

CITY OF ROCKAWAY BEACH

City Planning Commission Meeting



Agenda

Date: February 17th, 2022
Time: 6:00 PM
Location: Rockaway Beach City Hall

Join Zoom Meeting:

<https://us06web.zoom.us/j/89508516276?pwd=M2RBeEd2THRlTkdVZnpBVWdkVFNFZz09>

Meeting ID: 895 0851 6276

Passcode: 445149

Dial by your location

+1 253 215 8782 US (Tacoma)

CALL TO ORDER AND APPROVAL OF AGENDA FOR CITY PLANNING COMMISSION MEETING

A) **Roll Call Commission Members:** Pat Olson, Janet McIntire, Bill Hassell, Zandra Umholtz, Georgeanne Zedrick, Sandra Johnson and Kristina Woida,

B) **Approval of Minutes**

Approval of Minutes – 10/21/2021 & 11/18/2021

C) **New Business**

- a. City Planner Presentation – Master Plan for critical facilities
- b. Project Priority List Review
- c. Planning Commission Meeting Requirements
- d. Election of Planning Commission Vice Chair

D) **Visitor Presentation**

E) **Citizen Comments and Concerns**

F) **Commissioner Comments and Concerns**

G) **City Planner Comments**

- a. Planning Commissioner Training with Lisa Phipps from DLCD – March PC Meeting 3/17/2022.

H) **Adjourn**

CITY OF ROCKAWAY BEACH



City Planning Commission Meeting Agenda

Date: October 21st, 2021

Time: 6:00 PM

Location: Rockaway Beach City Hall

CALL TO ORDER AND APPROVAL OF AGENDA FOR CITY PLANNING COMMISSION MEETING

A) Roll Call Commission Members: Pat Olson, Janet McIntire, Bill Hassell, Zandra Umholtz, Georgeanne Zedrick, Sterling Anderson and Sandra Johnson (new commissioner)

[Position #2 - Janet McIntire: Present](#)

[Position #3 - Pat Olson: Present](#)

[Position #7 - Georgeanne Zedrick: Present](#)

[Position #5 - Bill Hassell: Present](#)

[Position #1 - Zandra Umholtz: Present](#)

[Position #6 - Sterling Anderson: Present](#)

[Position #4 - Sandra Johnson: Present](#)

B) Approval of Minutes

Approval of Minutes – August 19th, 2021 – requested change to wording of ‘meeting’ to ‘hearing’, and a word ‘thanks’ to ‘think’.

[Position #3 - Pat Olson: Motion](#)

[Position #7 - Georgeanne Zedrick: 2nd](#)

[Position #2 - Janet McIntire: Approve](#)

[Position #3 - Pat Olson: Approve](#)

[Position #7 - Georgeanne Zedrick: Approve](#)

[Position #5 - Bill Hassell: Approve](#)

[Position #1 - Zandra Umholtz: Approve](#)

[Position #6 - Sterling Anderson: Approve](#)

[Position #4 - Sandra Johnson: Abstain](#)

C) New Business

Election of Vice Chair for Commission

Janet explained the need to elect a Vice Chair as previous commissioner Mary McGinnis was the previous vice chair but has moved onto City Council. Janet explained the process and entertained a motion. Pat nominated Sterling. Bill 2nd, Janet asked for any other nominations, no other nominations. All approved.

[Position #3 - Pat Olson: Motion](#)

[Position #5 - Bill Hassell: 2nd](#)

[Position #2 - Janet McIntire: Approve](#)
[Position #3 - Pat Olson: Approve](#)
[Position #7 - Georgeanne Zedrick: Approve](#)
[Position #5 - Bill Hassell: Approve](#)
[Position #1 - Zandra Umholtz: Approve](#)
[Position #6 - Sterling Anderson: Approve](#)
[Position #4 - Sandra Johnson: Approve](#)

Scott asked to add an agenda item to introduce the new Public Works interim Director. Dan is the city plant operator and will be stepping into the director lead temporarily until further notice.

Sterling asked about the tsunami bell and asked about it not working, Dan thinks it's a maintenance issue, but wasn't sure. Janet said there may be a different notification process for that warning. Janet asked if Scott or Dan find out if they can let them know.

D) Public Hearing for Variance #21-03

Applicants Timothy Campbell & Rochelle Salter are requesting a reduction to the required rear side setback of 20 feet to 5 feet for the construction of a 218 sq ft. shed on their property.

