



City of Rockaway Beach

City Council Workshop Meeting Agenda

Date: Wednesday, July 15, 2026

Time: 4:30 PM

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

Watch meeting here: rockawaybeachoregon.gov/meetings

Join here to attend remotely:

<https://us06web.zoom.us/j/88268021709?pwd=3d9Vd95RIEuSpBwE8t3EfJJ80hNI8.1>

Meeting ID: 882 6802 1709

Passcode: 056486

Dial by your location

253 215 8782 US (Tacoma)

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

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

1. CALL TO ORDER

2. ROLL CALL

Mayor: Charles McNeilly

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

3. COUNCIL BRIEFING/DISCUSSION

- a. Review Hunter Communication Franchise Agreement - Nolan Plese, Hunter Communications & Technologies, LLC
- b. Review Proposed 2027 Community Grant Program Schedule and Policy
- c. Discussion Regarding Downtown Parking Project Update

4. ADJOURNMENT

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 or 503-374-1752.

FRANCHISE FOR COMMUNICATIONS SERVICES

HUNTER COMMUNICATIONS

This Franchise Agreement for Communications Services is by and between the City of Rockaway Beach, a municipal corporation of the state of Oregon (“City”), and Hunter Communications & Technologies LLC (“Hunter Communications”), an Oregon limited liability company (“Grantee” or “Franchisee”).

SECTION 1. Definitions.

“**City**” means City of Rockaway Beach, Oregon.

“**Code**” shall mean the City of Rockaway Beach Municipal and Zoning and Development Codes.

“**Communications Service**” shall mean any service provided for the purpose of transmission of information, including but not limited to, voice, video, or data, without regard to the transmission protocol employed, whether or not the transmission medium is owned by the provider itself. Communications Service includes, but may not be limited to, exchange access services, defined by ORS 403.105, telephone service, and fiber-based or broadband internet services, whether provided together or separately, by the Franchisee pursuant to this Franchise.

“**Grantee**” or “**Franchisee**” means Hunter Communications, and its affiliates, successors, or assigns.

“**Facilities**” means the conduits, cables, poles, wires, fibers, fixtures, underground lines, manholes and appurtenances thereto, including other technical facilities necessary for the purpose of providing Communications Service. For the avoidance of doubt, “Facilities” includes all facilities necessary to provide broadband internet access services.

“**Gross Revenues**” means any and all revenues earned and received by the Grantee in the delivery of Communications Services within the City utilizing the Telecommunication System located in the Rights-of-Way. Gross Revenues shall not include municipal, state, or federal fees or taxes imposed by law or regulation directly on Franchisee’s customers and which Franchisee is required to pass through to the entity imposing the fee or tax, and unrecoverable bad debt.

“**Person**” means any person, firm, partnership, association, corporation, limited liability company or organization of any kind.

“**Public Way**” or “**Right-of-Way**” shall, in accordance with City Code 93.55, include any street, road, highway, bridge, alley, sidewalk, trail, path and utility easement, including the subsurface under and air space over these areas. This definition applies only to the extent

of the City's right or authority to grant a franchise to occupy and use such areas for the Facilities.

"Telecommunication System" shall include all Facilities that are maintained, operated, or used by Franchisee to provide Communications Service and located in the Rights-of-Way administered and regulated by the City.

SECTION 2. Grant of Franchise. The City hereby grants to Franchisee a non-exclusive right and privilege, subject to all City ordinances, policies, rules and regulations, including but not limited to the City's Code, to erect, construct, operate, repair, and maintain in, under, upon, along, across, and over the City's present and future Rights-of-Way, all Facilities necessary for the purpose of providing Communications Services within the City. This Franchise is non-exclusive, and the City reserves the right to grant a similar privilege to any Person at any time during the period of this Franchise. This grant is further subject to all prior rights, interests, agreements, permits, easements or licenses granted by the City, and to the City's right to use the Rights-of-Way for any purpose it deems fit, including the same or similar purposes allowed Grantee hereunder. This Franchise does not grant any rights with regard to attaching to or using any City or public property located within the Rights-of-Way (i.e., streetlights or conduit). Such additional use of City property may be granted on an individual basis under a separate arrangement.

SECTION 3. Compliance with Laws, Rules and Regulations. The locations and methods of installation and maintenance of all Grantee's Facilities shall be subject at all times to regulation by the City (including City's ordinances and policies on street cuts and use of right-of-way), and all such Facilities shall be so constructed and maintained as to interfere as little as practicable with street or other traffic. All of such Facilities shall be installed and at all times maintained by Grantee in accordance with industry standards. Grantee shall change the location of or remove any pole, conduit, structure, or Facility within the public Right-of-Way when the City determines that the public convenience requires such change or removal. The expense of said change shall be paid by Grantee.

SECTION 4. Incorporation of Code. This Franchise is granted pursuant to the applicable City Code and shall be interpreted to include all provisions of the Code, as it now exists and as it may be amended during the term of the Franchise, and all other applicable municipal regulations. It shall be the responsibility of the Franchisee to stay informed of any amendments to applicable provisions of the Code and all related regulations.

SECTION 5. Term. The term for this Franchise shall be for a period of five (5) years, beginning on the Effective Date identified below in Section 16.

SECTION 6. Conditions on Right-of-Way Occupancy. In addition to the Code or City design and development standards, which provide general terms, obligations, and conditions for construction, installation, relocation, and removal of Franchisee's Facilities, these additional terms and conditions apply:

- A. **Use.** Grantee shall construct, install, maintain and operate its Facilities in designated City rights-of-way to the industry standard and City's satisfaction, in compliance with all state laws and regulations and City ordinances, rules, policies and regulations; and in a manner so as to cause minimum interference with the proper use of streets, alleys, and other public ways and places, and to cause minimum interference with the rights or reasonable convenience of property owners who adjoin any of the streets, alleys or other public ways or places.
- B. **Restoration.** In case of any disturbance of pavement, sidewalk, driveway or other surfacing by Grantee, Grantee shall, at its own cost and expense and in a manner approved by City, replace and restore all paving, sidewalk, driveway, landscaping or surface of any street or alley disturbed. If Grantee fails to make restoration as required, City may cause the repairs to be made at the expense of Grantee.
- C. **Relocation.** If the removal or relocation of Facilities is caused directly by an identifiable private development of property and the removal or relocation of Facilities occurs within the area to be developed, or is made for the convenience of a customer, Grantee may charge the expense of removal or relocation to the developer or customer provided it is not contrary to any laws. Grantee shall be solely responsible for enforcing collection from the developer or customer. City may require Grantee to relocate its Facilities. If the removal or relocation of Facilities results from City's need to provide public Facilities, is a City project, or is otherwise requested by City and is made for the purpose of improving a street to City standards or other improvement for the benefit of the public, Grantee will remove or relocate its Facilities at Grantee's expense within a reasonable time frame after notification by City. In cases of capital improvement projects undertaken by City, Grantee shall convert existing overhead distribution Facilities to underground at Grantee's expense if requested to do so by City. City agrees to comply with provisions of applicable law when requiring such conversion. In the event that any electric utilities, cable facilities and telecommunication facilities are reimbursed by the City or any agency thereof for the placement of cable underground or the movement of cable, Grantee shall be reimbursed upon the same terms and conditions as any telecommunications, electrical or other utilities.
- D. **Placement of Facilities.** Grantee shall not place its Facilities where they will interfere with any existing or future City utility, gas, electric or telephone fixture, power, sanitary sewer, storm sewer or water facility. Grantee will consult with City's Public Works Department prior to placement of Facilities, and will comply with all City ordinances, policies, rules and regulations in connection with its placement of Facilities. Whenever all existing electric utilities, cable facilities and telecommunications facilities are located underground within a public right of way of the City, Grantee must also locate and relocate its Facilities underground.
- E. **Temporary Rearrangement of Facilities.** Grantee shall, consistent with City policies, ordinances, rules and regulations, arrange to temporarily raise, lower, or

otherwise move its Facilities to permit the moving of buildings or other objects if the Person wishing to move the building or other object makes a reasonable arrangement to reimburse Grantee for its expenses in rearranging its Facilities. Nothing contained in this section shall preclude City from requiring Grantee to move its Facilities at its own expense when public convenience requires the move, as described in Subsection 3 of this section.

