



City of Rockaway Beach

Planning Commission Meeting Minutes

Date: Thursday, September 21, 2023
Location: Rockaway Beach City Hall, 276 HWY 101 - Civic Facility

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Start time: [04:30:34 PM \(00:00:25\)](#)

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

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

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

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

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

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

[Position #6 - Nancy Lanyon: Present](#)

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

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

4. APPROVAL OF MINUTES

Start time: [04:31:16 PM \(00:01:07\)](#)

Olson made a **motion**, seconded by Umholtz, to approve the August 17, 2023, minutes as presented.

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

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

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

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

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

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

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

[Position #6 - Nancy Lanyon: Approve](#)

5. PRESENTATIONS, GUESTS & ANNOUNCEMENTS – None Scheduled

6. STAFF REPORTS

Start time: [04:31:44 PM \(00:01:35\)](#)

City Planner Johnson reported that the City signed a lease agreement with Tillamook County for Lake Lytle, and the City would begin managing the boat launch area on January 1, 2024. Johnson explained that staff would work with consultants at HBH Engineering to utilize community feedback that has been received to compile a list of desired projects and cost estimates. She explained that it would be brought to the City Council, with additional opportunity for public feedback online.

Johnson reported that the City was awarded a housing assistance grant from the Department of Land Conservation and Development (DLCD) to complete a code amendment in order to comply with middle housing requirements in Senate Bill 406. She explained that DLCD advised the City to begin working on housing production strategies in 2025, after DLCD has gathered the data necessary to complete that work.

7. PUBLIC HEARING

Start time: [04:34:52 PM \(00:04:43\)](#)

McNeilly and McGinnis recused themselves from the meeting.

a. Variance #23-03: Consideration of an Application for Variance at 262 Dolphin Street to Reduce Front Yard Setback

Hassell opened the public hearing at 4:35 p.m.

Hassell explained that criteria for the requested action were listed in the Staff Report. He shared the procedure and testifying instructions for the public hearing.

There were no challenges to the Planning Commission jurisdiction to hear the application, and no Planning Commission declarations of bias or conflicts of interest.

Commissioner Lanyon commented that she made a site visit to the property and her impression was that some yard would still exist on either side, and she hoped that the tree would remain. She noted that another property one or two blocks north on the same street had a similar configuration.

City Planner Johnson presented the staff report. She noted that no written public comment was received in response to the application.

There were no questions or comments from the Commission.

Applicant Nicholas Theoharis testified that the tree would remain. He commented that he believed that the application was completed very thoroughly and followed the policies of the Comprehensive Plan.

There was no public testimony in support of or against the application, and the applicant had no rebuttal. In response to a question from the Commission, City Planner Johnson confirmed that the applicant would still meet the requirements for green space. She indicated that staff supported the application and granting of the variance.

Commissioner Johnson commented that she appreciated that the applicant was requesting the minimal amount of space necessary for the setback.

Commissioner Johnson made a **motion**, seconded by Winchester, that, based on the findings of fact and recommendation presented in the City Staff Report and testimony received, the Planning Commission approve Variance Application Number 23-03.

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

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

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

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

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

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

[Position #6 - Nancy Lanyon: Approve](#)

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

b. Variance #23-04: Consideration of an Application for Variance at 271 N Palisade Street to Reduce Rear Yard Setback

Start time: [04:48:28 PM \(00:18:19\)](#)

Hassell opened the public hearing at 4:48 p.m.

Hassell explained that criteria for the requested action were listed in the Staff Report. He shared the procedure and testifying instructions for the public hearing.

There were no challenges to the Planning Commission jurisdiction to hear the application, and no Planning Commission declarations of bias or conflicts of interest.

Commissioner Lanyon commented that she made a site visit to the property, and it seemed consistent with every home in that section to have very minimal yard, and to protect that yard with fences. Commissioner Umholtz commented that she had observed the property numerous times and that the fence request seemed taller than others due to its higher location.

Commissioner Johnson commented that she drove by the property.