Janet opened the hearing for the variance at 6:10 pm for #21-03 and outlined the criteria from the staff report.

- Sterling did a site visit and notice there is a large amount of hedge on the back property line and all other properties close by appear to have a shed on them.
- Sandra also did a walk about and noticed that as well.
- Georgeanne also walked by
- Janet went by and noticed the vegetation and road
- Pat also went by understood the situation.

Scott gave staff report via Power Point and handed out the larger plans to review.

Planning Commission questions –

Bill asked why the request to change the ordinance zoning setback in this zoning was not approved after suggestion to City Council. Scott did not know why it was not approved. Janet asked if we could do tracking on these types of variances to approach city council in the future again if needed.

Janet asked if anyone had questions for Scott. Sandra asked about differences for that zoning sizing setback. Scott did not know why, as that is the densest residential zone and has the largest rear yard setback, and normally you would see that in a lower density zone. Janet asked if notice was sent to neighbors and Scott confirmed and noted it was in the newspaper. Scott noted we did not receive any comments from the public notices. Janet asked if staff assist the applicant with filling out the form, Scott confirmed we can assist them with questions but not how to the answer questions.

Zandra asked about the building plan and the awning and if it would go into the north side setback and applicant commented it would not be within the back yard setback. Scott mentioned that due to the size of being over 200 sq ft. it will require a building permit from Tillamook County.

Georgeanne asked about the dimension typo on the staff report and if the shed was ever to be 16 ft and Scott confirmed it was not. It was always proposed to be 18 x 12.

Janet opened the hearing to the applicants to present any information they would like to address: Applicants are Timothy Campbell and Rochelle Salter who live at 967 Harriman St (1N1005 CB 3300). Mr. Campbell spoke for them and explained they have been coming up on a year of living in Rockaway full time. The home was previously Rochelle Salter's fathers and was used as a vacation property and not designed with much storage ability. Mr. Campbell is a carpenter, and he has tools of his trade with no adequate place for storing them. He explained that due to the height he wanted in a shed, it would take him out of the smaller footprint for the roof peak and thus require a larger shed footprint.

Janet asked if he would be using this as personal storage and not as a business, Mr. Campbell said it is just for storage of his tools. Janet then asked about the specific location of the shed on the lot and applicant explained he decided its current location due to wanting to place some parking on the other side of the lot.

Sterling asked the size and applicant confirmed it was 216 sq ft, he then asked if applicant would be open to a condition of approval that it be under 250 sq ft. and Scott explained that they can put a condition, but the variance would approve the 216 sq. ft. so it would not be needed to put a condition on it.

Georgeanne asked about 'South' notation on the address and Janet explained that the map and tax lot will be how the lot is identified and that is what we will use in any documentation. Janet asked about lot 6 and 7 and that the house is on the single lot and there is an empty lot next to neighbor. Scott then explained how legal lots of work and that this lot is one legal lot.

Georgeanne asked about water service to the shed and Mr. Campbell confirmed it will just have electrical with lighting. Scott commented that an accessory structure or shed can have a bathroom, water and electric within it per our Ordinance code.

Georgeanne asked about lot vegetation coverage, Scott comment the city would outline that with the zoning permit. Janet noted that 'coverage' includes landscaping which can include potted plants and other types of landscaping as options for that requirement. Mr. Campbell talked about neighbor's property and sheds that may not meet that current standard. Janet explained that they could have been grandfathered in before the current zoning standards. Jenny commented that his setback is due to his lot size being over 5,000 sq ft and that size requires the 20 ft setback, the setback for a lot 3,500 – 4,999 is 10 feet and for lots 3,500 sq ft or less is 5 feet. *(This is incorrect it is 10 feet).*

Janet asked for a motion to testify in favor or against – none. Janet then asked for a motion to close the public hearing, continue for 7 days, or keep open for 7 days Sterling moved to close the public hearing with 2nd by Zandra, Janet asked for the motion to include the findings of fact, Sterling agreed. Hearing closed at 6:46 pm.