SECTION 7. Franchise Fee.

- A.** In consideration of the rights, privileges, and franchise hereby granted, Grantee shall pay monthly to City the sum of seven percent (7%) of Gross Revenue earned from all Communications Services, which shall specifically include any data, voice and video services, provided by Grantee through Grantee's use of the City Rights-of-Way. Grantee also may at its option deduct uncollectible accounts of customers within the corporate limits of City from these gross revenues.
- B.** The fee required by this section shall be due and payable within 60 days after the end of each applicable calendar quarter. Any payment not made when due shall bear interest at the rate of 12% per annum, compounded monthly, from the date due until paid.
- C.** City's acceptance of any payments due under this section shall not be considered a waiver by City of any breach of this franchise.
- D.** Grantee agrees and covenants that it will not challenge the validity of the franchise fees under this ordinance as long as they do not exceed the maximum amounts established by applicable statutes.

SECTION 8. City Rights in Franchise.

- A. City Supervision and Inspection.** City shall have the right to supervise all construction or installation of Grantee's Facilities subject to the provisions of this Franchise and make such inspections as it shall find necessary to ensure compliance with governing laws, ordinances, rules, and regulations.
- B. Termination or Abandonment of Franchise.** Upon any termination of this Franchise, all Facilities installed or used by Grantee shall be removed by Grantee at Grantee's expense and the property upon which the Facilities were used

restored by Grantee to the condition it was in before installation except that City or its designee shall have the following options after termination of this Franchise:

- a. City or its designee may elect to acquire the Facilities for their fair market value consistent with any applicable law;
 - b. Value shall be determined by appraiser who is mutually acceptable to City and Grantee. In the event that City and Grantee are unable to agree on a single appraiser, then the City and Grantee shall each appoint an appraiser, and those two appraisers shall select a third appraiser. The opinion of any two appraisers shall be determinative of the value of the Facilities.
 - c. City agrees to provide Grantee with written notice of its intention to acquire Grantee's Facilities pursuant to this section within 120 days after termination of this Franchise by City, or City's declaration of Facilities abandonment by Grantee, with the closing of the acquisition to occur as soon thereafter as is practicable.
- C. **City Connection to Facilities.** In addition to City's other rights in this Franchise, and so long as Grantee has sufficient capacity on its Facilities that is not being used by a paying customer at that time, City shall have the right to obtain services from Grantee at the Grantee's most favorable rate applicable to those services. Nothing in this subsection shall affect Grantee's obligation to pay the Franchise Fee to City under Section 6 of this Agreement.

SECTION 9. Grantee Records and Reports.

- A. In addition to Code requirements, Grantee shall keep accurate books of financial accounts at an office within the State of Oregon throughout the term of this franchise. Grantee shall produce all books and records directly concerning its gross revenues and other financial information deemed necessary by City for purposes of calculation of the franchise fee for inspection by City, upon no less than 10 days' prior written notice, during normal working hours. City may require periodic reports from Grantee relating to its operation within City. City shall have the right during the term of this franchise or within 180 days thereafter to conduct audits of Grantee's records. Such audits shall be undertaken by a qualified person or entity selected by City. The cost of any such audit shall be borne by City, unless the results of any such audit reveal Grantee has underpaid the Franchise Fee by more than 5% for the period audited. In the case of such underpayment, the full cost of such audit

shall be paid by Grantee. Grantee shall immediately pay the amount of the underpayment as determined by such audit to City together with 12% per annum interest from the date such payment should have been made to the date the payment is actually made.

- B.** Any audit information obtained by City under these provisions shall be kept confidential to the maximum extent allowed by Oregon law, except that this obligation shall not prevent the City from introducing audit results in any forum where enforcement of the provisions of this franchise is at issue.

SECTION 10. Permit and Inspection Fees. Nothing in this ordinance shall be construed to limit the right of City to require Grantee to pay reasonable costs incurred by City in connection with the issuance of a franchise or permit, making an inspection, or performing any other service for or in connection with Grantee or its Facilities, whether pursuant to this ordinance or any other ordinance or regulation now in effect or hereafter adopted by City.

SECTION 11. Amendment and Renewal. This Franchise may be amended or renewed by mutual agreement of the Parties, or further action by City Council.

SECTION 12. Default; Termination.

- A. Default.** Time of payment and performance are of the essence in the Franchise. The following shall be events of default:

- a. **Default in Payments.** The failure of Grantee to pay City when due any amounts required by the Franchise and such failure continues for a period of ten (10) days after the first overdue notice.
- b. **Default in Other Covenants.** The failure of Grantee to perform any of the covenants and conditions required herein to be kept and performed by Grantee, and such failure continues for a period of 30 days after notice from City of such failure.

- B. Termination or Revocation.** Upon the occurrence of an event of default, this Franchise may be revoked or terminated at the option of City by notice in writing to Grantee given within 30 days of the date of default. If this Franchise is not terminated by election of City, Grantee shall pay to City the sum of \$100 per day for each day the default continues along with any additional damages suffered by City as a result of Grantee's default.

SECTION 13. Remedies not Exclusive; Waiver. All remedies under this Franchise, including termination, are cumulative, and recovery or enforcement of one is not a bar to the recovery or enforcement of any other remedy. Remedies contained in this ordinance, including termination of the franchise, are not exclusive and City reserves the right to

enforce penal provisions of any ordinance and also use any remedy available to City at law or in equity. Failure to enforce any provision of this ordinance shall not be construed as a waiver of a breach of any other term, condition or obligation of this ordinance.

SECTION 14. Notices and Authorized Representatives. Any notice required or permitted under this franchise shall be deemed given when received or when deposited with postage prepaid in the United States Mail as registered or certified mail addressed as follows:

TO CITY:

City of Rockaway Beach
Attn: City Manager

TO GRANTEE:

or to such other address as may be specified from time to time by either party in writing.

SECTION 15. Interpretation/Jurisdiction. This Franchise shall be deemed to have been entered into in Tillamook County, Oregon. Jurisdiction of any dispute shall be in the Circuit Court of the State of Oregon, and venue shall be in Tillamook County, Oregon. Interpretation of the franchise shall be governed by laws of the State of Oregon.

