



# City of Rockaway Beach

## Planning Commission Meeting Minutes

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**Date:** Thursday, November 16, 2023  
**Location:** Rockaway Beach City Hall, 276 HWY 101 - Civic Facility

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### 1. CALL TO ORDER

Planning Commission President Hassell called the meeting to order at 5:00 p.m.

### 2. PLEDGE OF ALLEGIANCE

### 3. ROLL CALL

Start time: [05:00:39 PM \(00:00:36\)](#)

[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 - Nancy Lanyon: Present](#)

**President:** Bill Hassell

**Commissioners:** Pat Olson, Zandra Umholtz, Sandra Johnson, Georgeanne Zedrick, Stephanie Winchester, and Nancy Lanyon

**Councilors Present:** Mary McGinnis, Planning Commission Liaison

**Staff Present:** Luke Shepard, City Manager, Mary Johnson, City Planner; and Melissa Thompson, City Recorder

### 4. APPROVAL OF MINUTES

Start time: [05:01:15 PM \(00:01:12\)](#)

Commissioner Johnson noted a correction to the October 19, 2023 minutes.

Winchester made a **motion**, seconded by Johnson, to approve the October 19, 2023 minutes as corrected.

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

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

Zedrick made a **motion**, seconded by Olson, to approve the October 26, 2023 minutes as presented.

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

[Position #7 - Georgeanne Zedrick: Motion](#)  
[Position #3 - Pat Olson: 2nd](#)  
[Position #2 - Stephanie Winchester: Abstain](#)  
[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 - Nancy Lanyon: Approve](#)

## 5. PRESENTATIONS, GUESTS & ANNOUNCEMENTS

- a. Streets Capital Improvements Plan Projects - Matt Del Moro, HBH Engineering  
Start time: [05:03:37 PM \(00:03:34\)](#)

Del Moro gave a presentation on the Streets Capital Improvements Plan Project and the preliminary list of roads to be included in the project. Del Moro noted that there was a public comment submission form on the City website. Hassell inquired about Miller Street. Shepard responded that some portions of Miller Street are owned by the City and some portions are part of the railroad right of way. Shepard clarified for McGinnis that the role of the Planning Commission was both to provide input and to receive public comment.

## 6. STAFF REPORTS

Start time: [05:14:55 PM \(00:14:52\)](#)

City Planner Johnson provided an update on Planning Department activities, including an overview of the land use and permit applications that had been approved in the past 6 months. She reported on recent grant application submissions, including an Oregon Parks and Recreation Department (OPRD) Land & Water Conservation Fund grant for Lake Lytle restrooms, a Tillamook County Visitors Association (TCVA) facilities grant for the Anchor Street project, and a Department of Land Conservation and Development (DLCD) planning assistance grant.

Johnson shared that the City will be contracting with TJ Fiorelli for the High-Grounds project. Fiorelli will assist with prep-work grants, a BRIC grant application, and community engagement. Johnson reported that at the request of the League of Oregon Cities, the City submitted to state legislators for potential funding six projects related to water, sewer, stormwater and transportation that will enable faster and more affordable housing development. Johnson shared that she attended

the Fall Coastal Planners Network meeting, and added that she was planning to coordinate a monthly local planners meeting. Johnson provided updates on the Anchor Street, Lake Lytle, and Salmonberry Trail projects. She noted that Ashley Schafer, of Empowering Access, would be assisting with an accessibility assessment of Lake Lytle. Johnson reported that the City will have its Federal Emergency Management Agency (FEMA) Community Assessment Visit (CAV) on December 8, 2023. She shared an update on the FEMA Biological Opinion (Biop), explaining that FEMA received over 1,000 comments on draft plan and all but 7 were negative. She said the Biop's draft implementation plan was expected to be out in early 2024, and there would be a 2-month comment period. Johnson shared that at the Fall Coastal Planners Network meeting, Lisa Phipps said she anticipated that the earliest implementation would be 2026.

Johnson noted that the next Planning Commission meeting was scheduled for December 21, 2023, close to the holidays. Johnson confirmed for the Commission that there were no hearings scheduled, in the event the Commission wanted to consider cancelling the December meeting.