City Planner Johnson presented the staff report. She noted that the rear yard backed up to a private road, so the requested reduction of the rear yard setback would not impede on neighbors. Johnson noted that no written public comment was received in response to the application.

Applicant Geoff Grace testified that he had nothing to add, but wanted to thank the Planning Commission for volunteering their time. In response to a question from Commissioner Johnson, he confirmed that the fence would be set back from rocks on the property. City Planner Johnson clarified for Commissioner Johnson the location of the property line, and that the property would

still meet green space requirements. Umholtz commented that the house was longer than most in the neighborhood, and Grace responded that it was the first house built in that neighborhood.

There was no public testimony in support of or against the application, and the applicant had no rebuttal. The applicant waived their right to submit additional written comments.

Olson made a **motion**, seconded by Winchester, to approve Variance Application Number 23-04.

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

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

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

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

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

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

[Position #6 - Nancy Lanyon: Approve](#)

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

Commissioner Johnson commented that she would normally be concerned with approving a variance up to the lot line, but she was comfortable approving it since that portion of Ocean Street was not heavily used, it was not really a through street, and it was unlikely that sidewalks would ever be built. Umholtz concurred and noted that there was no parking behind the house.

c. Conditional Use #23-01: Consideration of an Application for Conditional Use Approval for Construction of a New Single Family Dwelling Unit on Unimproved Real Property on North Beacon Street, Map # 2N1032CB Lot

Start time: [04:59:48 PM \(00:29:39\)](#)

Hassell opened the public hearing at 5:00 p.m.

Hassell explained that criteria for the requested action were listed in the Staff Report. He shared the procedure and testifying instructions for the public hearing.

There were no challenges to the Planning Commission jurisdiction to hear the application, and no Planning Commission declarations of bias or conflicts of interest.

Commissioner Lanyon commented that she tried to make a site visit, but was unable to identify the property. Umholtz commented that she made a site visit and described the location.

City Planner Johnson presented the staff report. Johnson reported that written testimony in support of the application was received from an adjacent property owner, Peter Wilson.

City Manager Shepard confirmed for Lanyon that there would be no zone change. City Planner Johnson confirmed that there are no setback requirements in the property's C-1 zone, and the proposed structure would be placed close to the middle of the lot.

Applicant Kevin Pedigo testified that he and his wife also owned the house on the lot just south of the proposed development. He explained that Peter Wilson owns the lot north of the property, and the other adjacent lots included the Upper Crust Pizza parking lot, and undeveloped property

believed to be bog land. Pedigo noted that the street included all single-family dwellings, so the proposal was in keeping with that. He added that he had investigated whether they needed to use concrete all the way down the street, among other things. He thanked the Commission for considering the proposal.

There was no public testimony in support of or against the application, and the applicant had no rebuttal.

City Planner Johnson clarified for Commission Johnson that the proposed development included lots 8 and 9, and that minimum lot size requirements would prohibit additional dwellings from being placed on the same property, with the possible exception of an accessory structure or dwelling.

City Planner Johnson commented that the application was appropriate and fits in with other conditional uses in the area.

In response to a question from Umholtz, the applicant shared that their adjacent property was already being used as a short-term rental. He explained that it was his understanding that he could not have two short-term rentals, and they planned to use the proposed development for family and friends.

The applicant waived their right to submit additional written comments.

Commissioner Johnson commented that although she generally thought the city should try to preserve commercially zoned lots for commercial development since they are limited in number, but in light of the fact that the property was surrounded by other residential properties, she was moving to approve the application.

Johnson made a **motion**, seconded by Winchester, that based on the findings of fact and recommendation presented in the City Staff Report and testimony received, the Planning Commission approve Conditional Use Application Number 23-01.

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

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

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

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

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

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

[Position #6 - Nancy Lanyon: Approve](#)

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

McNeilly and McGinnis rejoined the meeting at 5:17 p.m.

