



City of Rockaway Beach Planning Commission Meeting Minutes

Date: Thursday, August 17, 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: [04:31:04 PM \(00:01:10\)](#)

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

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

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

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

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

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

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

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

Staff Present: Mary Johnson, City Planner; Scott Fregonese, City Planner; and Melissa Thompson, City Recorder

4. APPROVAL OF MINUTES

Start time: [04:31:37 PM \(00:01:44\)](#)

Zedrick made a **motion**, seconded by Winchester, to approve the July 20, 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: Approve](#)

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

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

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

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

5. PRESENTATIONS, GUESTS & ANNOUNCEMENTS – None Scheduled

6. STAFF REPORTS – None Scheduled

7. PUBLIC HEARING

Start time: [04:38:15 PM \(00:08:21\)](#)

a. Variance #23-02: Consideration of an Application for Variance at 280 S. Easy Street to Increase the Maximum Allowable Size of an Accessory Dwelling Unit (ADU)

Hassell opened the public hearing at 4:38 p.m.

McNeilly and McGinnis recused themselves from the meeting at 4:38 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. Commissioners Zedrick, Lanyon and Johnson commented that they made site visits to the property. Zedrick commented that the building on the property currently appeared slightly different from the image presented in the staff report. Lanyon concurred.

Fregonese presented the staff report. Fregonese noted that written testimony was received from two parties regarding the application. City Planner Johnson said that she provided responses to both inquiries. The Commission reviewed the written testimony.

Applicants Michael and Dora Norman explained that they intended to use the ADU as their primary dwelling for as long as physically possible. They commented that without the variance they would have to reduce the size of the existing building to meet requirements. The applicants also shared information on dwelling size regulations in other jurisdictions.

Commissioner Johnson commented that decisions must be based on the City's regulations and variance criteria. The applicants confirmed for Johnson that they would not be modifying the current height of the structure.

City Planner Johnson confirmed for Lanyon that parking was adequate, and that any modifications to convert the existing structure into a dwelling would require a building permit, would need to meet residential building code, and would be inspected by the County.

In response to an inquiry from Zedrick, the applicant explained changes that were made to the structure that differed from the image presented in the staff report. Fregonese explained types of uses that would be permitted on the structure's lower level.

There was brief discussion regarding street rights-of-way and an adjacent lot, and it was noted that they were unlikely to be developed. City Planner Johnson confirmed for a member of the audience that the ADU would require an additional water connection. Planners Fregonese and Johnson answered Commissioner questions regarding short-term rental permits.

Daniel Howlett (132 N. Grayling) testified in support of the application. He commented that the applicants should not have to pay for the variance, and rules should be adapted to make middle housing more affordable.

There was no public testimony against the application. The applicants made no rebuttal.

Winchester commented that she fully supported that application because of the need for middle housing. She expressed a desire to review strategies and plans to ensure that development costs make housing feasible for residents.

The applicants waived their right to submit additional written comments.

Olson made a **motion**, seconded by Johnson, to close the public hearing at 5:04 pm.

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

- [Position #3 - Pat Olson: 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 #4 - Sandra Johnson: Approve](#)
- [Position #6 - Nancy Lanyon: Approve](#)

There was no further discussion.

Zedrick 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 23-02.

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

8. CITIZEN INPUT ON NON-AGENDA ITEMS

Start time: [04:32:45 PM \(00:02:51\)](#)

Daniel Howlett, (132 N. Grayling) commented on the water supply, fire preparedness, and proposed changes to water billing based on usage and including incentives for conservation.

9. OLD BUSINESS

a. **Review and Discuss Anchor Street Playground Proposals**

Start time: [05:07:06 PM \(00:37:12\)](#)

McNeilly and McGinnis rejoined the meeting at 5:07 p.m.

City Planner Johnson gave a presentation on playground equipment options for the Anchor Street project. She answered clarifying questions for the Commission. There was discussion regarding the three proposed options.

There was public comment suggesting consideration of ideas besides play structures through a public process such as an online survey, and a recommendation to reduce the parking lot to allow for a pickleball court. There were staff and Commission comments advising against modifying engineered parking plans and opposed to reducing parking.

There was further discussion regarding playground features, safety and ADA considerations, warranties, maintenance, and a desire for further community engagement, Public Works' input, and further discussion. It was suggested that a playground manufacturer's representative attend a meeting.

There was public comment regarding adjacent land. Winchester noted that there was discussion regarding adjacent land at the July meeting and suggested referring to the minutes and meeting materials. Staff explained how to access online GIS and Land Use Maps on the city's website. There was brief discussion regarding wetlands on the adjacent land and suggestion to evaluate the land. City Planner Johnson commented that she had asked the Fire Department to assist in reviewing the land by drone.

10. NEW BUSINESS – None Scheduled

11. PLANNING COMMISSION COMMENTS & CONCERNS

Start time: [05:46:18 PM \(01:16:25\)](#)

Zedrick expressed thanks for the playground proposals.

Olson commented that everything sounded good.

Winchester commented regarding the start time of the meeting and a desire to make a decision on the matter.

Johnson expressed concern that there was discussion regarding the Anchor Street proposals, but no decision was made.

Lanyon concurred with Winchester's and Johnson's comments. She noted that a 6:00 p.m. meeting start time would work for her.

Hassell commended City Planner Johnson for providing the Planning Commission reference binder materials in an electronic format. Johnson explained that website revisions were in progress, and the materials would be added to the website as soon as possible.

12. ADJOURNMENT

Start time: [05:49:03 PM \(01:19:10\)](#)

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

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

[Position #3 - Pat Olson: 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 #4 - Sandra Johnson: Approve](#)

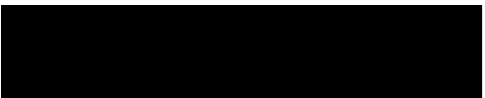
[Position #6 - Nancy Lanyon: Approve](#)

MINUTES APPROVED THE
21ST DAY OF SEPTEMBER 2023



William Hassell, President

ATTEST



Melissa Thompson, City Recorder