

City of Rockaway Beach

Planning Commission Meeting Minutes



Date: Thursday, September 19, 2024
Location: Rockaway Beach City Hall, 276 HWY 101 - Civic Facility

1. CALL TO ORDER

Planning Commission Vice-President Zandra Umholtz called the meeting to order at 5:01 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Start time: [05:02:27 PM \(00:00:59\)](#)

President: Bill Hassell (arrived at 5:19 p.m.)

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

Council Members: Charles McNeilly, Mayor; and Mary McGinnis, Planning Commission Liaison

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

4. APPROVAL OF MINUTES

Start time: [05:03:00 PM \(00:01:32\)](#)

a. August 15, 2024 Meeting Minutes

Johnson made a **motion**, seconded by Zedrick to approve the August 15, 2024 Meeting Minutes as presented.

The **motion carried** unanimously.

5. PRESENTATIONS, GUESTS & ANNOUNCEMENTS

a. Presentation – Zoning Code & Comprehensive Plan Updates Needed to be Made in Response to Senate Bill 406 (SB406) – Rachel Cotton & Jamin Kimmell, Cascadia Partners

Cotton gave a presentation providing background and overview of Senate Bill 406 (SB406) and its requirements that jurisdictions comply with state rules to allow middle housing types (duplex, triplex, quadplex, townhouse, cottage cluster) by June 30, 2025.

Hassell joined the meeting at 5:19 p.m.

Cotton explained the different pathways to compliance, including model code, minimum compliance, performance metrics, and alternative standards. Cotton requested Commission

input on various code concepts that would allow less flexibility or more flexibility. Kimmell and Cotton answered clarifying questions.

Commission feedback and comments included:

- Considerations for design standards for building in the coastal climate, such as garages.
- Desire to retain the existing character and small beach town feel, including scale of buildings.
- Concerns about over-regulation.
- Suggestion to address boat houses and RV garages.
- Encouragement to consider minimum design standards promoting stormwater management, and pedestrian-friendly design.
- Suggestion to include design standards for driveways and garages.
- Concern about open spaces being filled with gravel.
- Suggestion to consider minimum lot size for detached plexes and cottage clusters.
- Desire for further discussion regarding attached vs. detached plexes.

Staff and consultants noted that there would be an online community survey, as well as a community engagement meeting in January. Consultants will provide draft code for review in February.

Kristin Koptiuch gave public comment, expressing the appeal of detached plexes due to the developer's ability to sell them separately.

6. STAFF REPORTS

Start time: [06:31:36 PM \(01:30:08\)](#)

City Planner Johnson shared updates on the following:

- New signs installed at Anchor Street Park and Lake Lytle.
- Wayside beach access project has begun.
- Lake Lytle restroom project funded, but must revise scope of work. Project expected to break ground in 2025. Oregon Marine Board has provided a preliminary design for the in-water work.
- Seeking funding for milfoil treatment through the Oregon Department of Fish & Wildlife's (ODFW) Restoration & Enhancement program.
- Salmonberry Trail Oregon Community Paths grant pre-application was submitted. Alta Planning + Design consultants will present the 10% design at the November City Council meeting.

7. PUBLIC HEARING – None Scheduled

8. CITIZEN INPUT ON NON-AGENDA ITEMS

Start time: [06:40:06 PM \(01:38:38\)](#)

No audience members wished to comment.

9. OLD BUSINESS

Start time: [06:40:21 PM \(01:38:53\)](#)

a. Consideration of Updates to the Community Grant Program

City Planner Johnson referred the Commission to the updated redline draft versions of the Small and Large Community Grant program materials for review.

Commissioner Johnson declared potential bias because she serves on the board for Meals for Seniors.

The Commission reviewed the program materials. After discussion, updates included the following:

- Add stipulation that funds can't be used for political activities or fundraising to support political activities.
- Revise Funding Priorities #2 to add "that may not be met without grant funding" to cover ongoing projects.
- Attempt to soften "project" to include ongoing activities.
- Separate submission of close out to Council from determination of grant completion in timeline.
- Include language in grant contract to allow for repayment of funds to reclaim eligibility.
- Include provision in contract to return unused funds.
- Add timeline deadline for submission of expense worksheet and receipts.
- In application, page 2, note that design drawings and plans may be attached.
- In application, page 4, replace "connecting" with "promoting inclusivity".

Winchester excused herself from the meeting at 7:27 p.m. and returned at 7:28 p.m.

Winchester made a **motion**, seconded by Johnson, to send the small and large community grant information and applications as updated to the City Council with a recommendation for adoption.

The **motion carried** unanimously.

10. NEW BUSINESS – None Scheduled

11. PLANNING COMMISSION COMMENTS & CONCERNS

Start time: [07:45:53 PM \(02:44:25\)](#)

Lanyon commended City Planner Johnson for great work on the grant programs.

Hassell advocated for seeking grant funds to install benches as a resting place on the Old Cedar trail. Commissioner Johnson suggested selling plaques to sponsor purchase of the benches.

McGinnis complimented Hassell for work on mitigating milfoil, and for advocating for benches on the Old Cedar trail.

McNeilly thanked all for a great meeting.

Umholtz shared updates on activities of the Houseless Action Network.

12. ADJOURNMENT

Olson made a **motion**, seconded by Hassell, to adjourn the meeting at 7:51 p.m.

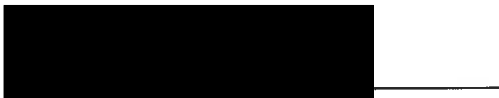
The **motion carried** unanimously.

MINUTES APPROVED THE
17TH DAY OF OCTOBER 2024



William Hassell, President

ATTEST



Melissa Thompson, City Recorder