



City of Rockaway Beach

Planning Commission Meeting Minutes

Date: Thursday, February 15, 2024
Location: Rockaway Beach City Hall, 276 HWY 101 - Civic Facility

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: [05:00:57 PM \(00:00:18\)](#)

[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](#)

Commission President: Bill Hassell

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

Excused: Georgeanne Zedrick

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

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

4. APPROVAL OF MINUTES

Start time: [05:01:26 PM \(00:00:47\)](#)

- a. January 18, 2024 Meeting Minutes
- b. January 25, 2024 Special Meeting Minutes

Thompson noted a correction to the January 18, 2024 Meeting Minutes

Johnson made a **motion**, seconded by Umholtz, to approve the January 18, 2024 minutes as corrected.

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

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

Johnson made a **motion**, seconded by Umholtz, to approve the January 25, 2024 minutes as presented.

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

[Position #4 - Sandra Johnson: Motion](#)
[Position #1 - Zandra Umholtz: 2nd](#)
[Position #2 - Stephanie Winchester: Approve](#)
[Position #3 - Pat Olson: 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 – None Scheduled

6. STAFF REPORTS

Start time: [05:03:08 PM \(00:02:29\)](#)

City Planner Johnson reported updates on zoning permits approved in January 2024, the Anchor Street project, Lake Lytle dock improvements, the Salmonberry Trail project, FEMA Community Assessment Visit, and middle housing code updates.

City Planner Johnson explained that she would provide a staff report in the coming weeks regarding FEMA's requirements for fuel tanks in certain flood zones.

Shepard provided updates on the Lake Lytle restroom project, and recent City Council action adopting an ordinance giving the Council authority to set a cap on short-term rentals (STRs). There was discussion regarding the provisions in the ordinance, the resolution that will set the cap, transient room tax revenue, concerns regarding lack of workforce housing, and concerns about allowing for growth of full-time residents. It was noted that the resolution setting the cap would include provision providing for an annual review.

McGinnis commented on a presentation at the February 14, 2024 City Council meeting regarding the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant Program and encouraged the Commission to view the recording of the presentation.

7. PUBLIC HEARING – None Scheduled

8. CITIZEN INPUT ON NON-AGENDA ITEMS

Start time: [05:22:59 PM \(00:22:20\)](#)

No audience members wished to comment.

9. OLD BUSINESS

a. Discussion of New Planning Commission Ordinance

Start time: [05:23:19 PM \(00:22:40\)](#)

City Planner Johnson referred the Commission to the redline/strikethrough version of the current Planning Commission Ordinance that was included in the agenda packet, noting that the number of provisions marked for deletion illustrated that it would be best to repeal and replace the existing Ordinance.

The Commission and staff reviewed and discussed the draft of the new Planning Commission Ordinance, along with examples of ordinances from other jurisdictions included in the meeting packet. Commissioners made suggestions for changes to the draft ordinance. There was discussion regarding providing a process to refer suggested projects and desires to the City Council.

City Planner Johnson explained that she would revise the draft ordinance for further review next month.

10. NEW BUSINESS – None Scheduled

11. PLANNING COMMISSION COMMENTS & CONCERNS

Start time: [05:57:16 PM \(00:56:37\)](#)

Olson inquired about the zoning approval for a food truck park downtown. City Planner Johnson confirmed that the lot was located next to El Trio Loco, and would include 5 food carts. There was brief discussion about the history of the property. McGinnis commented that the food cart ordinance might need review.

Commissioner Johnson thanked City Planner Johnson for providing all of the examples of Planning Commission ordinances. She thanked the Mayor, City Council and staff for their hard work related to the City Council meeting on February 14, 2024.

Umholtz commented that she loved the City, and that there was a great group between the Planning Commission, City Council and staff. Umholtz shared that she was proud to be here and commented on the heart and soul that everyone puts into their work for the City.

Hassell expressed thanks and congratulations to the Planning Commission. He commented on the website search function and suggested an index to major topics. Shepard commented that the answer was a new platform.

Winchester commented that she appreciated the hot topic links on the website homepage.

McGinnis commented that she was filled with pride for the Planning Commission, and everything they were accomplishing.

City Planner Johnson commented that there were no hearings scheduled for the next meeting. Shepard noted that the City would be gearing up for work with Cascadia Partners on the Middle Housing Code Updates, but it had been a bit delayed. City Planner Johnson clarified for the Commission that Cascadia Partners would provide any necessary background information for the code update process.

McNeilly provided comments on homes going in on North Falcon. There was brief discussion regarding the approval process for subdivisions and partitions related to infrastructure improvements and the impact on emergency services. Shepard suggested the relevant code section could be reviewed at a future meeting.

12. ADJOURNMENT

Start time: [06:09:19 PM \(01:08:40\)](#)

Olson made a **motion**, seconded by Umholtz, to adjourn the meeting at 6:09 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](#)

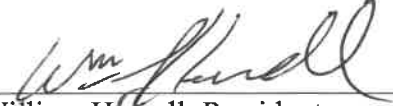
[Position #5 - Bill Hassell: Approve](#)

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

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

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

MINUTES APPROVED THE
21ST DAY OF MARCH 2024


William Hassell, President

ATTEST



Melissa Thompson, City Recorder