



City of Rockaway Beach

Planning Commission Meeting Minutes

Date: Thursday, January 16, 2025
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.

Hassell welcomed two newly appointed members to the Planning Commission, Lydia Hess and Jason Maxfield.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

President: Bill Hassell

Commissioners: Sandra Johnson, Nancy Lanyon, Stephanie Winchester, Lydia Hess, Jason Maxfield, and Pat Olson (arrived 5:28 p.m.)

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: 05:02:29 PM (00:01:24)

a. December 19, 2024 Meeting Minutes

Johnson made a **motion**, seconded by Winchester, to approve the December 19, 2024 Meeting Minutes as presented.

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

Aye: 6 (Johnson, Lanyon, Winchester, Hess, Maxfield, Hassell)

Nay: 0

5. PRESENTATIONS, GUESTS & ANNOUNCEMENTS

a. Accessible Short-Term Rentals – Lorraine Woodward, Becoming RentABLE

Start time: 05:03:59 PM (00:02:54)

Woodward shared a presentation on Becoming RentABLE and the services they provide to certify short-term rentals (STRs) for accessibility.

Commissioner Olson joined the meeting at 5:28 p.m.

Lanyon commented that the Northwest ADA Center in Washington provided resources.

Maxfield suggested considering a grant program and contemplated adding requirements for properties to list accessibility features. There was some discussion about considering different levels of certification. Woodward encouraged third-party certification. Hassell commented about accessibility projects in the City and gave thanks for the presentation.

b. Accessible Accommodations in Our Community – Dan Haag, Tillamook Coast Visitors Association (TCVA)
Start time: 06:04:01 PM (01:02:55)

Haag spoke regarding the limited inventory of accessible rentals within the County, discussed the difficulties this presents for visitors, and shared information about the economic value in providing accessible accommodations.

In response to an inquiry from Hess, Haag shared that TCVA was making efforts to provide accessibility information and lodging options on their website. McGinnis provided background information regarding the City Council's direction to address the issue. Commissioner Johnson thanked Haag for TCVA's work and for the introduction to Becoming RentABLE.

6. STAFF REPORTS

Start time: 06:15:23 PM (01:14:18)

City Planner Johnson provided the following updates:

- Nedonna Wave application was appealed to the Land Use Board of Appeals (LUBA).
- DLCDD will not provide comments on the FEMA model ordinance. Johnson is working with fellow Oregon floodplain managers to create a version of the model ordinance with clear and objective standards that will meet Oregon land use criteria. Legal review and the standard ordinance adoption process will follow.
- David's Chair installed at St. Mary's by the Sea. Rockaway Beach Volunteers are seeking people to assist.
- Grant application submitted for Salmonberry Trail construction, seeking almost 6 million in funding.

Shepard shared that the City reader board sign will be installed next week, and confirmed the location for Hess.

7. PUBLIC HEARING – None Scheduled

8. CITIZEN INPUT ON NON-AGENDA ITEMS

Start time: 06:18:50 PM (01:17:44)

Jeff Wong commented that he served on Visit Tillamook Coast with Haag and commended his presentation.

Leslie Vipond acknowledged the Commission for inviting Woodward and Haag, and thanked them for their presentations. Vipond shared that 1189 Necarney St., a property on the STR waiting list, was submitted to Becoming RentABLE for accessibility certification.

9. OLD BUSINESS

a. **#VAR 24-3: Consideration of an Application for Variance at 282 South Anchor Street to Decrease the Number of Required Parking Spaces to Construct a New Mixed-Use Building**

Start time: 06:22:19 PM (01:21:14)

Hassell stated the Commission would now return to deliberations and decision for VAR 24-3: Consideration of an Application for Variance at 282 South Anchor Street to Decrease the Number of Required Parking Spaces to Construct a New Mixed-Use Building.

Mayor McNeilly and Councilor McGinnis excused themselves from the meeting to ensure their ability to remain fair and impartial should the matter come before the City Council on appeal.

Hassell stated that the Planning Commission held a Public Hearing on this matter on December 19, 2024, and after the staff report, applicant's presentation, public testimony, Commissioner questions, and applicant rebuttal, the Commission moved to set December 30, 2024 as the date to submit written testimony and upon which the record will be closed for this Variance request. Hassell said the Commission further moved to set deliberations on this Variance to this evening's meeting.

Hassell explained that since the Public Hearing was closed after testimony was heard on December 19th, and the record was closed on December 30th, there will be no public comment or additional information received tonight. During the deliberations phase, no other parties or members of the public may participate, and Commissioners may only ask clarifying questions to staff.

Conflicts of Interest/Bias

Hassell invited Commissioners to declare any bias or conflict of interest. None were declared, and no member of the audience wished to challenge a Commissioner on the basis of bias.

Ex-Parte Contacts

Hassell invited Commissioners to declare any ex-parte contacts. All commissioners declared they had driven or walked by and observed the property.