Commissioner Johnson inquired about beach access at the Wayside. City Planner Johnson and Del Moro confirmed that designs for improvements were completed, and permits had been submitted to OPRD. Shepard added that construction could begin as early as Spring 2024. City Planner Johnson clarified for Lanyon that the City issued excavation fill permits for the necessary riprap repair work, but the state (OPRD) must also approve it.

## **7. PUBLIC HEARING**

Start time: [05:26:36 PM \(00:26:33\)](#)

### **a. Streets Preliminary Capital Improvement Plan Projects**

There were no guests who wished to comment.

## **8. CITIZEN INPUT ON NON-AGENDA ITEMS**

Start time: [05:27:18 PM \(00:27:15\)](#)

Lydia Hess spoke in support of bikes. She said it would serve the City to encourage the use of bikes for transportation. Hess expressed a desire to have bike racks installed at City Hall, City parks, beach accesses, and the Post Office. Hess said that some cities require bike racks in their code, and shared the City of Corvallis bike rack ordinance and a handout on selecting a bike rack. She suggested that the City pursue grants to fund the installation of bike racks, and asked that it be made a priority.

Robbie McClaran commented that he had been biking here for 15 years and he was excited about the prospect of the Salmonberry Trail providing bicycling route connections.

## **9. OLD BUSINESS – None Scheduled**

## **10. NEW BUSINESS**



### **a. Senate Bill 406 (SB406) Updates**

Start time: [05:31:41 PM \(00:31:38\)](#)

City Planner Johnson gave a presentation on Senate Bill 406 (SB406), providing background information on the bill and the housing crisis in Oregon. She reported on a meeting with Cascadia Partners, who will assist with drafting and implementing the code updates that SB406 requires. Johnson explained the process to review and adopt the code changes, which will include a town hall, planning commission review, public hearings, and adoption by the City Council. She answered clarifying questions from the Commission.

McGinnis shared that the City Council may be asking the Planning Commission to do a complete revision of the Comprehensive Plan. She added it that would be staff driven.

## **11. PLANNING COMMISSION COMMENTS & CONCERNS**

Start time: [05:40:11 PM \(00:40:08\)](#)

Lanyon thanked staff for providing great information. She commented that short-term rentals (STRs) needed to be addressed. Lanyon made suggestions for public engagement and outreach regarding SB406 code updates. City Planner Johnson explained that information about the SB406 updates would likely be shared in a flyer with the newsletter and there would be opportunity for online input.

Winchester thanked Lydia Hess for her input regarding bike racks. She said she was looking forward to the future work of the Commission.

Olson made a **motion**, seconded by Umholtz, to cancel the December 21, 2023 Planning Commission meeting.

Commissioner Johnson commented that there was no action scheduled for the December meeting and she supported the motion.

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 #7 - Georgeanne Zedrick: Approve](#)

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

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

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

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

Umholtz thanked guests for attending and thanked everyone for all their hard work the past year. She advocated for revisiting the STR ordinances, and adding caps to allow for more full-time residences.

Johnson concurred with making the review of STRs a priority to help address the housing crisis. She thanked staff for the Planning Department update.

Zedrick concurred with previous comments regarding STRs caps and City Planner Johnson's Planning Department update. She added that she appreciated all the work staff had been doing.

Hassell commented that he had heard Ashley Schafer's lecture on accessibility, noting that she was an expert in outdoor accessibility. Hassell shared that he had always had a goal to have Rockaway Beach be accessibility-centered.

## 12. ADJOURNMENT


Start time: [05:48:47 PM \(00:48:43\)](#)

Olson made a **motion**, seconded by Umholtz, to adjourn the meeting at 5:49 p.m.

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

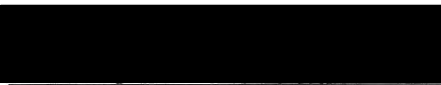
- [Position #3 - Pat Olson: Motion](#)
- [Position #1 - Zandra Umholtz: 2nd](#)
- [Position #2 - Stephanie Winchester: Approve](#)
- [Position #3 - Pat Olson: Approve](#)
- [Position #7 - Georgeanne Zedrick: Approve](#)
- [Position #5 - Bill Hassell: Approve](#)
- [Position #1 - Zandra Umholtz: Approve](#)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

MINUTES APPROVED THE  
18<sup>TH</sup> DAY OF JANUARY 2024



William Hassell, President

ATTEST



Melissa Thompson, City Recorder