SECTION 16. Severability. If any section, subsection, sentence, clause or portion of this ordinance is for any reason held invalid or rendered unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity or constitutionality of the remaining portion thereof. If for any reason, the franchise fee is invalidated or amended by the act of any court or governmental agency, then the highest reasonable franchise fee allowed by such court or other governmental agency shall be the franchise fee charged by this ordinance.

SECTION 17. Representation and Warranty of Franchisee. By executing this document, Franchisee represents that it is familiar with all provisions contained herein and the Code, and agrees to be bound by them.

SECTION 18. Franchise Effective Date. This Franchise shall be made effective on the effective date of the ordinance approving said Franchise ("Effective Date"), provided Franchisee satisfies the acceptance requirements in Section 18.

SECTION 19. Acceptance of Franchise. Franchisee must sign and return this Franchise within 30 days of the Effective Date. If not accepted in time, this Franchise shall become void.

CITY OF ROCKAWAY BEACH

Signature: _____

Name: _____

Title: _____

Date: _____

HUNTER COMMUNICATIONS

Signature: _____

Name: _____

Title: _____

Date: _____

ACCEPTANCE OF FRANCHISE

Pursuant to Section 19 of the fully executed Franchise Agreement for Communications Service with Hunter Communications, by and between the City of Rockaway Beach and HUNTER COMMUNICATIONS, HUNTER COMMUNICATIONS hereby unconditionally accepts the Franchise Agreement, with the effective date of _____, that was approved by Ordinance No. _____ of the City of Rockaway Beach.

ACCEPTED this ____ day of _____, 2026.

By: _____
Signature

By: _____
Name Printed

Title: _____

Date: _____

STATE OF _____)
) ss.
COUNTY OF _____)

This Acceptance was signed before me on _____, 2026, by
as _____ of _____.

Notary Public for _____
Name: _____
My commission expires on: _____

.....
Acceptance received by City Recorder on _____, 2026.

Name: _____
Title: City Recorder



**City of Rockaway Beach,
Oregon**

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Rockaway Beach, OR 97136
(503) 374-1752
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Community Grant Program: Update Summary

The Community Grant program is a City program that provides funding to organizations that serve the Rockaway Beach community. Grant applications are reviewed by the Planning Commission and City Council once per fiscal year.

In March and April of 2026, the Planning Commission reviewed small and large grant applications and noted potential improvements to the grant program. The Commission tasked Staff with preparing amendments to facilitate future grant reviews and provide greater clarity for applicants. In both April and May, the Planning Commission workshopped potential improvements to the program that led to the proposed amendments included in this document.

Four key proposed changes include:

- **Project-based review.** Previously, organizations could apply for only one small grant and one large grant per cycle. As a result, multiple projects were often combined in a single large grant application, complicating the review and approval process when the Planning Commission and City Council sought to prioritize and fund specific projects.
- **A single Community Grant.** As the funding pool for both the small and the large grants is the same, and the recommendation for funding for small grants impacts the available funding for large grants. Both the small and large grants are combined into a single review process to assist the Planning Commission and City Council to make an informed recommendation and decision on how funding is disbursed.
- **Additional eligibility criteria.** Language has been added to clarify that for-profit organizations are not eligible for grant funds without partnering with an eligible organization.
- **Additional selection criteria.** To refine the recommendation process, additional selection criteria scoring, in line with the program's key principles and funding priorities, has been added.

City of Rockaway Beach Community Grant Program

Program Details

Maximum Grant Request: \$20,000 (\$4,999.99 for Community groups and organizations that have not achieved Non-profit and not-for-profit status)

Applications open: January 4, 2027

Deadline to apply: Thursday, February 4, 2027 at 12:00 p.m.

OVERVIEW

The Community Grant program provides support to non-profit, not-for-profit organizations, and community groups that serve the Rockaway Beach community. This grant program accepts applications once per fiscal year. Organizations and groups may submit more than one application for consideration every grant cycle. Each application must contain a single, independent project. A project is understood to be a temporary, unique, and planned endeavor designed to achieve a specific goal within defined time, cost, and scope constraints.

ELIGIBILITY

Grant funds are available to support organizations and groups 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.

Eligible Applicants:

- Non-profit and not-for-profit organizations.
- Community groups and community-oriented organizations that do not have Non-profit and not-for-profit status may also apply; however, the maximum grant request may not exceed \$4,999.99.

Grants will only be awarded to an applicant if the applicant has satisfactorily closed out all previous grants issued by the City of Rockaway Beach. All projects proposing partnerships with the City of Rockaway Beach must receive department head sign-off or include a letter of support as part of the application.

For profit businesses are not eligible to apply for the Community Grant and are instead encouraged to apply for building improvement funds and/or marketing needs through the City's Business Facade Grant and/or Marketing Grant programs. For profit entities may partner with an eligible entity to apply for the Community Grant for projects that fall within the scope of the Community Grant.

Ineligible projects:

- Tourism based/supported projects
- Day-to-day operational expenses and payroll
- Marketing and promotional project
- Political activities and fundraising for political activities
- Projects which drive/support commerce

GRANT TIMELINE

Notice of grant calendar posted online December 3, 2026

Applications open January 4, 2027

Applications due, 12:00 p.m. February 4, 2027

Applicant Presentations to Planning Commission February 18, 2027

Planning Commission review and recommendations March 18, 2027

City Council award of decision April 14, 2027

Notification to Grantees; award agreement sent to grant recipients April 21, 2027

Project deadline – 10 months from City Council decision February 14, 2028

Project Expense Worksheet / Grant Close Out Form due February 28, 2028

Last Opportunity for Presenting Closeout Report to City Council in order to be eligible for award in next grant cycle March 8, 2028

KEY PRINCIPLES

In the application, eligible Applicants are asked to describe how the proposed project contributes to a healthy, inclusive, charitable, equitable community, and advances the funding priorities of this grant. The City of Rockaway Beach believes that supporting its organizations and groups that encourage this type of community building will make a better future for everyone.

Projects funded through the Community Grant must predominately support or be attended by the Rockaway Beach community.

FUNDING PRIORITIES

1. Projects that make the largest impact for Rockaway Beach residents.
2. Projects that fill an existing need that would not be met without grant funding.
3. Projects that bring the community together and create positive community engagement.

SELECTION CRITERIA

All applications for eligible projects will be rated and ranked based on the following criteria. While the following criteria has been deemed most important, additional relevant factors beyond the score may be worthy of consideration.

Healthy Community Score (20 points)

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.

- Does the project offer opportunities to improve physical or mental health?
- Does the project provide healthy opportunities to those who may not otherwise have access?
- Does the project promote healthy lifestyle changes?
- Does the project address an environmental need or problem?

Inclusive Community Score (20 points)

This score measures how well the project strengthens the local sense of community. In an inclusive community diversity is valued, social opportunities are plentiful, community involvement thrives, and residents work together to support city initiatives or projects.

- Does the project create new social opportunities for residents?
- Does the project strengthen the local sense of community or serve an underrepresented population?
- Does the project bring the community together to work towards a common goal?

Charitable Community Score (20 points)

This score measures how well 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.

- Does the project offer new opportunities for residents to volunteer to better the community?
- Does the project provide services or opportunities currently lacking in the community?

Equitable Community Score (20 points)

This score measures how well 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.

