

CITY OF ROCKAWAY BEACH

City Planning Commission Meeting



Minutes

Date: October 23, 2018
Time: 6:00 PM
Location: City Hall, Council Chambers

CALL TO ORDER

The meeting was called to order at 6:00 p.m. by President Janet McIntire.

ROLL CALL

Present were: President Janet McIntire, Commissioner Penelope Cheek, Pat Olson, Mary McGinnis, Brian Halvorsen and Scott Daugherty. Also present: City Planner Scott Fregonese and City Planner Cassandra Dobson. Absent: Commissioner Greg Baumgart.

Position #1 - Greg Baumgart: Absent
Position #2 - Janet McIntire: Present
Position #3 - Pat Olson: Present
Position #4 - Mary McGinnis: Present
Position #5 - Scott Daugherty: Present
Position #6 - Brian Halvorsen: Present
Position #7 - Penelope Cheek: Present

Approval of Minutes

Daugherty made a motion, seconded by McGinnis, to approve the September 25, 2018, regular Planning Commission meeting minutes; motion carried.

Position #5 - Scott Daugherty: Motion
Position #4 - Mary McGinnis: 2nd
Position #1 - Greg Baumgart: Absent
Position #2 - Janet McIntire: Approve
Position #3 - Pat Olson: Approve
Position #4 - Mary McGinnis: Approve
Position #5 - Scott Daugherty: Approve
Position #6 - Brian Halvorsen: Approve
Position #7 - Penelope Cheek: Approve

Abstain - JM

Update on Resilience Grant Project

City Planner Cassandra Dobson introduced the Model Tsunami Overlay Zone and sample plan policies which could be included in the Natural Hazards section of the City's Comprehensive Plan. She mentioned the goal was to reduce vulnerability and increase tsunami resilience and added that the project was funded with a DLCD grant. Dobson revised the project timeline and said the timeline for the project was the end of April. City Planner Scott Fregonese said the grant was for eighteen thousand dollars and the City did match a portion of the grant. He mentioned that the draft documents were too sizeable to review in one night and added that commissioners should take the following two weeks to review and contact him with recommended changes. He commented that if they could not get through all of the materials, they would need to continue by adding to the agenda of the following Planning Commission meeting. He stated the original grant was supposed to wrap up at the end of the year, but the City had asked for an extension. Dobson reviewed the goals and said they could be customized to meet the City's needs. Fregonese vocalized that the goals were the State's goals and the categories were also the State's. McIntire asked if the goals were in the existing Comprehensive Plan and Fregonese said they were not and added that the goals would need to be adopted by City Council. He said the City already had a Hazards Overlay Zone which included steep slopes, velocity zones, floodplains, wetlands and landslides, but did not include Tsunami details which they were trying to add to the Hazard Overlay Zone. He stated that there were two ways to adopt and said one way would be to insert it as part of the City's Hazard Overlay Zone or have a stand-alone Hazard Overlay Zone. Dobson asked if anything should be removed or modified and Fregonese said they would start with the Overlay Zone. Fregonese said that the plans were borrowed from other cities and were not original plans. Dobson said there were many other cities and counties adopting similar plans. McIntire mentioned that the goal was to match what was in the drafted documents to zoning and Fregonese said the goal was to have the Comprehensive Plan match the Ordinance. She asked if the goal of the evacuation plan maps was to make them available on the City's website and at City Hall and Fregonese vocalized that was the goal and added that the maps would be created as part of the plan. McGinnis asked if the maps would be come part of an education initiative eventually and Fregonese said that many cities put up big signs and that the City could eventually put up a sign at the Wayside. McIntire asked if the existing tsunami signage would be replaced and Fregonese answered no. Cheek mentioned at one time the City had tsunami evacuation drills. Halvorsen announced that Camp McGruder had their employees do tsunami drills to see if they could do it. McGinnis said she had tried a tsunami drill and the trail was very difficult for her. McIntire mentioned there were some trails that were so steep that some people would have difficulty climbing. McGinnis stated that she had recently walked both tsunami trails in the Nedonna Beach area she noted that a person must be physically healthy or else they would have difficulty navigating the trail. Cheek said the trail signage had a scale of whether a person should walk, slow walk, fast walk, slow jog or sprint when on the trail. She added that many of the trails in the Nedonna and Manhattan Beach areas were trails that recommend sprinting and said that there was only one trail in that area that made it clear where to cross over Highway 101. Fregonese stated the data on trail signs telling people to walk, jog or sprint was known as Beat the Wave Data. He said that type of data would be used to update the City's evacuation signs. Halvorsen noted in Cannon Beach he had seen paint on the road which showed the tsunami evacuation route information. McGinnis asked if there was a plan to assess