8. CITIZEN INPUT ON NON-AGENDA ITEMS

Start time: [05:17:01 PM \(00:46:52\)](#)

Councilor and Planning Commission Liaison Mary McGinnis provided an update on the status of a proposed revision to the Planning Commission ordinance. She provided background information and described a proposed process for revising the ordinance, noting that it may be a few more months before a draft is presented to the Commission.

9. OLD BUSINESS

a. Review and Discuss Anchor Street Playground Proposals and Public Comments

Start time: [05:26:21 PM \(00:56:12\)](#)

City Planner Johnson noted that Kati Radziwon, Territory Sales Representative for Buell Recreation, was present remotely in order to answer any questions about the proposed playground equipment. Johnson explained that the goal for the discussion was to move the project forward by approving the proposal for recommendation to the City Council as presented, or approving the proposal with changes for the Council to consider.

Johnson gave a presentation on the Anchor Street playground area design, revised based on previous feedback. There was discussion regarding a desire for covered play areas. Shepard and Radziwon explained that covering the playground structure would likely double the cost of the project. Shepard indicated that could not be accommodated in the budget at this time, but could be added later. Shepard and Radziwon answered clarifying questions for the Commission. There was discussion regarding benches, surfacing, concerns about dark colors contributing to heat, and memorial bench options.

In response to some of the written testimony received indicating the city already had playgrounds, Lanyon commented that she felt that another playground was needed in the proposed location, which is closer to downtown and further south from existing playgrounds. Shepard noted that the project is funded in large part by the transient room tax, so the City must consider visitors' use of the parking lot amenities.

After discussion, there was consensus to approve the proposal with the condition that staff select some brighter, lighter equipment colors, excluding white.

Umholtz made a **motion**, seconded by Olson, to approve the proposal for the Anchor Street Playground.

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

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

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

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

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

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

[Position #6 - Nancy Lanyon: Approve](#)

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

Shepard commented that staff would review the color scheme and present it to the City Council for consideration.

10. NEW BUSINESS

a. Discuss and Determine Planning Commission Meeting Start Time

Start time: [05:43:34 PM \(01:13:25\)](#)

After a brief discussion regarding the Planning Commission meeting start time, it was proposed that the time be moved to 5:00 p.m. or 5:30 p.m.

Winchester made a **motion**, seconded by Olson, to move the Planning Commission meeting start time to 5:00 p.m., beginning with the November meeting.

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

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

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

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

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

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

[Position #6 - Nancy Lanyon: Approve](#)

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

11. PLANNING COMMISSION COMMENTS & CONCERNS

Start time: [05:46:05 PM \(01:15:56\)](#)

Johnson commended staff on the great technology upgrades, noting that it was helpful to be able to see guests appearing on Zoom.

Umholtz provided an update on the coordinated response to the houseless. She read portions of an announcement from Governor Tina Kotek regarding funding allocations to rural counties for homelessness response. Umholtz explained that Tillamook County will be in receipt of \$769,404 to add 20 shelter beds and re-house 12 households.

Lanyon thanked staff for addressing the comments and concerns regarding the Anchor Street playground.

Hassell thanked Shepard and staff for getting the meeting room technology up to speed.

McNeilly thanked the Commission for their work and commented that he appreciated the Commission moving the meeting start time by a half hour, which would hopefully allow more residents to attend.

12. ADJOURNMENT

Start time: [05:50:52 PM \(01:20:43\)](#)

Johnson made a **motion**, seconded by Olson, to adjourn the meeting at 5:51 p.m.

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

Position #4 - Sandra Johnson: Motion

Position #3 - Pat Olson: 2nd

Position #4 - Sandra Johnson: Approve

Position #3 - Pat Olson: Approve

Position #2 - Stephanie Winchester: Approve

Position #6 - Nancy Lanyon: Approve

Position #1 - Zandra Umholtz: Approve

MINUTES APPROVED THIS
19TH DAY OF OCTOBER 2023

William Hassell, President

ATTEST

Melissa Thompson, City Recorder