- Has the organization identified an underserved community the project seeks to support?
- How does the project assist residents who need additional support?
- Does the project provide services or assistance to underserved community members that would not be provided otherwise?

Community Funding Priority Score (20 points)

This score measures how well the project reflects the key principles and funding priorities of the Community Grant Program.

- Does the project predominately support the Rockaway Beach community?
- Are there provisions to promote the attendance of or impact on Rockaway Beach Residents?
- Does the project address an existing need that would not be met without grant funding?
- How does the project bring the community together and create positive community engagement?

GRANT REVIEW PROCESS

The City of Rockaway Beach staff will answer questions regarding the grant application process prior to the grant application deadline.

Each application received will first be reviewed by the Grant Manager for completeness. If the application is incomplete or not received by the deadline, it will not be submitted to the Planning Commission for consideration.

After the grant application deadline, applicants may present their applications at the Planning Commission meeting on February 18, 2027. Presentations are limited to five minutes and allow applicants to address questions or provide clarification. All necessary information for decision-making must be included in the original grant application.

The Planning Commission will review, score, and rank all of the applications received, then make initial scoring recommendations for funding at the March 18, 2027 Meeting.

The City Council will review the applications and the Planning Commission's recommendations at their workshop on April 14, 2027.

The City Council will make the award decisions at their regular meeting on April 14, 2027.

FUNDING PROCESS

Once the grant is awarded and agreement is signed, Grantees can start on projects.

Grant funds will be issued within two weeks of agreement execution via check.

Upon completion of the project, the Grantee shall complete the Project Expense Worksheet /Grant Close Out form. The Grantee shall be scheduled to make a five-minute

presentation to the City Council to publicly share how the grant funds were spent. The presenter shall not be a member of City Council or Planning Commission.

The City Council shall determine the grant complete through a motion at a public meeting.

Staff Report

To: Rockaway Beach City Council

From: Luke Shepard, City Manager, and Mary Mertz Public Works Director

Date: July 8, 2026

Subject: Downtown Parking Improvement Project Update and Interagency Coordination

Purpose

The purpose of this report is to update the City Council and the public on the City's recently launched Downtown Parking Improvement Project, summarize progress made to date, outline proposed parking expansion opportunities, and discuss several challenges that are emerging as the City works with regional partners to increase parking capacity within downtown Rockaway Beach.

This workshop is intended to familiarize Council with both the opportunities and challenges that have emerged as staff works to expand parking capacity in downtown Rockaway Beach.

Background

During the November 2025 Strategic Planning Workshop, Council discussed implementation of the City's Five-Year Strategic Plan and identified downtown parking as an immediate community need.

Over the past several years, Rockaway Beach has experienced increased tourism activity, growth in local businesses, and higher visitation levels. While these trends have benefited the community, they have also increased demand for parking within the downtown core.

Following that discussion, Council directed staff to focus on practical opportunities to expand parking capacity and improve parking management rather than pursuing a standalone Downtown Economic Development Plan.

The goal of this project is to increase public parking opportunities while supporting local businesses, improving visitor access, and enhancing the overall downtown experience.

Project History

Initial Discussions with the Port

Much of the property adjacent to Highway 101 in downtown Rockaway Beach falls within the Port of Tillamook Bay's right-of-way.

The City's efforts to expand downtown parking began in earnest during 2025. On October 15, 2025, Mayor Charles McNeilly addressed the Port of Tillamook Bay (POTB) Board of Directors to emphasize the critical need for more parking to support the tourism-driven economy and highlighted the City's desire to create formal parking along Highway 101 in Rockaway Beach.

After receiving City Council consensus, Mayor Charles McNeilly again attended a POTB Board of Directors meeting on December 17, 2025, to propose a partnership between the City and the Port of Tillamook Bay to expand parking facilities along Highway 101, arguing that increased parking would support economic development throughout Tillamook County.

In January 2026, Public Works Director Mertz and City Manager Shepard met with and submitted a proposal to the POTB General Manager Michele Bradley requesting consideration of a long-term lease arrangement that would allow the City to make meaningful and lasting investments in downtown parking infrastructure. The proposal emphasized that adequate public parking is essential to supporting local businesses, tourism, emergency access, transportation safety, and overall economic vitality within the downtown corridor.

The presentation made by Mayor McNeilly at the December POTB Board Meeting and further discussed by POTB and City staff in January, is attached to this Staff Report as Exhibit A.

The proposal envisioned a long-term partnership that would allow the City to invest in parking lot design, drainage improvements, pavement, striping, safety enhancements, access management, and streetscape improvements. The proposal emphasized that a long-term lease would allow the City to pursue improvements such as:

- Parking lot design and construction;
- Drainage improvements;
- Surfacing and pavement improvements;
- Parking striping and organization;
- Safety improvements;
- Access management; and
- Streetscape enhancements.

Proposed Parking Areas Along Hwy 101

The City's proposal identified several areas within the Port's right-of-way that could potentially accommodate parking improvements.

South 6th Street Area

Approximately 3,800 square feet north of South 6th Street is currently used as an informal parking area. The City identified opportunities to formalize parking, improve circulation, and enhance safety through improved striping and controlled access.

South 4th Street to South 3rd Street

Approximately 13,000 square feet of largely undeveloped property between South 4th and South 3rd Streets has been identified as a potential future parking area serving nearby commercial and resort properties. Conceptual improvements include both parallel parking and angled parking accessed from Highway 101. Stormwater management improvements would also be required

South 3rd Street to South 2nd Street

This approximately 13,000-square-foot area already functions as an informal parking area used regularly by downtown visitors and residents. The City's proposal contemplates formalizing the area through resurfacing, striping, drainage improvements, and additional parking organization.

South 2nd Street to Nehalem Avenue

This 15,300-square-foot area currently contains an existing leased parking facility. Staff has identified opportunities for modernization, improved drainage, and enhanced safety features as part of a broader downtown parking strategy.

Nehalem Avenue to North 3rd Street

This approximately 16,500-square-foot area represents the City's highest priority parking expansion opportunity. The site is currently used informally for parking and has the greatest potential to accommodate a combination of off-street angled parking, highway-oriented angled parking, and parallel parking. The City currently leases a portion of this area for downtown planter boxes.

This area is also where a potential conflict exists between the City's parking objectives and a conceptual railroad runaround proposed by Oregon Coast Scenic Railroad (OCSR).

North 3rd Street to North 6th Street

A lower-priority area of approximately 30,000 square feet has been identified as a potential location for future parking expansion. The site contains flooding concerns that would need to be addressed through engineering. Staff has also noted that a railroad runaround facility in this area would likely have less impact on future parking opportunities than a runaround constructed closer to the downtown core.

Interagency Coordination

On May 12, 2026, representatives from the City of Rockaway Beach, Port of Tillamook Bay (POTB), Oregon Coast Scenic Railroad (OCSR), and Oregon Parks and Recreation Department (OPRD) met to discuss both the City's parking proposal and future uses of the corridor.

Several important topics emerged from that meeting:

- POTB expressed openness to allowing parking improvements within portions of the Port right-of-way south of North Second Avenue.
- OCSR presented a conceptual railroad runaround proposal in the downtown area, attached to this Staff Report as Exhibit B.
- The proposal also identified the need for a small ticket booth associated with railroad operations.
- Participants recognized that the proposed runaround could affect future parking opportunities, Miller Street, and other transportation infrastructure.

