

# City of Rockaway Beach

## Planning Commission Meeting Minutes

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**Date:** Thursday, August 15, 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: [05:00:52 PM \(00:00:48\)](#)

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

[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](#)

**President:** Bill Hassell

**Commissioners:** Sandra Johnson, Nancy Lanyon, Pat Olson, and Georgeanne Zedrick

**Commissioners Excused:** Zandra Umholtz, Stephanie Winchester

**Council Members:** 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: [05:01:23 PM \(00:01:19\)](#)

#### a. June 27, 2024 Special Meeting Minutes

Hassell stated that the City Recorder distributed amended minutes to the Commission for approval, which showed a correction in red on page 2 that was called to her attention.

Zedrick made a motion, seconded by Olson, to approve the June 27, 2024 Special Meeting Minutes as corrected.

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

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

**b. July 18, 2024 Meeting Minutes**

Hassell stated that the City Recorder distributed amended minutes to the Commission for approval, which showed a correction in red on page 5, to reflect that Zandra Umholtz was re-elected as Vice-President.

Johnson made a motion, seconded by Zedrick, to approve the July 18, 2024 Meeting Minutes as corrected.

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

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

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

**6. STAFF REPORTS**

Start time: [05:03:35 PM \(00:03:31\)](#)

City Planner Johnson provided updates on current projects and permit approvals, FEMA Biological Opinion (BiOp) pre-implementation compliance options, the Salmonberry Trail, and Lake Lytle Oregon Parks and Recreation Department (OPRD) grant.

## 7. PUBLIC HEARING

Start time: [05:08:11 PM \(00:08:06\)](#)

### a. CU #24-2: Consideration of an Application for Conditional Use at 362 North Pacific Street (Tillamook County Assessor's Map # 2N1032CB Lot #6100) for a Duplex in the property on North C-1 Commercial Zone

McNeilly and McGinnis left the meeting room at 5:08 p.m.

Hassell opened the public hearing at 5:08 p.m.

Hassell read opening statements, public hearing disclosure statements and procedures, and testifying instructions. He explained that the applicant is Dan Kalen. Hassell stated the applicant is seeking approval for conditional use of 362 North Pacific Street. The applicant owns the property on North Pacific Street which is zoned C1 – Commercial. Hassell explained the applicant seeks to demolish the current residential structure and construct a new, duplex on the property for residential use, and the Rockaway Beach Zoning Ordinance requires a duplex to be permitted conditionally in the C1 zone.

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

Hassell invited Commissioners to declare any ex-parte contact. Lanyon reported a site visit and observed that there were duplexes and condominiums in the general area. Commissioner Johnson declared that she drove by the property that day to look at the general area. Olson also declared a site visit, noting that the structure had been there many years.

City Planner Johnson presented the Staff Report, along with a PowerPoint presentation. (A copy of the presentation is included in the hearing record.) City Planner Johnson explained that staff recommended approval of the application.

Hassell invited Commissioners to ask questions of staff regarding the application.

Zedrick inquired about setbacks. City Planner Johnson stated that setback standards would be addressed through a variance request.

Hassell invited public testimony.

Dan and Carmen Upshaw, owners of a lot adjacent to the applicant's property, testified that they were neutral to the application and were in attendance to understand what was being considered for approval. They indicated that they agreed with staff findings, and appreciated the Commission's hard work.

City Planner Johnson reported that no written testimony was received.

The applicant was not present.



Staff had no final comments.

There were no requests to continue the hearing or submit additional written argument.

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

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

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

[Position #4 - Sandra Johnson: 2nd](#)

[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](#)

Staff confirmed that the applicant did not need to be present for the record to be closed.

Hassell declared the Public Hearing closed at 5:29 p.m.

Hassell invited the Commission to deliberate.

Lanyon shared that she respected the C-1 zone for the residential restrictions for size and layout, but as it is all duplexes in the area, it was consistent with that residential neighborhood, so she endorsed the application.

Commissioner Johnson commented that she was also in favor of the application, considering the need for housing in that area, as well as the current vacancies in the commercial district.

Johnson made a **motion**, seconded by Zedrick, that based on the facts and evaluations presented in the City Staff Report, and evidence presented, the Planning Commission approve Conditional Use Application 24-2 to construct a duplex for residential use in the C-1 zone, subject to the Standards outlined in the City's Zoning Ordinance, and direct staff to prepare findings and conclusions, and authorize the Chair to sign an order to that effect.

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

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

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

[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: [05:32:17 PM \(00:32:12\)](#)

No audience members wished to comment.

McGinnis and McNeilly rejoined the meeting. McGinnis explained that since Planning Commission decisions could be appealed to the City Council, they recused themselves during application hearings to avoid bias and ex-parte contact.

## 9. OLD BUSINESS

Start time: [05:34:03 PM \(00:33:59\)](#)

### a. Review of Draft Community Grant Programs Documents

City Planner Johnson explained that staff was proposing separating the Community Grant into a small and large program, and presented draft flyers, applications and scoring sheets for each program.

The Commission, McNeilly and McGinnis discussed and made comments and suggested changes to the draft materials. City Planner Johnson and Shepard answered clarifying questions. Shepard suggested that Commissioners could provide more comments to staff as desired, and staff will would update the grant program documents and bring them back to the Commission for further consideration at the next meeting.

## 10. NEW BUSINESS – None Scheduled

## 11. PLANNING COMMISSION COMMENTS & CONCERNS

Start time: [06:47:59 PM \(01:47:55\)](#)

Zedrick appreciated City Planner Johnson's work on the Community Grants. Zedrick commented on written testimony submitted by a member of the public regarding pedestrian safety in Nedonna Beach. Zedrick suggested that pedestrian safety was an issue in other areas in addition to Nedonna Beach. Zedrick expressed issues with staff emails going to her email junk folder.

Lanyon advocated for pursuing pedestrian safety improvements.

Olson had no concerns.

Commissioner Johnson shared that there was a good presentation at City Council Workshop regarding appeals and ethics, and suggested Commissioners reviewing the workshop recording. Shepard confirmed for Johnson that staff would send the Commissioners the workshop presentation slides and Department of Land Conservation and Development (DLCD) website links.

Commissioner Johnson encouraged all to review and share the Mayor’s State of City address.

McGinnis shared that the Planning Commission ordinance was scheduled to be included on City Council meeting agenda in September, and thanked the Commission for their work.

Hassell commended the Mayor’s State of City report and congratulated the Planning Commission, City Council and staff for working together to create an incredible city. Hassell commented on the pedestrian safety concerns and traffic speed in Nedonna Beach, suggesting that a possible solution could be a stand in the center of the crosswalk indicating that state law requires stopping for pedestrians. Hassell thanked the Planning Commission for their work.

## 12. ADJOURNMENT


Start time:

[06:56:01 PM \(01:55:57\)](#)

Olson made a **motion**, seconded by Johnson, to adjourn the meeting at 6:56 p.m.

The **motion carried** unanimously.

MINUTES APPROVED THE  
19<sup>TH</sup> DAY OF SEPTEMBER 2024

  
William Hassell, President

ATTEST

  
Melissa Thompson, City Recorder

