



City of Rockaway Beach

Planning Commission Meeting Minutes

Date: Thursday, April 18, 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: [05:00:45 PM \(00:00:28\)](#)

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

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

[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 Present: Sandra Johnson, Nancy Lanyon, Pat Olson, Zandra Umholtz, Stephanie Winchester, and Georgeanne Zedrick

Excused: Pat Olson

Council Members Present: Charles McNeilly, Mayor; and 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: [05:01:21 PM \(00:01:03\)](#)

Umholtz made a **motion**, seconded by Winchester, to approve the March 21, 2024 minutes as presented.

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

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

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

[Position #2 - Stephanie Winchester: 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 – None Scheduled

6. STAFF REPORTS

Start time: [05:02:15 PM \(00:01:57\)](#)

City Planner Johnson provided updates on the following:

- In March 2024, staff approved zoning permits for 3 sheds, 2 interior/exterior remodel projects and 2 new single-family dwellings.
- Status updates on the Anchor Street and Wayside projects.
- Staff met with Cascadia Partners for the first Project Management Team meeting to kick-off the middle housing code update project.
- Update on software companies that specialize in STR management.

7. PUBLIC HEARING

Start time: [05:05:56 PM \(00:05:39\)](#)

a. **Variance #24-01: Consideration of an Application for a Variance at 911 S Coral Street (Tillamook County Assessor’s Map # 1N1005CB Lot #603) to Increase the Maximum Allowable Size of an Accessory Dwelling Unit**

McGinnis explained that she was recusing herself from the meeting because decisions are subject to appeal by the City Council, and she is a member of the City Council.

McNeilly and McGinnis recused themselves from the meeting.

Hassell opened the public hearing at 5:06 p.m.

Hassell read opening statements, public hearing disclosure statements and procedures, and testifying instructions. He explained that the Applicants are Donald and Kelly Greene, and the hearing will be on an application requesting approval of a variance to construct an oversized accessory dwelling. Hassell stated that the Applicants seek to construct an accessory dwelling unit that is 872 square feet on the second floor of a preexisting general-purpose building, which would be used as the full-time residence of the property owners. He explained accessory dwelling units (ADUs) are limited to 800 square feet or 75 percent of the primary residence, whichever is lesser.

Hassell invited Commissioners to declare any bias or conflicts of interest. None were declared. There were no challenges from the audience on the basis of bias.

Hassell invited Commissioners to declare any ex-parte contact. Zedrick and Johnson reported that they made site visits. Commissioner Johnson reported that just prior to the meeting, she and

Umholtz commented to each other that they had questions about the square footage of the proposed ADU.

City Planner Johnson presented the Staff Report, introducing it with a PowerPoint presentation. (A copy of the presentation is included in the hearing record.) Staff concluded that the criteria for approval had been met.

City Planner Johnson reported that written testimony was received from Thon Van Tran in support of the application, and none was received in opposition.

In response to Commissioner questions, City Planner Johnson explained that a previously approved zoning permit was not expired, but didn't specifically approve living space, which is required for a certificate of occupancy. City Planner Johnson clarified that a variance was required based on both the square footage and 75 percent of primary dwelling criteria. She confirmed that the primary residence was a manufactured home and there were no short-term rental permits issued for the property. City Planner Johnson clarified for Commissioners that there was no variance needed for the original permit.

The Applicant, Don Greene, gave testimony on the request, explaining that the manufactured home had never been rented and there were no plans to do so. He explained his intention was to use it as a place for family and friends. Greene shared the family history of the property. Greene explained that it was listed as a future living space on the original plans, and it was only after it was built, and he began to make plans for use a living space that he realized that it exceeded the ADU size requirement. Zedrick commented on references to long-term housing in the Comprehensive Plan. Greene explained that in the future he and his wife intended to occupy the ADU full-time, and the manufactured home would be used for visiting family and friends.

Hassell invited public testimony. No audience members wished to comment.

Greene clarified for Commissioner Johnson that Tran, who submitted testimony, is a neighbor across the street from the property.

The Applicants declined to provide rebuttal to the opposing testimony.

Umholtz commented that the property was not being used as rental and she didn't see any conflict with the Comprehensive Plan with respect to long-term housing.

In response to questions from Commissioners, City Planner Johnson explained that she could only speculate on what transpired when the previous application was processed prior to her joining the city, but it did not appear that ADU size requirements for the future proposed living space were conveyed to the Applicant at that time. There was discussion regarding square footage of the existing and proposed dwellings and City Planner Johnson verified that a variance would be required regardless of which was designated as the primary dwelling.

