



# City of Rockaway Beach Planning Commission Meeting Minutes

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**Date:** Thursday, March 21, 2024  
**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: 5:00 p.m.

[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: Present](#)

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

**Commission President:** Bill Hassell

**Commissioners:**, Georgeanne Zedrick, Sandra Johnson, Stephanie Winchester, and Nancy Lanyon

**Excused:** Pat Olson and Zandra Umholtz

**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: [05:01:43 PM \(00:00:02\)](#)

### a. February 15, 2024 Meeting Minutes

Commissioner Johnson made a **motion**, seconded by Winchester, to approve the February 15, 2024 minutes as presented.

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

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

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

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

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

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

## 5. PRESENTATIONS, GUESTS & ANNOUNCEMENTS – None Scheduled

## 6. STAFF REPORTS

Start time: [05:02:28 PM \(00:00:47\)](#)

City Planner Johnson reported updates on the following:

- Zoning permits approved in February 2024 included one deck, one single family dwelling and two new duplexes.
- Anchor Street Project: playground equipment and tiles have been delivered; site preparation is still underway; and the restroom construction is nearly complete.
- Wayside restroom project is nearly complete.
- Oregon Parks & Recreation Department (OPRD) public review process for Wayside beach access improvement is underway and the City anticipates the project will begin this fall.
- Shepard and City Planner Johnson will travel to Salem on April 2nd to present the Lake Lytle accessible restroom project to the OPRD Oregon Outdoor Recreation Committee. City Planner Johnson confirmed for Commission Johnson that they were presenting the project for consideration for a grant from OPRD.
- Salmonberry Trail: Alta, the consulting firm for this project, was finally contacted by ODOT on March 19th and provided with a Notice to Proceed, so this project is just beginning.
- City received our follow up from the FEMA CAV and has several items to complete in response, including providing FEMA with all elevation certificates for the past 5 years; adopting Standard Operating Procedures for processing floodplain development permits, assessing substantial improvement, and maintaining floodplain records; updating floodplain development permits; and updating the Flood Hazard Ordinance.
- Middle Housing Code Updates: The City held the first coordinating meeting with Cascadia Partners to discuss the scope of the work and project timelines, and Cascadia is finalizing the project schedule and engagement plan. Cascadia Partners are tentatively scheduled to present to the Planning Commission in October and February, and host a separate community workshop in October. Public hearings are scheduled for April and May. Adoption must be completed by July.
- Short Term Rentals (STRs) - The City Council passed a Resolution at their March meeting capping the number of STR permits that the City will issue at 420. There are currently over 500 STRs. Staff are looking at ways to improve the STR program – from processing applications to managing complaints. Staff is assessing several host compliance companies that specialize in STRs, which would provide the city with valuable data on STRs.
- Infrastructure Funding - City staff have also been working on two applications for infrastructure funding: State Drinking Water Revolving Loan Fund for a Nedonna Water Main Replacement Project; and Congressionally Directed Spending for a sewer line force main to serve additional housing in the Lake Lytle area.
- Upcoming Planning Commission hearings will include applications for a Variance and a Planned Unit Development for 22 units in Nedonna Beach.

McNeilly observed that the Planning Department staff report was one of the many things Johnson had brought to City as the City Planner, and one of the reasons he attended the meetings was to hear the report.

In response to an inquiry from McGinnis, City Planner Johnson explained that the City wasn't currently pursuing grants for Lake Lytle parking lot improvements. Johnson explained that the State Marine Board recommended completing dock improvements prior to making parking lot improvements, to allow better planning and avoid traffic and pedestrian issues in conjunction with the docks. Shepard added that the restrooms would include the required accessible parking spaces. In response to an inquiry from Hassell, City Planner Johnson said that there are no plans at the moment to create a permanent solution for flooding at Lake Lytle.

**7. PUBLIC HEARING – None Scheduled**

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

Start time: [05:09:42 PM \(00:08:01\)](#)

No audience members wished to comment.

**9. OLD BUSINESS**

**a. Review of New Planning Commission Ordinance**

Start time: [05:09:59 PM \(00:08:18\)](#)

City Planner Johnson referred the Commission to the redline/strikethrough and clean versions of the current Planning Commission Ordinance that were included in the agenda packet. Johnson gave an overview of revisions to the draft.