Deliberation & Decision

Commissioner Johnson stated that it was a tough decision, and good points were raised by the Lions Club regarding their need for accessibility to their facility that had to be taken into consideration. Johnson also took into consideration that the additional on-street parking that would be required as a result of the construction would not interfere specifically with the need for any residents to park near their homes. Johnson noted it was important that additional parking spaces to be created by the applicant would help alleviate parking issues addressed by the Lions Club. Johnson acknowledged concerns raised regarding proximity to the Fire Station, but stated there didn't appear to be any safety issues created by the application plan. Johnson explained she understood that the Lions Club could apply for a loading zone handicapped parking designation in front of their establishment. Johnson stated that the benefit of having additional commercial space that might be available for other small businesses and residents in Rockaway Beach is important, and that the proposed construction provides much needed workforce housing, and therefore warranted a variance.

Lanyon concurred with Johnson.

Lanyon made **motion**, seconded by Olson, that based on the facts and evaluations presented in the City Staff Report, and evidence presented, the Planning Commission approve Variance #24-3 to reduce the required parking for the proposed mixed-use building to 2 off-street parking spaces. Lanyon further moved to direct staff to prepare findings and conclusions consistent with this decision, and authorize the Chair to sign an order to that effect.

Lanyon asked if comments submitted by Public Works had been addressed. City Planner Johnson replied that the application hadn't changed. Commissioner Johnson inquired about conditioning the approval with a parking plan to ensure that safety is addressed, and emergency access lanes are still available. City Planner Johnson acknowledged that the applicant had expressed a desire to work with the City to make other improvements to the public rights of way if necessary, but explained she had discussed that issue with the Fire Chief and Public Works Superintendent, and since all parking is on-street and available to the public, it didn't seem feasible to create a parking plan for land the applicant doesn't own.

Commissioner Johnson commented on the applicant's exhibits that proposed parking locations, and inquired whether certain spaces could be blocked off from the development. Shepard responded that it was difficult to designate anything for a particular development. Shepard supposed that some kind of improvements could be made or paid for by the applicant, but expressed the challenge with determining that now, since the City didn't have any policy or guidelines, and there hadn't been opportunity for public comment on that specific issue.

There being no further discussion, Hassell performed a roll call vote. The **motion carried** by the following vote:

Aye: 5 (Johnson, Lanyon, Olson, Winchester, Hassell)

Nay: 0

Abstain: 2 (Hess, Maxfield)

10. NEW BUSINESS

a. Consideration to Move June 19th meeting to June 26, 2025

Start time: 06:33:18 PM (01:32:13)

Hassell noted that June 19th was the Juneteenth holiday.

Olson made a **motion**, seconded by Winchester, to reschedule the June 19th regular Planning Commission meeting to June 26th.

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

Aye: 7 (Johnson, Lanyon, Olson, Winchester, Hess, Maxfield, Hassell)

Nay: 0

11. PLANNING COMMISSION COMMENTS & CONCERNS

Start time: 06:34:17 PM (01:33:12)

Winchester commented that she enjoyed the accessibility presentations. Winchester declared that she owned and managed a few STRs and would abstain from taking action on the matter. She commented that she supported the idea of third-party certification and spoke to the importance of creating a welcoming community for people with all abilities. At the request of Commissioner Johnson, Winchester confirmed that she would share with staff a link to a STR-owner social media group for staff to forward to the Commission.

Lanyon expressed desire to have a work session related to STR accessibility, and shared related ideas. Shepard assured Lanyon that there would be discussion on the matter at the next meeting. Lanyon suggested public message boards be installed at the Wayside and Anchor Street Park. Lanyon advocated for installation of landline pay phones for use in case of emergency. Johnson confirmed for Lanyon that copies of updated ordinances would be provided at next meeting.

Olson commented that the variance application was a tough decision.

Johnson looked forward to having discussion regarding certification for ADA accessible STRs, and making a recommendation for the City Council at the next meeting.

Maxfield thanked the Commission, sharing that he was glad to be a part of it. Maxfield thanked applicant Jeff Wong for his willingness to invest in the community. Maxfield appreciated the Lions Club's concerns, noting that it may point to the need for more deliberate signage for temporary or handicapped parking, so that existing parking could be better utilized.

Hess thanked Commissioners, and shared that it would be interesting to be a part of the Planning Commission.

Hassell commented on the opportunity for Rockaway Beach to take a leadership role in accessibility. Hassell hoped to have plans for tiered levels for accessibility in different categories.

12. ADJOURNMENT

Olson made a **motion**, seconded by Winchester, to adjourn the meeting at 6:41 p.m.

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

Aye: 7 (Johnson, Lanyon, Olson, Winchester, Hess, Maxfield, Hassell)

Nay: 0

MINUTES APPROVED THE
20TH DAY OF FEBRUARY 2025


William Hassell, President

ATTEST


Melissa Thompson, City Recorder