



City of Rockaway Beach Planning Commission Meeting Minutes

Date: Thursday, November 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

Planning Commission Members Present: Bill Hassell, Penny Cole, Sandra Johnson, Stephanie Winchester, Nancy Lanyon, Jason Maxfield (remote), Lydia Hess
Staff Present: Luke Shepard, City Manager; Abram Tapia, City Planner; Melissa Thompson, City Recorder
Council Members Present: Charles McNeilly, Mary McGinnis

4. APPROVAL OF MINUTES

a. September 18, 2025 Meeting Minutes

Motion by Nancy Lanyon, seconded by Penny Cole, to approve the September 18, 2025 meeting minutes as presented.

Motion Passed by the following vote:

Yes: 7 (Bill Hassell, Penny Cole, Sandra Johnson, Stephanie Winchester, Nancy Lanyon, Jason Maxfield, Lydia Hess)

No: 0 (None)

Abstain:

5. PRESENTATIONS, GUESTS & ANNOUNCEMENTS - None Scheduled

6. STAFF REPORTS

a. Planning Department Staff Report

Tapia provided the following Planning Department updates:

- City Council's decision on the case that was remanded by the Land Use Board of Appeals (LUBA) is being appealed by the applicant, Nedonna Wave LLC. Next steps will be determined after receipt of the Petition for Review.
- City Council postponed hearings regarding updates to the Flood Hazard Overlay Zone related to the Federal Emergency Management Agency (FEMA) Pre-Implementation Compliance Measures (PICM). Updates consistent with FEMA's 202 model code standards will be pursued.
- Received Department of Land Conservation and Development (DLCD) grant to perform a

complete update of Zoning Code and associated updates to the Comprehensive Plan (Strategic Plan goals). Cascadia Partners will consult on the project. Planning Commission will serve as advisory committee.

- Tillamook County received grant to complete remaining work required by SB 403 related to the Oregon Housing Needs Analysis. Waiting to learn which consultant will be assigned to work with the City and County.
- Applied for grant to update Comprehensive Plan Map with known distortions. Complements zoning ordinance update; essential regardless of other projects.
- Attended Coastal Resilience Workshop hosted by DLCD.
- 7 zoning permits were approved in October, including 1 single dwelling unit.

7. PUBLIC HEARING - None Scheduled

8. PUBLIC INPUT ON NON-AGENDA ITEMS

- None

9. OLD BUSINESS - None Scheduled

10. NEW BUSINESS

a. Discussion Regarding Zoning Ordinance Amendment of Multi-Unit Definition

- Tapia shared a presentation explaining proposed changes to the zoning ordinance to modify the definition of "multi-unit" housing as part of City Council's strategic plan to diversify housing options.
- Current definition requires five or more units in a single structure on one lot/parcel, and limits flexibility for creative configurations and site planning around natural features.
- New definition is one or more residential structures with five or more units in any configuration on a single lot/parcel (excluding middle housing). Allows multiple structures within a single development, increasing design flexibility. Clarifies distinction between middle housing (e.g., triplexes) and multi-unit developments.
- Tapia answered clarifying questions.

b. Discussion Regarding Comprehensive Plan Amendment of Policies Relating to the Economy

- Tapia explained current language in the Comprehensive Plan and the proposed changes to Economic Policies.
- Change was initiated following City Council directive after Workshop discussion regarding Strategic Plan updates and discussions regarding reorganization of the Tillamook County Visitors Association (TCVA). The city may need to seek new destination management and marketing contracts.
- Current language specifies a single nonprofit entity (Chamber), limiting flexibility and options for partnerships.