At that meeting all parties agreed that additional engineering analysis would be necessary before the feasibility and impacts of the concept runaround could be fully understood.

Discussions during the meeting also included the potential use of HBH Engineering as a shared engineering resource, possible development of a future Memorandum of Understanding (MOU) among participating agencies, and coordination with Oregon Parks and Recreation Department to ensure consistency with future Salmonberry Trail development.

Engineering Evaluation

Following the May coordination meeting, City staff initiated an engineering review with HBH Engineering.

HBH Engineering was tasked with investigating the feasibility of formalizing parking adjacent to the proposed railroad runaround while evaluating the proposal's impacts on Miller Street and surrounding circulation patterns. Staff requested an initial engineering assessment by July 6, 2026.

As part of this effort, HBH Engineering gathered technical information necessary to advance the railroad concept into a draft CAD design that could be reviewed by all participating agencies, attached to this Staff Report as Exhibit C.

July 6 Coordination Meeting

On July 6, 2026, representatives from POTB, OCSR, and the City of Rockaway Beach met to review preliminary engineering work prepared by HBH Engineering regarding the proposed railroad runaround.

The meeting gave participating agencies an opportunity to:

- Review HBH's preliminary engineering concepts;
- Discuss site constraints and operational considerations;
- Identify additional information needed for project evaluation;
- Examine potential impacts on downtown parking opportunities;
- Discuss possible effects on Miller Street; and
- Continue coordination regarding future Salmonberry Trail implementation.

The meeting reinforced that the project remains in a preliminary stage and that further analysis will be required before any decisions can be made regarding parking improvements, railroad facilities, or future corridor development.

Following the meeting, HBH was directed to revise the initial concept design (Exhibit C) and develop an additional alternative with angled parking and drive isle, where the travel lane would also serve as a shared the runaround track, attached to this Staff Report as Exhibit D.

HBH will present the concept designs at the upcoming Council Workshop for discussion and direction.

Challenges and Considerations

While the opportunity to expand parking is significant, staff wants Council to understand that the project is complex.

The project area includes property interests and regulatory considerations involving multiple agencies. In addition to parking needs, several competing objectives must be balanced, including:

- Maintaining transportation safety;
- Preserving railroad operations;
- Accommodating future Salmonberry Trail development;
- Protecting access to businesses and residences;
- Managing drainage and flooding concerns; and
- Working within limited available right-of-way.

At this stage, staff's primary objective is to determine what improvements are physically, operationally, financially, and legally feasible before recommending a preferred path forward.

Next Steps

Rockaway Beach's continued growth as a visitor destination has created increasing demand for public parking in the downtown core. To address this need, City staff have initiated discussions with the Port of Tillamook Bay regarding a long-term lease of key properties within the Port right-of-way and have begun a collaborative planning effort with POTB, OCSR, OPRD, and HBH Engineering.

A successful parking strategy has the potential to improve visitor access, support downtown businesses, enhance public safety, increase economic activity, and create a more welcoming downtown environment. At the same time, the City must carefully navigate the constraints presented by rail operations, future trail development, existing property interests, and physical site limitations.

Staff will continue working with project partners over the coming months to evaluate alternatives and develop recommendations for future Council consideration, with the goal of identifying practical and achievable solutions that best serve the long-term needs of Rockaway Beach.

Rockaway Beach

LONG-TERM PARKING SOLUTIONS

in partnership with the Port of Tillamook Bay



THE PROBLEM

Inadequate Parking

- Traffic congestion
- Safety hazards
- Lost customer revenue
- Poor guest experience



The Goal:

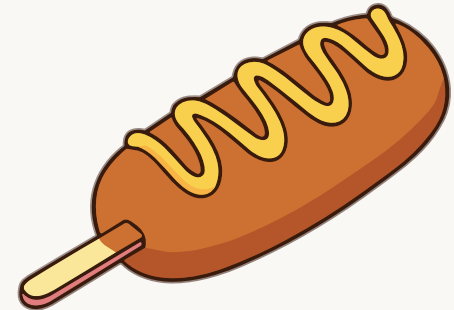
Enter into a long-term lease agreement to formalize parking along Highway 101 between North 6th - South 6th



NORTH OF SOUTH 6TH



- Existing unimproved parking area
- South 6th - Salt Air Creek
- Currently utilized by patrons of Pronto Pup and to access the beach
- Space available for perpendicular parking

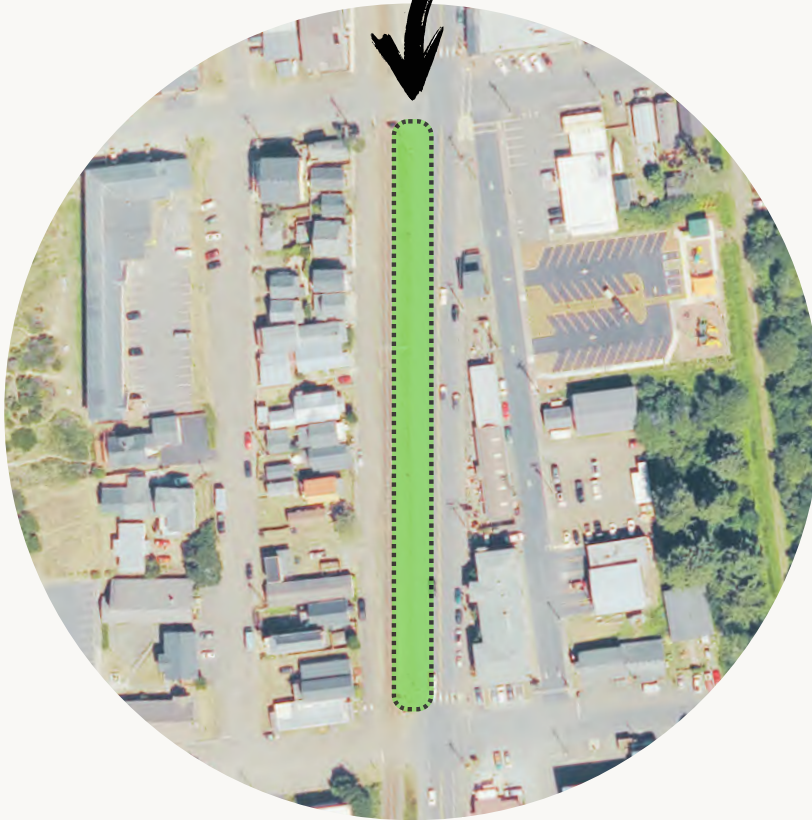


SOUTH 4TH - SOUTH 3RD

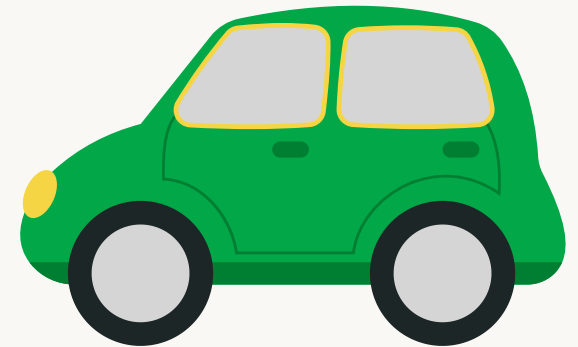
- Undeveloped area
- Area for potential future parking development
- Abuts commercial and resort zones



