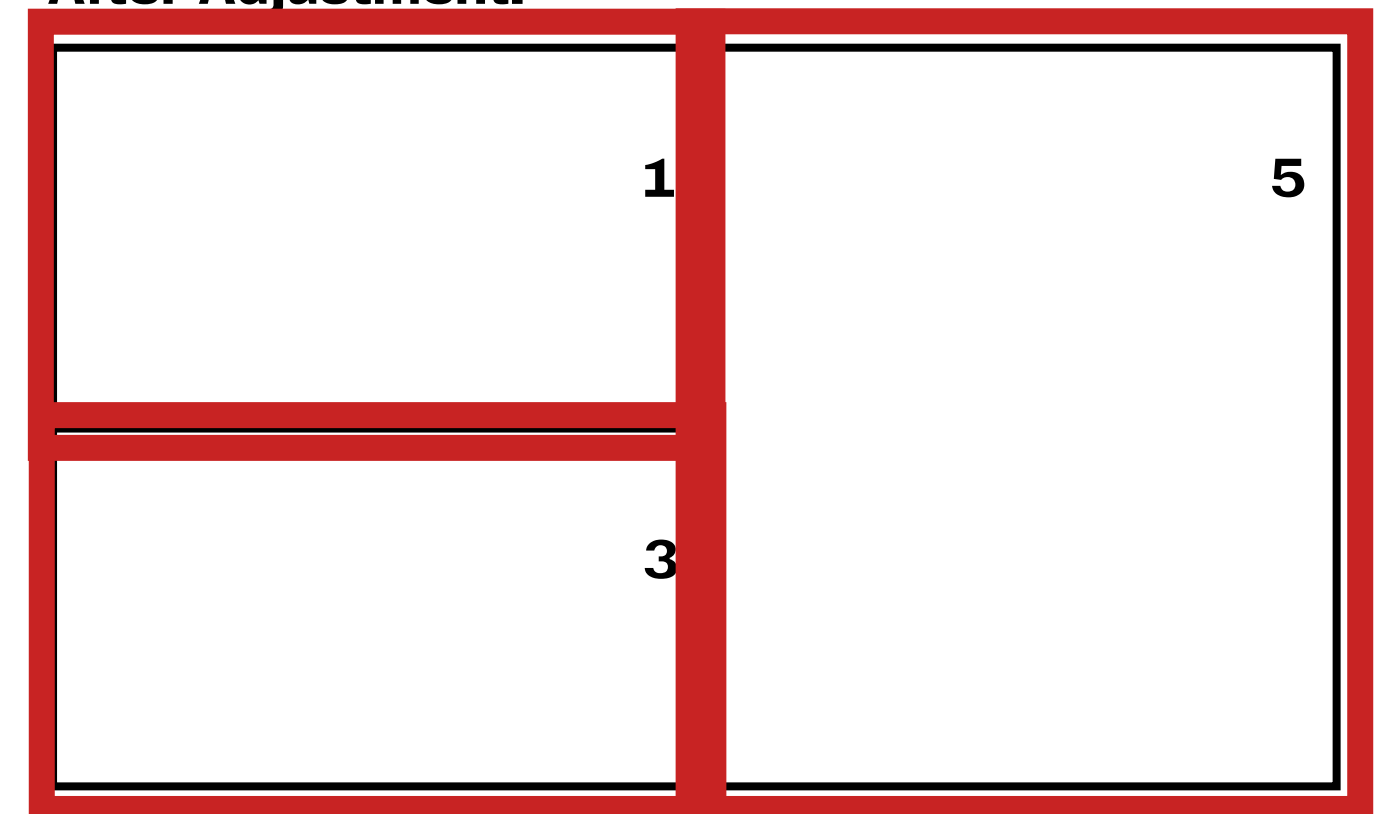
# HOW ARE LOT BOUNDARIES ADJUSTED?

- A **replat** can adjust or vacate lot lines for lots within a recorded subdivision
- **Lot line adjustments** can adjust and vacate lot lines for lots not in a subdivision

Before Adjustment:



After Adjustment:





# HOW ARE LOT BOUNDARIES ADJUSTED?

## Replats and lot line adjustments

redefine the legal description of property and lead to consistent application of the Zoning Ordinance across all lots.

Both replats and lot line adjustments are limited land use decisions subject to the process requirements of ORS 197.195



# ALTERNATIVE SOLUTION

Replats and lot line adjustments are the legal and lasting mechanisms to prevent non-compliant construction. There is an alternative: Restrictive covenants.

Through a restrictive covenant, the City becomes a party to the property owner's deeds and sets conditions that restrict the owner's ability to sell their lots separately in perpetuity.

This alternative gives the City significant power over the sale of land while not resolving the underlying issue.



# RESTRICTIVE COVENANTS

The County has taken this approach; accepting covenants is not the City's preferred route.

While the City cannot require property owners to place restrictive covenants, the City can approve applications if a covenant is placed.

If the restrictive covenant route is the property owner's preferred route, the City would be open to permit non-conforming development if a restrictive covenant is placed on the deed.



# SUMMARY:

Going forward, when an application is received that proposes development across lot lines, the City will require property owners to vacate the property line through a replat or lot line adjustment.

However, the City is willing to accept restrictive covenants if the property owners propose that as an alternative solution.

Otherwise, the application would be denied for not conforming to the stated policy in the Zoning Ordinance.