and determine what the fitness level would need to be for a person trying to navigate the routes and Fregonese answered that Beat the Wave data would be compared to the City's current evacuation map to see if any changes were needed. Dobson explained how the City was using Beat the Wave data to make recommendations for improvements to the plan. McIntire mentioned she had questions and concerns about whether there was backup power in the event of a tsunami and added that the woods where people would be expected to evacuate to could be very dark and Dobson said there would be a future meeting to talk about evacuation improvements. Fregonese said that there were plans to meet with the City's Emergency Management Committee in the near future and added that he would update the Planning Commission after that meeting. McIntire vocalized she would like to have the Tillamook County Commissioners invited to the Emergency Management meeting and Dobson replied that she would invite the Commissioners to the meeting. McGinnis asked for clarification of a statement from the concepts listed in the plan and Dobson clarified the statement. Fregonese described how the planning documents were set up saying that the Comprehensive Plan showed the big picture, that the zoning code would have the overlay with details in it and that the evacuation facilities would be in the details of the map. Cheek commented she had heard that the City perhaps acquired some acreage in eastern hills and Fregonese said there were thirteen acres of land which the City was currently in the process of getting an appraisal for. He added that there was some discussion of moving critical facility outside of the inundation zone. He said that the timber company was willing to get rid of the land and it would be a very long process before any determination would be made about the land. Cheek stated the City was being asked to have a covered facility for over two-hundred and fifty people and said perhaps grants could help with the acquisition of land. McIntire said it would be beneficial to mention the land in a plan because it would be beneficial if the City did decide to go for a grant and Dobson said it was listed under goal 14 in the plan. Fregonese announced he would like to see the plan prioritized and shortened and McIntire pointed out a part of the plan which she considered to be redundant. Fregonese said he collected comments from the Planning Commission for at least two weeks and then would recommend some changes to the plan. Fregonese explained the overlay zone and said it would be adopted as part of the code. Dobson noted that the overlay zone was not intended to regulate any existing use through development and that it largely did not apply to single-family homes and then described the overlay zone in detail. McGinnis had questions about future development close to the beach and Fregonese explained that there were different levels of requirement depending on where a development would fall into a tsunami zone and then elaborated by giving examples. McIntire stated there could be a requirement for somebody doing construction in a high-level inundation zone to possibly be modified depending upon what type of construction was being done. Daugherty noted they needed to be careful because too many requirements could prevent builders from wanting to do a project because it would be too expensive to comply with requirements. McIntire said to be cognizant that requirements were reasonable and to minimize the City's liability when allowing development in the inundation zone. Fregonese mentioned the zoning code was much more specific than the overlay zone and described the overlay zone as an added layer. Fregonese stated he would like to reduce the plan by determining what is relevant and McIntire said she would like to see the plan become more user-friendly and easier for people to understand. He added that there would be a public meeting in January or February before making a recommendation to City Council. McIntire asked for Fregonese to invite David Elkins

to make a presentation at one of the upcoming meetings and he said he would contact Elkins. Daugherty suggested that the Planning Commission members make it a personal goal to use the tsunami evacuation paths to experience them first-hand. Halvorson recommended putting a volunteer network together to experience the paths and collect feedback and to check and make sure the paths are clear and safe and Dobson said she could make that suggestion a part of the plan.