Lanyon inquired about the last revision to the Comprehensive Plan and advocated for reviewing the Comprehensive Plan prior to revisions. City Planner Johnson explained that the City Council would be beginning a Strategic Planning process in the coming months, and the Council would need to provide direction to the Planning Commission to undertake a Comprehensive Plan update. She added that it was an expensive and lengthy process. Zedrick noted that the code updates required by SB406 would drive changes to the Comprehensive Plan. City Planner Johnson agreed that there may be changes that the City would be required to make to the Comprehensive Plan due to SB406, and a more substantive update might be appropriate later, after the State has finished considering updates to the Statewide Planning Goals. City Planner Johnson answered clarifying questions from Umholtz regarding references to state statutes and the quorum definition. City Planner Johnson confirmed for McGinnis that the City Attorney would review the ordinance prior to adoption by the Council. McGinnis noted that the City Council could make revisions to the ordinance prior to adoption.

Winchester commented that she fell into the category included in subsection 31.01 (C) Membership. McGinnis noted that review for compliance with that provision was part of the appointment process.

Lanyon expressed concern about the term “community values” in subsection 31.01(B). After discussion, it was suggested to add “ascertaining” preceding “community values”.

Johnson made a **motion**, seconded by Zedrick, to add “ascertaining” before “community values”.

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

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

Hassell made a **motion**, seconded by Johnson, to approve the new Planning Commission ordinance, and recommend it to the City Council for adoption.

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

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

## 10. NEW BUSINESS

### a. Discussion of Partition Definition

Start time: [05:25:13 PM \(00:23:32\)](#)

Shepard explained that there seemed to be a perception that there was a loophole in the City Code for partitions that allowed for the subdividing of property without meeting the threshold for the actual subdivision process and necessary improvements. He explained that this was not the case, and the City’s partition definition was common, and similar to other cities’ definitions. Shepard indicated that when land is divided and a developer builds a home on it, the developer does have to make improvements such as creating roads, installing utilities or drainage. He explained that there are situations where the City in the past has installed infrastructure that doesn’t meet the current standards and it’s something the City has to live with. Shepard noted that that in most of those cases, the developer has to make improvements to meet capacity and meet future development. He added that the City has very low system development charges (SDCs) for transportation, so SDCs don’t provide adequate funds for road paving.

Shepard shared that there is momentum statewide to make it even easier for people to parcel out their property in an effort to reduce barriers to development.

Shepard and City Planner Johnson answered clarifying questions from the Commission, including an explanation of minimum lot sizes. Lanyon commented that she thought that future housing needs would necessitate allowing parcels to be downsized.

~~b. Discussion of Business Façade & Community Grant Programs~~ (removed from agenda)  
City Planner Johnson explained that this item was removed from the agenda pending City Council direction for the Planning Commission to review it. McGinnis commented that it was the first go-around with these grant programs, so there was room for improvement.

**c. Review of Zoning Code Updates for Coming Year**

Start time: [05:32:56 PM \(00:31:15\)](#)

City Planner Johnson presented slides providing an overview of the zoning code updates that would come before the Planning Commission for consideration in the coming year, including Middle Housing, Flood Hazard Overlay, Signs, Food Trucks & Parks, EV Charging, and Administrative Items. Johnson explained the draft timeline and plan of action for updating and codifying the ordinances. McGinnis asked City Planner Johnson to send an email to the City Council to advise them of the draft timeline and plan of action. Johnson and Shepard reiterated that the Council would have opportunity to workshop and discuss the ordinance updates in sections prior to adoption of the entire document. Lanyon expressed appreciation to staff and shared that she was excited about working on the updates.

**11. PLANNING COMMISSION COMMENTS & CONCERNS**

Start time: [05:43:27 PM \(00:41:46\)](#)

Zedrick requested that the CIS training link be sent to her. Zedrick indicated that she hadn't received an email with the agenda packet. City Planner Johnson said that she would send the email with a read receipt to ensure they were received.

Hassell made suggestions regarding publicizing the removal of the "No Access" signs posted on trails and beach access points. Shepard explained that the City was still waiting for the Governor to sign the recent state legislation temporarily restoring recreational immunity, and then the City would consult with the insurance company before removing signs.

McNeilly commented that when he got involved in city politics in 2022, he noticed that the Planning Department and City Hall didn't have a particularly good reputation as being easy to work with. McNeilly acknowledged that had changed exponentially since then, and commended City Planner Johnson, noting the increase in building activity.

**12. ADJOURNMENT**

Start time: [05:49:04 PM \(00:47:23\)](#)

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

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

Position #2 - Stephanie Winchester: Motion

Position #4 - Sandra Johnson: 2nd

Position #2 - Stephanie Winchester: Approve

Position #7 - Georgeanne Zedrick: Approve

Position #5 - Bill Hassell: Approve

Position #4 - Sandra Johnson: Approve

Position #6 - Nancy Lanyon: Approve

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



William Hassell, President

ATTEST



Melissa Thompson, City Recorder