SOUTH 3RD - SOUTH 2ND

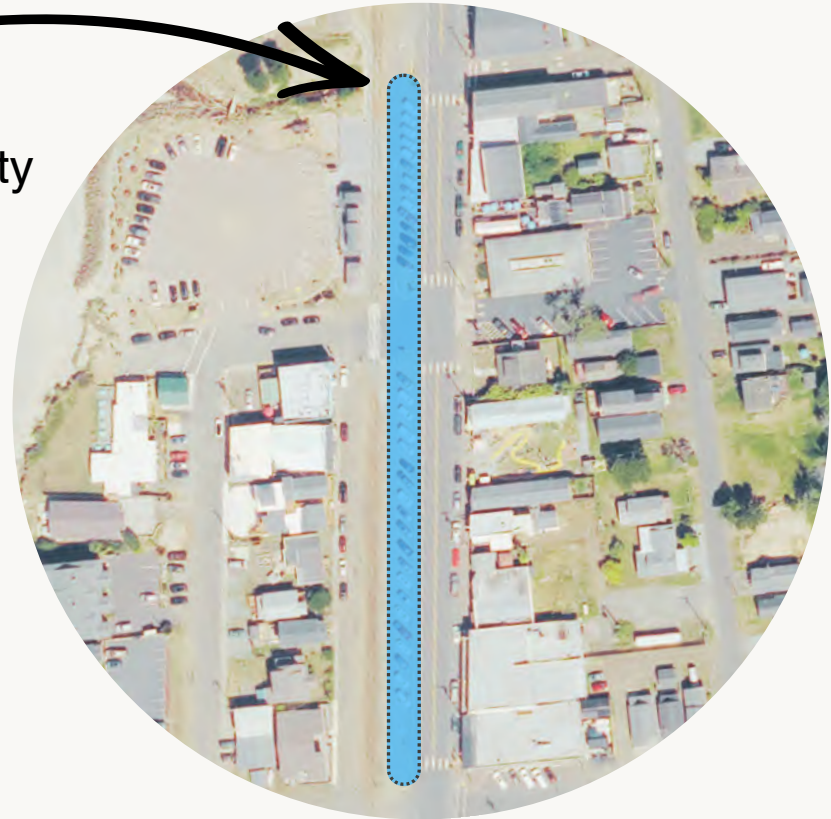


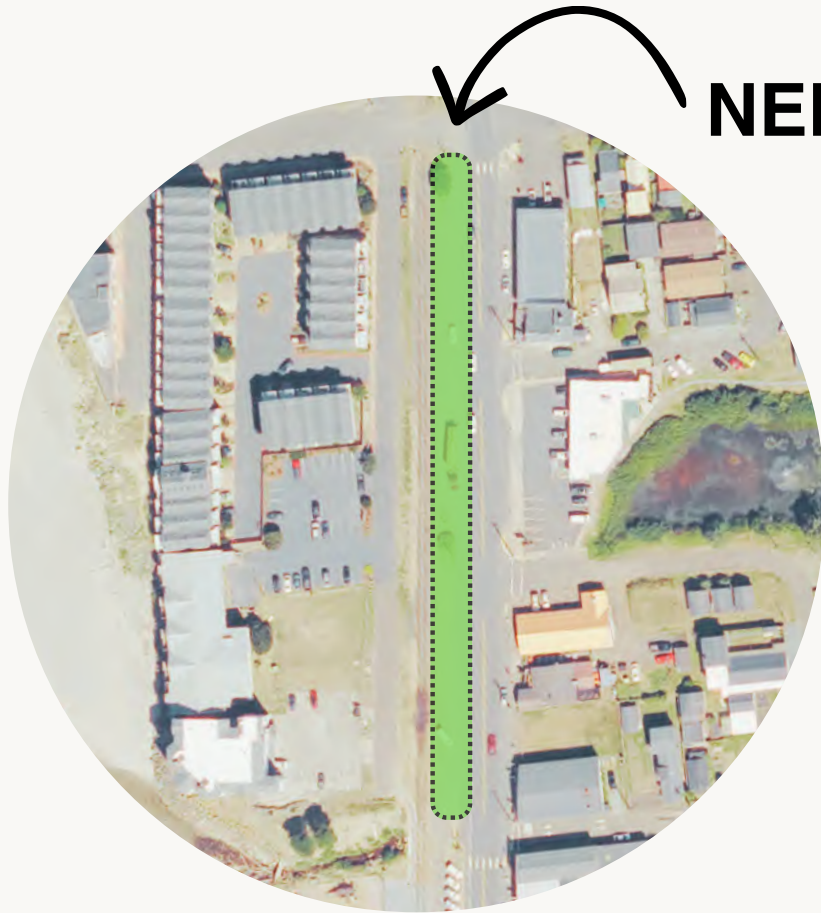
- Existing unimproved parking area
- Currently utilized by locals and tourists visiting downtown businesses
- Space available for parallel parking



SOUTH 2ND - NEHALEM

- Developed parking area leased by the City
- In the commercial core of Rockaway
- Streetscaping opportunities





NEHALEM - NORTH 3RD

- Existing unimproved parking area
- Currently utilized by locals and tourists visiting downtown businesses
- The City currently holds a lease for this area for planter boxes



NORTH 3RD - NORTH 6TH

- Undeveloped area
- Area for potential future parking development
- Abuts commercial zone
- Area of potential flooding



A close-up photograph of a hand with red-painted nails holding the handles of several shopping bags. The hand is wearing a grey, textured sweater. The bags are made of brown paper and have colorful interiors: green, red, and brown. The background is a blurred outdoor scene with green foliage and a light-colored path.

