



City of Rockaway Beach

Planning Commission Meeting Minutes

Date: Thursday, March 20, 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.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

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

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: 5:01 p.m.

a. February 20, 2025 Meeting Minutes

Johnson made a **motion**, seconded by Olson, to approve the February 20, 2025 Meeting Minutes as presented.

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

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

Nay: 0

Abstain: 1 (Winchester)

5. PRESENTATIONS, GUESTS & ANNOUNCEMENTS – None Scheduled

6. STAFF REPORTS

Start time: 5:02 p.m.

City Planner Johnson provided the following updates:

- Announced it will be her last meeting as City Planner, and Wes Wooten would be the new City Planner as of April 1st.

- Three new dwelling units approved so far this year.
- Applying for Oregon Department of Transportation (ODOT) Grant to update the Transportation System Plan (TSP).
- Will learn next week whether City will make it to second round of grant funding for the Salmonberry Grant.
- Notices for FEMA updates for the Biological Opinion (BiOp) Pre-Implementation Compliance Measures (PICM) will be submitted at the end of the month.

7. PUBLIC HEARING – None Scheduled

8. CITIZEN INPUT ON NON-AGENDA ITEMS

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

9. OLD BUSINESS – None Scheduled

10. NEW BUSINESS

a. Presentation and Review of Draft Code Amendments for Middle Housing – Cascadia Partners

Start time: 5:04 p.m.

Rachel Cotton and Jamin Kimmell, Cascadia Partners, gave a presentation providing background on Senate Bill 406 (SB406) middle housing requirements, options for local control, and a summary of the proposed code and plan amendments.

Cotton, Kimmell and staff answered clarifying questions for the Commissioners. Discussion ensued. Cotton explained that Cascadia Partners will be present at the April 17, 2025 meeting when the public hearing will be held on the proposed amendments, and the Planning Commission will make a recommendation to the City Council.

b. Review of Small Community Grant Applications

Start time: 6:11 p.m.

City Planner Johnson shared slides showing the total point ranking for each grant based on Commissioner scoring, and staff recommendations for funding based on grant criteria. Johnson explained that if Small Community Grants were funded as recommended, it would leave a remaining balance of \$52,226.42. Discussion ensued.

Johnson made a **motion**, seconded by Lanyon, that the Planning Commission recommend that the City Council award Small Community Grants in the dollar amounts indicated:

Tillamook County Developmental Disabilities: \$1,000
Rockaway Beach Business Association: \$4,999
Friends of Rockaway Beach Library: \$1,864
North Coast Communities for Watershed Protection: \$4,980 subject to the agreement that to not spend the funds for administration purposes;
Neah-Kah-Nie Coast Arts Music & Cultural Foundation: \$4,999
International Police Museum: \$4,931.58; subject to the agreement that the meeting room will be made available to all community members on the same basis

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

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

Nay: 0

c. Review of Draft Code Amendments providing Exception to STR Cap for Accessible Short-Term Rentals

Start time: 6:44 pm

City Planner Johnson referred Commissioners to the draft resolution establishing minimum standards for accessible short-term rentals and third-party verification, and the draft ordinance to provide a short-term rental license availability exception for accessible dwelling units.

Winchester announced that she owns a short-term rental and declared a potential conflict of interest. Winchester stated that she would not participate in discussion or vote on the matter.

Discussion of the proposed code amendments ensued. Comments and suggestions included:

- Separate the accessibility license exception from the existing cap so that those on the waiting list are not impacted.
- Consider adding some cognitive accessibility standards.
- Get baseline data first from existing STR owners before changing rules.
- Work with Tillamook County Visitors Association (TCVA) to get baseline data from existing STR owners.
- Address kitchen accessibility requirements.
- Add requirement for shower grab bars.

Shepard confirmed that staff would revise the drafts based on the Commission discussion and present them for review at the next meeting.

11. PLANNING COMMISSION COMMENTS & CONCERNS

Start time: 7:18 p.m.

Commissioner Johnson thanked each grant applicant for submitting applications.

Lanyon was glad the Commission was having discussions on that evening's topics.

Olson expressed thanks to everyone he had worked with over the years. Olson shared he had enjoyed it, and it was time for him to move on.

Winchester expressed excitement about the middle housing work, and commented that scoring the grants was rewarding.

Hess commented she was proud to be part of a city that has the opportunity to give back to the community through grants. Hess wished Olson a fond farewell.

Maxfield thanked Olson and appreciated how welcoming he was. Maxfield shared he reviewed the Comprehensive Plan and commented on the lack of new full-time residences and expressed a desire to incentivize economic development.

Hassell thanked Olson for over 10 years of service on the Commission. Hassell shared that the first David's Chair rental was on Saturday.

McNeilly thanked Olson for his service on the Commission. McNeilly complemented the Commissioners for all of the preparatory work on the grant program. McNeilly thanked Mary Johnson for her work as City Planner.

McGinnis thanked Olson for his service to the community. McGinnis thanked Mary Johnson for creating a strong functioning Planning department, and looked forward to good things she will bring to Public Works.

Shepard shared that the new City Planner, Wes Wooten, was beginning on April 1st.

12. ADJOURNMENT

Olson made a **motion**, seconded by Winchester, to adjourn the meeting at 7:27 p.m.

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

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

Nay: 0

MINUTES APPROVED THE
17TH DAY OF APRIL 2025



William Hassell, President

ATTEST



Melissa Thompson, City Recorder