[Position #6 - Sterling Anderson: Motion](#)

[Position #1 - Zandra Umholtz: 2nd](#)

[Position #2 - Janet McIntire: Approve](#)

[Position #3 - Pat Olson: Approve](#)

[Position #7 - Georgeanne Zedrick: Approve](#)

[Position #5 - Bill Hassell: Approve](#)

[Position #1 - Zandra Umholtz: Approve](#)

[Position #6 - Sterling Anderson: Approve](#)

[Position #4 - Sandra Johnson: Approve](#)

Janet opened for general Planning Commission discussion.

Sandy had a concern to make sure the criteria of the variance would support policies in the comprehensive plan. Scott noted it would be something that would be included in the comprehensive plan.

Janet noted that it was important for the public to understand the Commissioners take land use requests seriously and look for criteria and that the more information provided that meet the criteria of the variance will assist the decision of the Commissioners.

Sterling mentioned that it's in character of the neighborhood and the variance is too strenuous of a process and something of this kind and suggested a possible discussion of asking for a change for the zoning ordinance. He also felt the request is well buffered and adjoining owners have sheds and he felt the variance should be approved.

Janet asked for any other comments and asked for a motion. Bill made a motion and Pat 2nd to grant the variance. All approved.

[Position #5 - Bill Hassell: Motion](#)

[Position #3 - Pat Olson: 2nd](#)

[Position #2 - Janet McIntire: Approve](#)

[Position #3 - Pat Olson: Approve](#)

[Position #7 - Georgeanne Zedrick: Approve](#)

[Position #5 - Bill Hassell: Approve](#)

[Position #1 - Zandra Umholtz: Approve](#)

[Position #6 - Sterling Anderson: Approve](#)

[Position #4 - Sandra Johnson: Approve](#)

E) Visitor Presentation – Nan Devlin – Rockway Wayfinding Project update – see email note in packet from Nan.

Bill asked if City has a plan on the tsunami signage and Janet commented it is in the tsunami resilience plan and Scott confirmed it is.

F) Citizen Comments and Concerns - None

G) Commissioner Comments and Concerns

- Georgeanne – nothing to comment on
- Zandra – comments on the zoning ordinances how can we move forward to get some things done, on commercial zoning etc. Scott mentioned we can work on it in the future. She asked about looking at Bed and Breakfast and short-term rentals. Scott mentioned that the Council is looking at STR's already about possible regulations in parking and trash.
- Janet noted that it a good discussion and make suggestions about short term rentals. Sterling asked for Scott to review other cities and prohibitions and part of zoning process. Janet discussed the impact and effects of short-term rental, and it would be good to look more in that, Scott commented to suggest that to city council and that it would most likely require a study to be done by a consultant to outline those impacts. Sandra asked about moving forward with suggestions and how to do that. Janet

- explained it could be a long process and Scott commented we start with a list to work from. Zandra asked for clarification on if the planning commission meeting work on that or is it up to City Council and Scott mentioned that he can speak with Luke about a City Council liaison and that any final decision would be up to City Council.
- Sandra talked about the comprehensive plan and noted that it's old and asked about the process to implement the goals and updating it. Scott noted that funding is an issue, and it would be an extensive process. Janet suggested making it easier to read and agreed it being a large undertaking.
 - Sandra asked about an annual Planning workshop and Janet explained one that was done earlier in the year and explained possible future trainings for the commissioners.
 - Bill commented on the nature preserve and boardwalk and about ADU accessibility and wayside options and was told to have the Planning Commission make suggestions to City Council. Janet commented that due to the large list of items, she suggested it be broken into smaller suggestions and possible future work sessions. Janet suggested adding a discussion item to the next agenda for this topic.
 - Sterling commented about the comprehensive plan and changes made would need to be approved by state and city council. And we should focus on the ordinance as the comprehensive plan is aspirational and is a good idea for updating but that we do not want to overwhelm city council.

H) City Planner Comments - none

I) Adjourn 7:52 all

[Position #4 - Sandra Johnson: Motion](#)

[Position #3 - Pat Olson: 2nd](#)

[Position #2 - Janet McIntire: Approve](#)

[Position #3 - Pat Olson: Approve](#)

[Position #7 - Georgeanne Zedrick: Approve](#)

[Position #5 - Bill Hassell: Approve](#)

[Position #1 - Zandra Umholtz: Approve](#)

[Position #6 - Sterling Anderson: Approve](#)

[Position #4 - Sandra Johnson: Approve](#)