Drives
**ECONOMIC
DEVELOPMENT**
in Tifflamook County

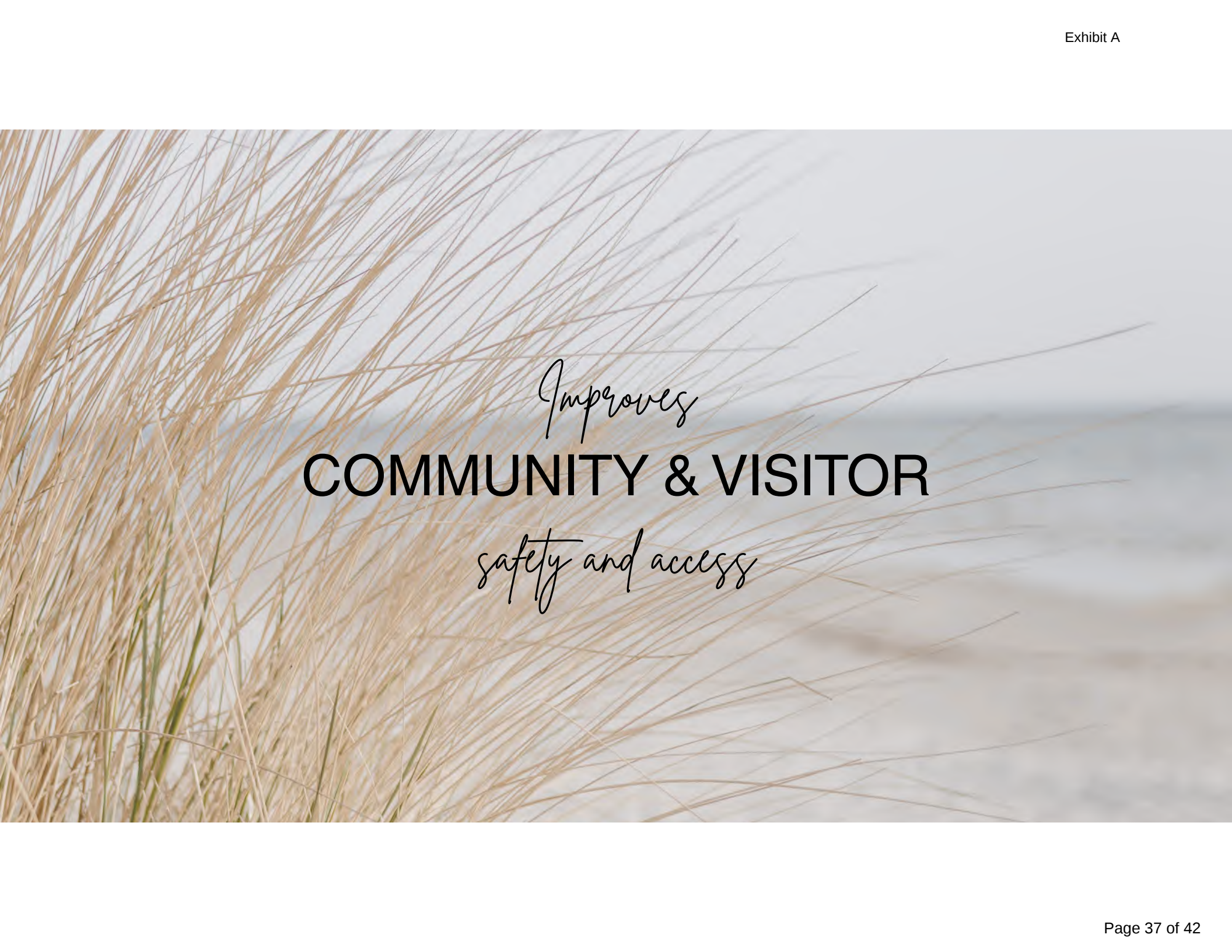
Provides
CONSISTENT REVENUE
to the Port of Tillamook Bay



