



City of Rockaway Beach

Planning Commission Meeting Minutes

Date: Thursday, July 20, 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: [04:31:24 PM \(00:01:11\)](#)

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

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

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

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

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

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

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

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: [04:32:13 PM \(00:02:00\)](#)

Zedrick made a **motion**, seconded by Winchester, to approve the June 15, 2023 minutes as presented.

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

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

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

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

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

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

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

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

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

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

5. PRESENTATIONS, GUESTS & ANNOUNCEMENTS

- a. ~~Salmonberry Trail—Presentation by Jon-Paul Bowles (removed from agenda)~~

It was noted that the video recording of the Salmonberry Trail Design Workshop held on July 19, 2023 at the Town Hall Meeting following the State of the City Address was available to view on the city website. Hassell commended McNeilly for his State of the City Address, adding that the city is in great shape.

6. STAFF REPORTS

Start time: [04:33:49 PM \(00:03:36\)](#)

Johnson reported that the Commission will consider a variance application at their next meeting, and could anticipate at future meetings another variance application, a conditional use application, and a preliminary plat application for the subdivision of Lake Lytle Estates.

In response to an inquiry from Hassell regarding a setback issue near 12th Avenue and Necarney, Johnson reported that it would be addressed in the coming week.

7. PUBLIC HEARING – None scheduled

8. CITIZEN INPUT ON NON-AGENDA ITEMS

Start time: [04:36:37 PM \(00:06:23\)](#)

Daniel Howlett (132 N. Grayling) commented on the Salmonberry Trail Design Workshop held on July 19, 2023, and expressed a desire to have consideration of obtaining artist renderings for the design options, cost comparisons, public safety, and further parking analysis. He shared that the stakeholders surveyed were not asked whether they planned to use the trail. Howlett commented that most people in the room at the workshop were in their 70's and 80's, and that segment of the population that was making the decisions was not really going to be using the Salmonberry Trail.

9. OLD BUSINESS

- a. **Housing Needs Analysis Update**

Start time: [04:42:29 PM \(00:12:16\)](#)

Fregonese shared that a housing planner from the Department of Land Conservation and Development (DLCD) strongly recommended that the City wait to conduct its Housing Needs Analysis (HNA), to ensure that it would be compliant with newly enacted legislation and rule changes. Fregonese explained that DLCD recommended applying for a grant that would fund both a Housing Capacity Analysis (HCA) and Housing Production Strategy (HPS) that would bring the city into compliance with new rules and guidelines by 2025. Fregonese added that population forecasts will now come from the state, rather than Portland State University. He explained that Senate Bill (SB) 406 will require updates to the residential zoning code related to middle housing. Shepard provided further background information and added that he would bring this issue to the City Council for discussion in August, as they may wish to continue to move forward with some type of stand-alone housing analysis to inform their decision-making. McGinnis commented that the Council's initial focus was on data related to short-term rentals, but it may need to be broader. Hassell answered a clarifying question from the public.

b. Anchor Street Project Planning Presentation

Start time: [04:52:12 PM \(00:21:58\)](#)

City Planner Johnson gave a presentation providing an overview of the Anchor Street parking area improvements project. She explained that in addition to parking and restroom facilities, the project could provide recreational opportunities to draw visitors into town. Johnson presented the city engineer's preliminary design and requested input on the best use of the available recreational space. Johnson noted that the space is too small to accommodate a pickleball court. Ideas proposed and discussed included: a small children's playground with natural, colorful, or beachy equipment, picnic tables, a covered picnic area, a dog area, a basketball half-court, exercise equipment, and locking bicycle parking. Shepard answered a question from the public regarding adjacent wetlands owned by the city. There was brief discussion regarding passive uses that may be allowed within the wetland area, such as an elevated path or bird-watching area.

c. Planning Commission Binders

Start time: [05:16:13 PM \(00:46:00\)](#)

City Planner Johnson presented reference binders to each Commissioner and explained the information within.

Johnson and Fregonese answered clarifying questions for the Commission. McGinnis mentioned that she had previously provided the Planning Commissioners with a list showing the status of Transportation System Plan projects and would share it with Johnson.

In response to an inquiry from the public, Johnson confirmed that the reference binder materials would be posted on the city website.

Johnson mentioned that there were changes to grants offered by DLCD this year and studies were being encouraged. She indicated that staff would be applying for various grants that would help the city plan for the future, including grants to fund the housing needs studies and a parking study.

10. NEW BUSINESS – None scheduled

11. PLANNING COMMISSION COMMENTS & CONCERNS

Start time: [05:27:41 PM \(00:57:28\)](#)

Zedrick thanked City Planner Johnson for the reference binder.

Hassell thanked Lanyon for joining the Planning Commission and said that City Planner Johnson did an incredible job on the reference binders.

McNeilly encouraged the Commission to consider going back to a 6:00 p.m. start time for their meetings to optimize opportunity for public participation.

12. ADJOURNMENT

Start time: [05:29:28 PM \(00:59:15\)](#)

Zedrick made a **motion**, seconded by Winchester, to adjourn the meeting at 5:29 p.m.

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

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

MINUTES APPROVED THIS
17TH DAY OF AUGUST 2023


William Hassell, President

ATTEST


Melissa Thompson, City Recorder