



# City of Rockaway Beach

## Planning Commission Meeting Minutes

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**Date:** Thursday, February 20, 2025  
**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

**Commissioners Present:** Bill Hassell, Sandra Johnson, Nancy Lanyon, Pat Olson, Lydia Hess, and Jason Maxfield

**Commissioners Absent:** Stephanie Winchester

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

**Staff Present:** Luke Shepard, City Manager; and Melissa Thompson, City Recorder

### 4. APPROVAL OF MINUTES

Start time: 05:01:40 PM (00:01:33)

#### a. January 16, 2025 Meeting Minutes

Johnson made a **motion**, seconded by Olson, to approve the January 16, 2025 Meeting Minutes as presented.

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

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

Nay: 0

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

### 6. STAFF REPORTS

Start time: 05:02:30 PM (00:02:23)

City Manager Shepard provided the following updates:

- Salmonberry Trail open houses were held on February 19<sup>th</sup> to help determine the preferred alignment for the east or west side of tracks in the southern section from South 3<sup>rd</sup> Street to Washington. There was consensus preferring the west side.
- Middle Housing Code Update Town Hall will be held on February 26, 2025. Cascadia Partners will then bring recommendations to the Planning Commission.
- It has been reported that Federal FEMA Grant funding for affordable housing projects in Tillamook County has been rescinded.
- Public Works has been working with the School District to have lights installed near the high school for safety. Maxfield was acknowledged for submitting a letter of support for a Tillamook People’s Utility District (TPUD) Community Grant program toward that effort.

**7. PUBLIC HEARING – None Scheduled**

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

Start time: [05:07:19 PM \(00:07:12\)](#)

Robbie McClaran spoke regarding vulnerable wetlands and flood mitigation. McClaran urged the Planning Commission to use any tools available to protect wetlands.

**9. OLD BUSINESS**

**a. Discussion on Exemptions to Short-Term Rental (STR) Cap for Accessible Short-Term Rentals**

Start time: [05:12:53 PM \(00:12:46\)](#)

Hassell invited public comment.

Leslie Vipond thanked the Commission for considering the issue and spoke in favor of creating availability of accessible short-term rentals.

Denzil Calloway commented that his home was certified by BecomingRentABLE and shared the Certificate of Accessibility with the Commission. Calloway shared his experiences with a rental company that prevented him from obtaining a short-term rental license, and requested an exemption for his property.

Hassell explained that at the City Council Workshop on November 13th, the City Council directed the Planning Commission to review and make a recommendation on the concept of a short-term rental cap exemption for new STRs that are compliant with the American with Disabilities Act (ADA). Shepard added that the City Planner researched what other cities have done to address the issue and did not find any examples.

Commission discussion and comments included:

- Establishing a cap exemption based on hotel ADA requirements (estimated to be four)

- Educating, providing incentives, and establishing goals for existing STR owners to improve accessibility and awareness
- Concerns regarding legal issues and fairness
- Working with BecomingRentABLE to create custom certification program
- Desire for a high bar for accessibility certification

Following discussion, Maxfield made a **motion**, seconded by Lanyon, that the Planning Commission recommend that the City Council amend the Short-Term Rental code to add a license cap exception for new accessible short-term rentals based on a high bar of accessibility that will be determined in the future. Maxfield further moved that the Planning Commission seek permission from the City Council to explore incentivizing accessibility for current short-term rental license holders, and direct staff to prepare these recommendations and suggestions in writing for consideration by the City Council at their monthly meeting in a report, as required by the Planning Commission Code.

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

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

Nay: 0

## 10. NEW BUSINESS

### a. Election of Planning Commission Vice-President

Start time: 05:55:43 PM (00:55:36)

Johnson made a **motion**, seconded by Olson, to elect Maxfield as Planning Commission Vice-President.

Johnson commented that she worked with Maxfield on the Sourcewater Protection Plan Development Advisory Committee and that he was engaged, understood processes, and was involved in the community in other areas including accessibility.

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

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

Nay: 0

## 11. PLANNING COMMISSION COMMENTS & CONCERNS

Start time: 05:58:21 PM (00:58:14)

Johnson commented she attended the Salmonberry Trail meeting and liked how the consultants took serious consideration of public input. Johnson shared she was happy to live in Oregon where we protect our coast and preserve beach access. Johnson appreciated McClaran's comments

regarding protection of wetlands. Johnson shared that Senator Merkley and Representative Bonamici were holding a town hall at Neah-Kah-Nie High School on February 22<sup>nd</sup>.

Lanyon made the following suggestions: update park signs to reflect ADA accessibility; make QR codes be made audible to enhance accessibility; invite a speaker from the Northwest ADA Center; and buy accessibility mats for STR owners in bulk.

Olson commented that he had served on the Planning Commission for 10 years, and announced he was resigning, effective after the March meeting. Olson shared that it was exciting to be a part of the city as it was growing with the times.

Hess reported she attended the Salmonberry Trail meeting, and it was interesting and well attended. Hess shared that it was an exciting time to be part of the City as it progressed.

Maxfield thanked Commissioners for his election to Vice President. Maxfield shared public concerns regarding defective lighting at the Dollar General store. Maxfield suggested that Zoom automatic background noise suppression be disabled for meeting recordings.

McNeilly commented on the desire to enhance the code to protect existing wetlands.

McGinnis thanked Olson for his years of service. McGinnis encouraged attendance at the Middle Housing Code Update Town Hall on February 26, 2025. McGinnis commented on the work that would be involved in wetland changes.

There was brief discussion regarding Housing Commission grant-funded projects in Tillamook County that were affected by rescinded federal funding.

Hassell commented on the City reader board sign and made suggestions for improving visibility.

Shepard encouraged the Commissioners to email him at any time to share issues or concerns.

## 12. ADJOURNMENT

Olson made a **motion**, seconded by Johnson, to adjourn the meeting at 6:15 p.m.

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

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

Nay: 0

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MINUTES APPROVED THE  
20<sup>TH</sup> DAY OF MARCH 2025



William Hassell, President

ATTEST



Melissa Thompson, City Recorder