Enhances
VISITOR EXPERIENCE
through beautification projects



Alleviates
**TRAFFIC
CONGESTION**
and improves traffic flow

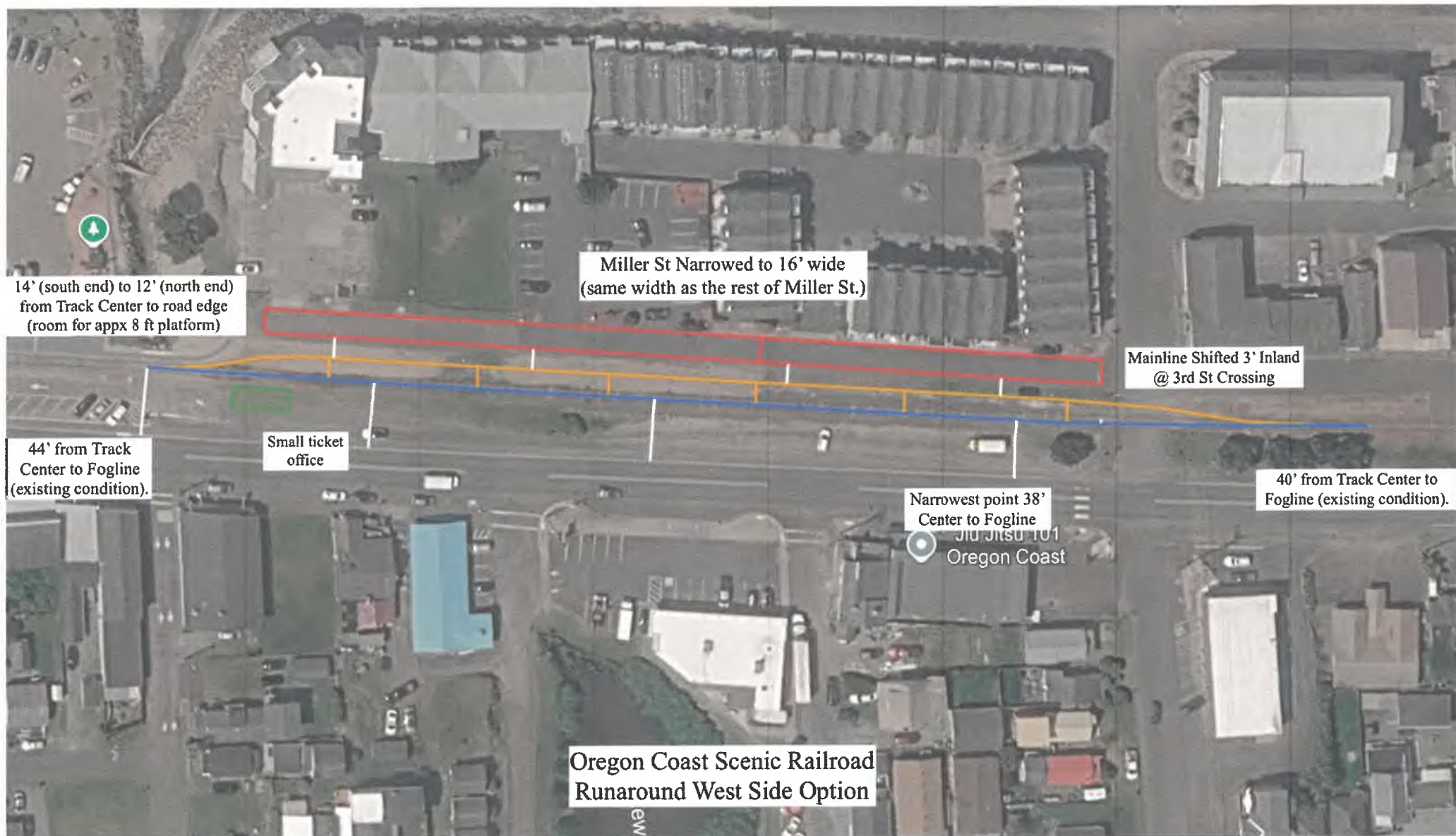


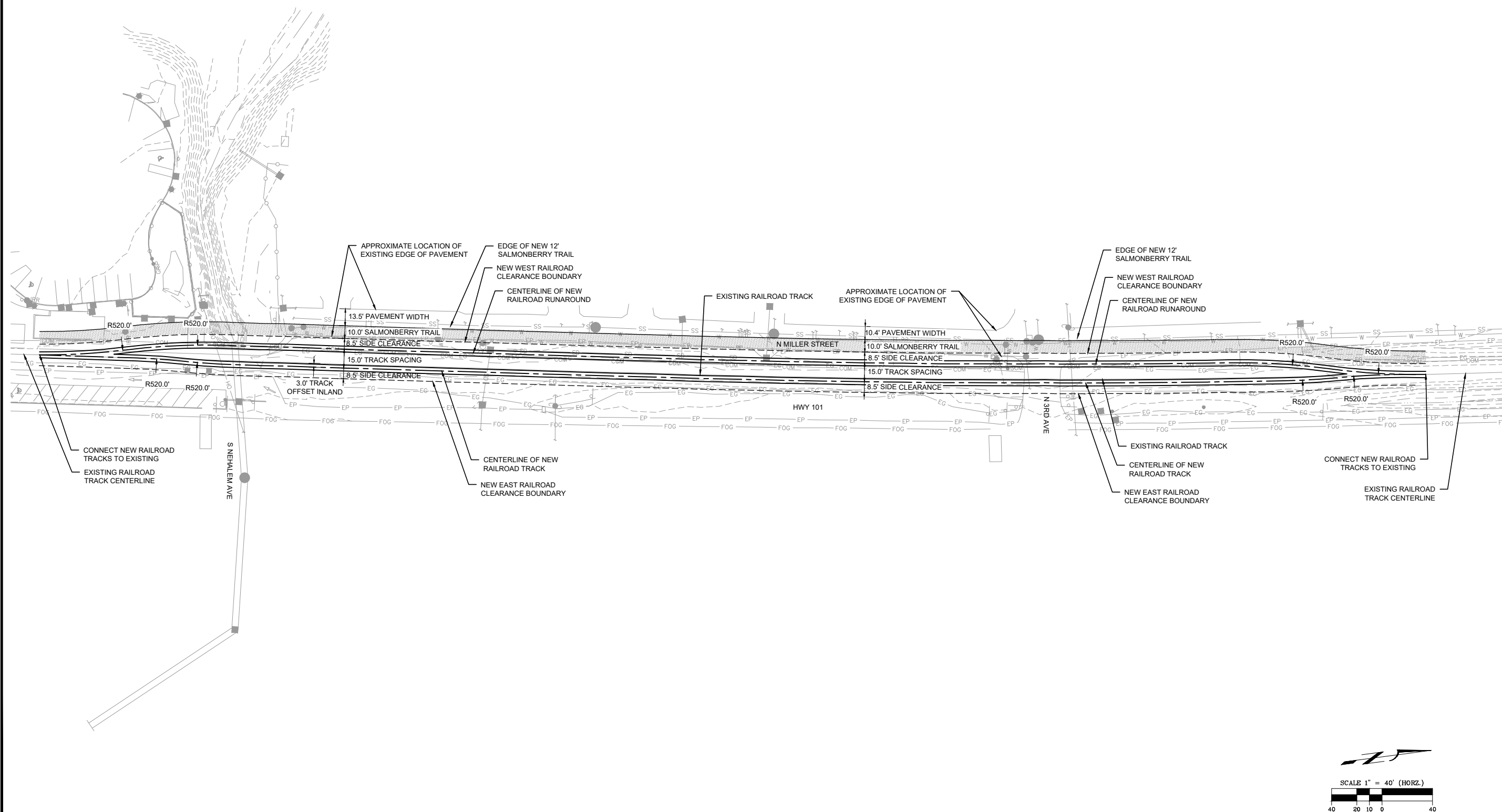
Improves
COMMUNITY & VISITOR
safety and access



Your support
IS VITAL
to our town's
flourishing economy







PRELIMINARY

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Designed By:	TMI	Drawn By:	TMI	Checked By:	MCD	Submittal No:	Submittal
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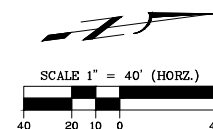
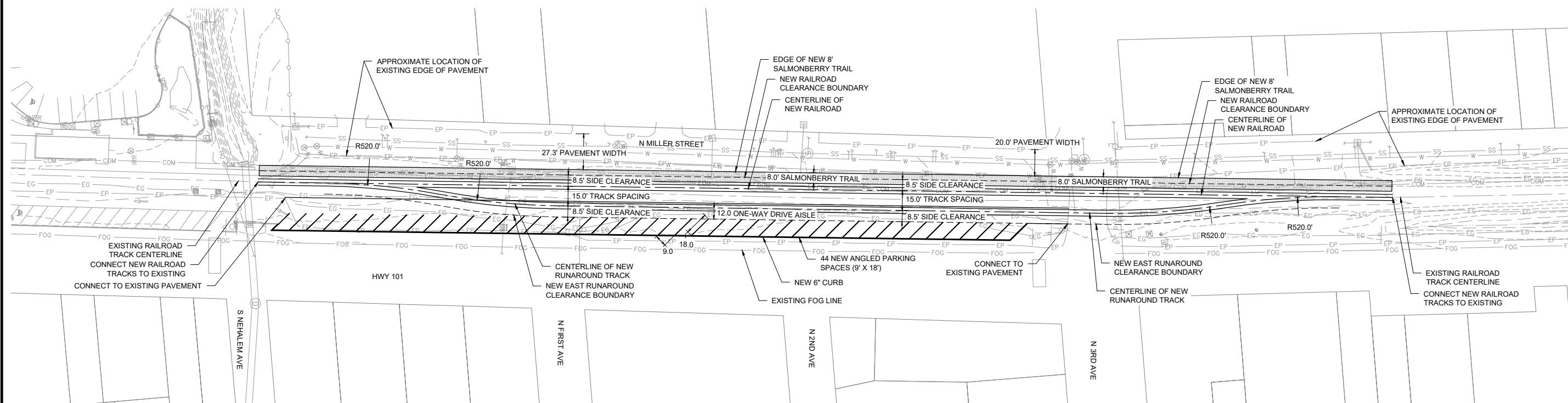
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CITY OF ROCKAWAY BEACH
276 US-101, ROCKAWAY BEACH, OR 971366

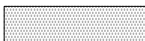
OREGON COAST SCENIC RAILROAD
ROCKAWAY BEACH, OR

ROCKAWAY RUNAROUND
CONCEPTUAL LAYOUT

Sheet No.	C-00	1 OF 1
Date	07/1/2026	
2025-005.07		



LEGEND

	EXISTING WATER LINE
	EXISTING SANITARY LINE
	EXISTING EDGE OF GRAVEL
	EXISTING EDGE OF PAVEMENT
	EXISTING TELECOM LINE
	EXISTING OVERHEAD WIRE
	EXISTING STORM LINE
	EXISTING MAJOR CONTOUR
	EXISTING MINOR CONTOUR
	EXISTING FOG LINE
	EXISTING FENCE
	EXISTING RAILROAD CENTERLINE
	PROPOSED SALMONBERRY TRAIL
	PROPOSED RAILROAD CENTERLINE
	PROPOSED RAILROAD BUFFER
	PROPOSED ASPHALT

PRELIMINARY

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Designed By: TMI	Drawn By: TMI	Checked By: MCD	Submittal No: Submittal
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IF THIS LINE IS NOT 1 INCH
SCALE IS NOT AS SHOWN

CITY OF ROCKAWAY BEACH
276 US-101, ROCKAWAY BEACH, OR 971366

**OREGON COAST SCENIC RAILROAD
ROCKAWAY BEACH, OR
ROCKAWAY RUNAROUND
CONCEPTUAL OPTION #2**

Sheet No. C-00

07/7/2026

2025-005.07

1 of 1