



# City of Rockaway Beach

## Workshop City Council Meeting Minutes

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**Date:** Wednesday, May 13, 2026

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

### 1. CALL TO ORDER

Mayor McNeilly called the meeting to order at 4:30 p.m.

### 2. ROLL CALL

Council Members Present: Charles McNeilly, Mary McGinnis, Tom Martine, Penny Cheek, Kiley Konruff, Pat Ryan

Staff Present: Luke Shepard, City Manager; Melissa Thompson, City Recorder; Abram Tapia, City Planner

### 3. COUNCIL BRIEFING/DISCUSSION

#### a. Short-Term Rental (STR) Accessibility Review & Next Steps - Becoming rentABLE, Lorraine Woodward

- Tapia provided background information on the Council's desired approach to improve accessibility of existing STRs without increasing license cap. Tapia introduced remote guests Lorraine Woodward, Jake Clement, and Jennifer Springer of Becoming rentABLE.
- Woodward shared slides explaining how Becoming rentABLE reviews, verifies and provides an online directory for accessible short-term rental listings.
- 24 current STR properties met the Becoming rentABLE minimum requirements for their accessible verification. 83 require more information.
- Woodward suggested possible next steps, including accessible short-term rental education for property owners and stakeholders, and working to expand verified properties.
- After discussion, there was Council consensus to move forward.

#### b. Large Community Grant Application Review

- Tapia shared a presentation providing an overview of the Planning Commission recommendations for the Large Community Grant Applications.
- Tapia provided updated award recommendations based on available funding, allocated proportionally.
- Comments regarding the two applications that the Planning Commission did not recommend to fund.
- Council consensus to move forward with the recommendation.

#### d. Review of City Charter Draft Amendment Public Comments

- Shepard reviewed the City Charter amendment timeline.
- Shepard reported two public comments were received from the public, including grammatical edits and an inquiry regarding the proposed change to the Mayor's term from 2 years to 4 years.
- Shepard noted the grammatical edits that were made in response to public comments.
- Reasons for proposing the Mayor term were explained including allows time to learn role and operate effectively; allows more time to focus on office rather than re-election; improves continuity and institutional knowledge; and aligns election cycles to avoid excessive turnover. Proposed 4-year term would take effect in 2030. Councilor expressed support for the 4-year term.
- Discussion regarding qualifications for office.
- Council consensus to take next step to move proposed amendments forward to the ballot, and to publish explanatory information for voters.

**c. Draft Master Fee Schedule & Review of Ordinances Amending Code Related to Fees**

- Shepard explained many cities have a master fee schedule, a consolidated list of fees that is typically updated through the budget process every year.
- Shepard explained the draft fee schedule was compiled from current code and past actions. Proposed adoption of current fees in master fee schedule in July. Fees to be removed from code and adopted by resolution. Future adjustments to occur during the annual budget process next year.
- Request to consider removing garage sale permit fee.
- Consensus to proceed with establishing master fee schedule and annual review process.

**4. ADJOURNMENT**

**Motion by Penny Cheek**, seconded by Kiley Konruff, to adjourn the meeting at 5:32 p.m.

**Motion Passed** by the following vote:

Yes: 5 (Mary McGinnis, Tom Martine, Penny Cheek, Kiley Konruff, Pat Ryan)

No: 0 (None)

MINUTES APPROVED THE  
10<sup>TH</sup> DAY OF JUNE 2026



Charles McNeilly, Mayor

ATTEST



Melissa Thompson, City Recorder