The Applicant waived the right to submit additional written arguments.

Umholtz made a **motion**, seconded by Johnson, to close the record and the Public Hearing.

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

[Position #1 - Zandra Umholtz: Motion](#)
[Position #4 - Sandra Johnson: 2nd](#)
[Position #2 - Stephanie Winchester: 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 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 24-01 and authorize the Chair to sign an order to that effect.

[Position #7 - Georgeanne Zedrick: Motion](#)
[Position #2 - Stephanie Winchester: 2nd](#)
[Position #2 - Stephanie Winchester: 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](#)

Hassell declared the Public Hearing was closed at 5:39 p.m.

McNeilly and McGinnis rejoined the meeting at 5:41 p.m.

8. CITIZEN INPUT ON NON-AGENDA ITEMS

Start time: [05:41:51 PM \(00:41:34\)](#)

No audience members wished to comment.

9. OLD BUSINESS – None Scheduled

10. NEW BUSINESS

a. Discussion Regarding Updates to Sign Ordinance

Start time: [05:42:14 PM \(00:41:57\)](#)

City Planner Johnson shared a presentation on the Zoning Ordinance, Section 4.050, Sign Requirements. The presentation outlined administrative issues with this code section and provided suggested updates for consideration, including provisions for non-conforming signs and exemptions for government signs. Staff explained that the City wanted to install new signs at City Hall, Anchor Street and Lake Lytle, which prompted the proposed changes. City Planner Johnson answered

clarifying questions. She explained that staff would prepare a draft ordinance and present it to the Planning Commission for consideration at their next meeting. There was brief discussion regarding sign lighting.

Public comment was received from Jessica Hooker, encouraging additional consideration for “dark skies” language to be incorporated into the ordinance update.

b. Discussion of Business Façade & Community Grant Programs

Start time: [05:55:37 PM \(00:55:20\)](#)

City Planner Johnson made a presentation on the City’s grant programs, outlining the three grants currently offered by the City and eligible projects for each. City Manager Shepard, McNeilly and McGinnis shared some of the challenges that applicants and the City Council currently face with the grant programs and the desire for clear criteria for eligibility, scoring, and compliance. Shepard requested that the Planning Commission start their review with the Community Grant program as it would open to the public first. City Planner Johnson shared an example of a grant scoring matrix for consideration. Shepard explained how each grant program is funded and reporting requirements. There was discussion regarding the various grants and criteria. Staff answered clarifying questions. Lanyon advocated for keeping the Façade Grant separate due to the magnitude of it, and expressed a desire for making equitable, informed decisions. McGinnis suggested grant training recommendations could be considered. Shepard explained staff will prepare rough draft beginning with the Community Grant for review.

11. PLANNING COMMISSION COMMENTS & CONCERNS

Start time: [06:35:54 PM \(01:35:37\)](#)

Lanyon expressed appreciation for the Anchor Street parking lot improvements and pedestrian crossings at the Wayside. She advocated for applying for a grant for mobi-mats, temporary mats to improve mobility. Lanyon inquired about updates to the bicycling ordinance, and McGinnis explained it was discussed, but the Council hadn’t yet made any decision.

Commissioner Johnson commented on an email received from a citizen regarding bike racks. She reported that she attended an informational walk regarding the planned Salmonberry Trail, and information about future walks could be found on the Salmonberry Trail website. Johnson mentioned that there would be a SOLVE cleanup on Earth Day.

Umholtz concurred with Lanyon regarding appreciation for the playground installation at Anchor Street. Umholtz provided a brief update on the Houseless Action Network and the shelters and resources available.

Hassell inquired about taking down No Access signs. Shepard confirmed it was high on the priority list for Public Works.

McGinnis inquired about grant funding policies. Shepard said he believed that the Community Grant policy had provisions for City Council approval, and the grants administered by Tillamook Coast Visitors Association required Council approval. Umholtz commented that adding the Planning

Commission as a third party to review applications and then make recommendations to the City Council was a good idea and would eliminate any perception of personal bias or opinion. Shepard commented on the high volume of business for the City Council and noted that Planning Commission help might be appreciated.

12. ADJOURNMENT

Start time: [06:47:12 PM \(01:46:55\)](#)

Johnson made a **motion**, seconded Umholtz, to adjourn the meeting at 6:47 p.m.

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

[Position #4 - Sandra Johnson: Motion](#)
[Position #1 - Zandra Umholtz: 2nd](#)
[Position #2 - Stephanie Winchester: 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
16TH DAY OF MAY 2024



William Hassell, President

ATTEST



Melissa Thompson, City Recorder