CITY OF ROCKAWAY BEACH

City Planning Commission Meeting



Agenda

Date: November 18th, 2021
Time: 6:00 PM
Location: Rockaway Beach City Hall

CALL TO ORDER AND APPROVAL OF AGENDA FOR CITY PLANNING COMMISSION MEETING

A) Roll Call Commission Members: Pat Olson, Janet McIntire, Bill Hassell, Zandra Umholtz, Georgeanne Zedrick, Sterling Anderson and Sandra Johnson

[Position #2 - Janet McIntire: Present](#)
[Position #3 - Pat Olson: Present](#)
[Position #7 - Georgeanne Zedrick: Present](#)
[Position #5 - Bill Hassell: Present](#)
[Position #1 - Zandra Umholtz: Present](#)
[Position #6 - Sterling Anderson: Absent](#)
[Position #4 - Sandra Johnson: Present](#)

B) Approval of Minutes - October 21st, 2021

Conversation about making edits and corrections to the minutes. Zandra commented on a 'their' and 'there' incorrectly used. Sandra asked on page on 6 from 'felt' to change to 'noted'. Discussion about changes to be done after the meeting.

CORRECTION: Minutes to be approved after noting all specific changes within the meeting and voting. Jenny will make the above corrections and bring to the next meeting for any additional changes and approval of them in the next meeting.

[Position #3 - Pat Olson: Motion](#)
[Position #4 - Sandra Johnson: 2nd](#)
[Position #2 - Janet McIntire: Approve](#)
[Position #3 - Pat Olson: Approve](#)
[Position #7 - Georgeanne Zedrick: Approve](#)
[Position #5 - Bill Hassell: Approve](#)
[Position #1 - Zandra Umholtz: Approve](#)
[Position #6 - Sterling Anderson: Absent](#)
[Position #4 - Sandra Johnson: Approve](#)

C) New Business

Janet explained the new tool that will be used in the new year for public meetings. Scott explained it will be linked to Zoom with a webcam and speaker and more details will come once the process is figured out.

1. Goal Setting Discussion –

Janet outlined that City Council and Planning Commission will be making goals for the upcoming year. Scott advised to look at what is on our plate, what we can accomplish now and down the road. Scott discussed 3 current big initiatives for the upcoming year:

- a. Master Plan Process for Public Facility Area – will include public meetings, landscape architect and other goals to identify for the city to implement.
 - b. Salmonberry Trail – ODOT run project in collaboration with the city.
 - c. ADA and Accessibility Plan, including Railroad Crossing at wayside & beach access.
- Discussion about short term rentals. Janet noted this is something City Council will be reviewing. Janet reminded them that Planning Commission meeting information and minutes are located on the website.

2. ADA, Accessibility Safety and Pedestrian Proposal ideas

Bill Hassell – identified the top areas:

- a. Washington Street Cross Walk – coordinate with ODOT regional representative.
- b. 12th Avenue – Inputting cross walk and suggesting lowering the speed.
- c. Wayside Beach Access – coordinate with Oregon State Parks with possible rip rap or stairs.
- d. Nature Preserve boardwalk rest areas

Janet asked about prioritizing this list and Scott offered to do that.

D) Public Hearing - None

E) Visitor Presentation - None

F) Citizen Comments and Concerns - None

G) Commissioner Comments and Concerns

- Georgeanne – none
- Zandra – asked about how the list will be prioritized, Janet explained Scott will outline in and present in upcoming meetings for them to comment on.
- Pat – none
- Sandra – Commented on obligations of the Commission and being proactive to give recommendations to City Council and involvement within committees. She mentioned several county and federal grants and asked if the city will be looking at any for funding projects.
- Bill – Suggested anyone to give any grant suggestions to city staff.
- Janet - Commented to add training for Planning Commissioners into the priority list.

H) City Planner Comments - None

I) Adjourn - 7:55 pm

- [Position #3 - Pat Olson: Motion](#)
- [Position #1 - Zandra Umholtz: 2nd](#)
- [Position #2 - Janet McIntire: Approve](#)
- [Position #3 - Pat Olson: Approve](#)
- [Position #7 - Georgeanne Zedrick: Approve](#)
- [Position #5 - Bill Hassell: Approve](#)
- [Position #1 - Zandra Umholtz: Approve](#)
- [Position #6 - Sterling Anderson: Absent](#)
- [Position #4 - Sandra Johnson: Approve](#)