

City of Rockaway Beach

Planning Commission Meeting Minutes



Date: Thursday, June 15, 2023
Location: Rockaway Beach City Hall, 276 HWY 101 - Civic Facility

1. CALL TO ORDER

President Hassell called the meeting to order at 4:30 p.m.

2. PLEDGE OF ALLEGIANCE

President Hassell led those in attendance in the Pledge of Allegiance.

3. ROLL CALL

Start time: [04:30:29 PM \(00:00:23\)](#)

[Position #2 - Stephanie Winchester: Present](#)

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

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

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

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

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

[Position #6 - Vacant](#)

Councilors Present: Charles McNeilly, Mayor; and Mary McGinnis, Planning Commission Liaison.

Staff Present: Luke Shepard, City Manager; Scott Fregonese, City Planner; and Mary Johnson, City Planner.

4. APPROVAL OF MINUTES

Start time: [04:30:47 PM \(00:00:41\)](#)

Winchester made a **motion**, seconded by Olson, to approve the May 18, 2023 minutes as presented.

The **motion carried** by the following vote:

[Position #2 - Stephanie Winchester: Motion](#)

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

[Position #2 - Stephanie Winchester: Approve](#)

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

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

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

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

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

[Position #6 - Vacant](#)

5. PRESENTATIONS, GUESTS & ANNOUNCEMENTS

Start time: [04:31:14 PM \(00:01:08\)](#)

Jon-Paul Bowles, Destination Management Advisors, gave a presentation providing updates on the Salmonberry Trail project. Bowles introduced his colleague, Kirsten Dodge. Bowles and City Manager Shepard answered clarifying questions. The Commissioners and Councilors provided Bowles with feedback on alignment option maps for the project.

6. CITIZEN INPUT ON NON-AGENDA ITEMS

Start time: [05:42:55 PM \(01:12:49\)](#)

Scott Grabke provided an update on proposed mountain biking trails.

7. OLD BUSINESS

a. Housing Needs Analysis Update

Start time: [05:49:33 PM \(01:19:27\)](#)

Fregonese shared that the Housing Needs Analysis has begun, and that he intended to give the first presentation at the July or August Planning Commission meeting. He explained that the first step will be to draft a Housing Needs Projection and the next step will be a Buildable Lands Inventory. Fregonese noted that second homes and short-term rentals will be included in the work. There was brief discussion regarding the challenges of getting accurate population projections and the housing market.

b. Lake Lytle Project Planning Update

Start time: [05:57:43 PM \(01:27:37\)](#)

City Planner Johnson presented a draft of lease agreement between the City and Tillamook County for the Lake Lytle Boat Launch. She explained that once the lease agreement was approved by the County and the City Council, the Commission could prioritize and discuss potential funding for the proposed projects shown in Exhibit B of the draft agreement.

8. NEW BUSINESS

a. Planning Commission Roles and Responsibilities

Start time: [05:59:22 PM \(01:29:16\)](#)

City Planner Johnson presented the Code of Ordinances (Code) Section 31.01 that outlines the duties and responsibilities of the Planning Commission and referred to the Department of Land Conservation and Development (DLCD) guide, "Putting the People in Planning."

McGinnis spoke about her desire to revise the Planning Commission section of the Code. There was discussion regarding potential projects that the Planning Commission could work on in an advisory role to the City Council. Shepard requested that McGinnis put together a brief summary of suggested amendments. McGinnis proposed that she make a presentation at the next Planning Commission meeting. There was discussion regarding the responsibilities of the Commission.

b. Planning Commission Binders

Start time: [05:56:20 PM \(01:26:14\)](#)

City Planner Johnson stated that she is updating reference binders for the Planning Commissioners, noting that she will have them available before next month's meeting.

9. STAFF REPORTS

Start time: [06:24:24 PM \(01:54:18\)](#)

- Fregonese shared population forecasts and answered clarifying questions. He reported that the City received an application for a variance for an increased size of an accessory dwelling unit (ADU). Fregonese explained that the variance will likely be on the agenda in August.
- Shepard commented that Mary Johnson has great experience and will be an asset to the city. He noted that he is excited about the planning team and how the city is moving forward.

10. PLANNING COMMISSION COMMENTS & CONCERNS

Start time: [06:26:57 PM \(01:56:51\)](#)

Hassell commented on the parking lot by the big cedar.

11. ADJOURNMENT

Start time: [06:27:46 PM \(01:57:40\)](#)

Umholtz **moved**, seconded by Johnson, to adjourn the meeting at 6:28 p.m.

The **motion carried** by the following vote:

[Position #1 - Zandra Umholtz: Motion](#)
[Position #4 - Sandra Johnson: 2nd](#)
[Position #2 - Stephanie Winchester: Approve](#)
[Position #3 - Pat Olson: Approve](#)
[Position #7 - Georgeanne Zedrick: Approve](#)
[Position #5 - Bill Hassell: Approve](#)
[Position #1 - Zandra Umholtz: Approve](#)
[Position #4 - Sandra Johnson: Approve](#)
[Position #6 - Vacant](#)

MINUTES APPROVED THIS
20TH DAY OF JULY 2023

Bill Hassell, President

ATTEST

Mary Johnson, City Planner