Cheek said the last time the sign ordinance was last amended in 1985 and asked for the City Planners to make suggestions on how to expand or modify the sign ordinance. McIntire said the City of Ashland had a very restrictive sign ordinance and suggested that sign size could vary depending upon whether the sign was displayed in a high or a low location. Fregonese noted the City's sign ordinance was not bad and that some cities over-complicate their sign ordinance. He said that the sandwich boards are an enforcement issue rather than a reason to change code and then suggested that they could perhaps limit a business to one sandwich board. McIntire said she wanted the size of the sandwich board to be limited. Fregonese stated that the City could exclude a sandwich board from the amount of square feet of signage allowed and limit each business to one sandwich board. Daugherty asked if the sandwich boards could be permitted and Fregonese said they could be required to have a permit sticker on the sandwich board. Cheek reported it was difficult to get code enforcement help because the City's Police Department was very busy. McGinnis asked if the City would have to grandfather in the existing sandwich boards and Fregonese had mentioned that would not be necessary. McIntire asked how the Planning Commission could propose that the City get code enforcement because there was little ability to enforce rules. She also asked if the position might generate enough revenue to pay for the position. Fregonese said not to count on the code enforcement to be a revenue generating position and said the City had already been discussing the staffing and budgetary aspects of hiring a code enforcement employee. McIntire noted she would like to discuss the possibility of sharing the cost of code enforcement with other local cities and have that information available before the next budget is prepared. Cheek reported the reason the City has compliance problems is because people are aware there is a lack of code enforcement. McIntire stated that people would pay attention if there were large fines for violations and Halvorson said that he was concerned that fines could lead to a lawsuit against the City, but added that currently that type of lawsuit was only being taken on in cases of extreme fines. McIntire mentioned that out of fairness everybody should follow the rules and that following the rules helped to support the City. McIntire said that it was time to start looking into ways of paying for code enforcement because once the budget gets adopted it would be too late. McGinnis commented that there would need to be coordination with other cities and asked how much time would be needed and Fregonese said that he had a discussion with John Morgan of the City of Bay City and that it was still just an idea at that stage. Cheek mentioned she would like to see big banners prohibited from the roof of buildings in the summer. McGinnis asked if sandwich board sign sizes could vary depending upon the width of the sidewalk and Fregonese reported he would rather go with a standard size sandwich board and prohibit blocking the walkway. McIntire said a separate section of the plan should address sandwich boards and state that they should be of a standard size and allow only one per business. She added that the sandwich board size would not be included when calculating the square footage of other signage. Fregonese stated he would add the sandwich board language under section three of the plan. He said the addition would consist

of five items and would state that only one sandwich sign per business would be allowed, that the sign could not block the sidewalk, must be of standard size, would not count toward signage square footage, and would only be permitted during business hours. McGinnis noted that the sidewalk must remain ADA compliant because that was a Federal law. She asked if something should be included about banners and temporary signs which she described as being approximately twenty feet long and ten feet wide. Cheek had mentioned she was concerned about whether liability if a permitted banner were to fly off of a building in the wind and cause damages and asked if the liability would belong to the City or to the business owner. McIntire said the language might be changed to say that only signs permanently attached to buildings be allowed. Fregonese said banners are not permanent and suggested having another discussion about banners in the future. Daugherty stated that if anyone saw a banner, they should take a photo to discuss at a later meeting. McGinnis noted that forty years was too long to wait before updating the sign ordinance and added that the creation of GPS had changed her need to see signs. Cheek said many customers would find her restaurant by using the GPS on their phones rather than looking for signs.

Citizen Comments and Concerns

None.

Commission Comments and Concerns

Daugherty suggested that he looked forward to doing site visits to make sure that signs were visible and to make sure that people could visibly see trails adding that it was important that people could look at a sign and know how to navigate their way to a trail from their current location. He added that it was important that users find a clear path to follow and said site visits were a good way to assess the signs and trails. Olson had mentioned his concern was about short-term rentals and McIntire said that she would like to see statistics on the percentage of short-term rentals in the City. McGinnis stated tsunami education was vital to the City and thanked the Planners for their work on the plan. Halvorsen noted that he had not been able to make the last meeting and he appreciated that the minutes were very detailed. McIntire thanked the staff, the Planners, and the Commissioners for their work.

City Planner Comments

None.

Adjourn

Olson made a motion, seconded by Halvorsen, to adjourn: Olson, Halvorsen, Cheek, McIntire, McGinnis, Daugherty. McIntire adjourned the meeting at 7:28 p.m.

Position #3 - Pat Olson: Motion
Position #6 - Brian Halvorsen: 2nd
Position #1 - Greg Baumgart: Absent
Position #2 - Janet McIntire: Approve
Position #3 - Pat Olson: Approve
Position #4 - Mary McGinnis: Approve
Position #5 - Scott Daugherty: Approve
Position #6 - Brian Halvorsen: Approve
Position #7 - Penelope Check: Approve

MINUTES APPROVED THIS 18TH DAY OF
December 18, 2018



President Janet McIntire



Terri Michael, City Manager