- Proposed change broadens language (no entity specified).
 - Suggestion to make future amendments to similar restricted language regarding economic development and exclusive focus on tourism, and to consider broader economic development strategies.
- c. Consideration to Approve Request for One-Year Extension for Lake Lytle Estates Phases IV-VII - Preliminary Subdivision Case File #23-01
- McNeilly and McGinnis excused themselves from the meeting at 5:32 p.m.
 - Johnson declared a potential conflict of interest due to a family member owning property in Lake Lytle that is adjacent to this proposed project. Johnson stated that she could be fair and impartial.
 - Hassell declared that he lived near the property, but did not believe there was a conflict of interest.

Staff Report

- Tapia shared a presentation explaining the application was initially approved in 2023, and the applicant was given an extension in 2024. The applicant is seeking another year to meet conditions of approval. The applicant is actively working with Public Works to solve issues related to providing utilities to the lots.
- Tapia explained the criteria for granting an extension. Tapia stated the facts upon which the approval was based have not changed; therefore, the extension was allowed under the code.

Deliberation

- Lanyon questioned whether multiple extensions were permitted.
- Tapia confirmed for Winchester that if the facts upon which the approval was based had changed, it would prevent the extension application from being approved. Tapia clarified that this was still the preliminary stage and then the next step would be the final proposition.
- Winchester recalled that there were many conditions related to utilities and engineering would take substantial time.
- Hess commented that allowing additional time made sense, given the time required for utilities and engineering.
- Tapia clarified for Hassell that the exact reason for the extension request wasn't specified.
- Lanyon asked when the original project began. Tapia explained that this phase was from 2023 and the City can allow an extension one year at a time for a 10-year period.
- Cole expressed concerns with allowing multiple extensions. Lanyon expressed concerns with current policy.
- Tapia noted that existing criteria must be applied and policy changes could be considered in the future.
- Hess and Winchester acknowledged that based on criteria, an extension must be allowed under the current code.
- Johnson and Hassell recalled from prior hearings that the 10-year window for extensions was

allowed.

Motion by Stephanie Winchester, seconded by Lydia Hess, that based on the facts and evaluations presented in the City Staff Report, that the Planning Commission approve a 1-year extension of time, until November 13, 2026, for Lake Lytle Estates Phases IV-VII - Preliminary Subdivision Case File #23-01, to allow the Applicant to file a Final Subdivision Plat with the City of Rockaway Beach, and direct staff to prepare findings and conclusions, and authorize the Chair to sign an order to that effect.

Motion Passed by the following vote:

Yes: 5 (Bill Hassell, Sandra Johnson, Stephanie Winchester, Jason Maxfield, Lydia Hess)

No: 2 (Penny Cole, Nancy Lanyon)

Abstain: 0 (None)

d. Review of 2026 Meeting Dates

McNeilly and McGinnis rejoined the meeting at 5:49 p.m.

- Commissioners reviewed the Planning Commission meeting dates for 2026.
- Hess noted two dates when she may not be available.
- No changes to meeting dates were proposed.

11. PLANNING COMMISSION COMMENTS & CONCERNS

- Johnson requested that Tapia send the Commission the code or statute that referenced the 10-year extension window.
- Winchester shared her availability at the December meeting would be limited.
- Hess shared that she would attend the December meeting remotely. Hess thanked Tapia for his work securing grants. Hess advocated for limiting short-term rental (STR) license transfers.
- Maxfield advocated for limiting STR license transfers. Maxfield shared a reminder about the Tree Lighting event and encouraged all to attend.
- Cole also advocated for limiting STR license transfers. Cole shared recollections about the first Tree Lighting event she attended.
- McGinnis shared that she was collecting data about homes sold with and without STR licenses.
- McNeilly commended the Planning Commission's work on the City's grant programs. McNeilly shared information about upcoming holiday events.
- Hassell suggested a demonstration of the new fire truck at Lake Lytle. Hassell shared he would be absent from the December meeting. There was brief discussion regarding sidewalks. Hassell advocated for advancing amendments to the code to allow STR license cap exemptions for accessible rentals.

12. ADJOURNMENT

Staff confirmed that there would be a quorum available for the December meeting.

Motion by Sandra Johnson, seconded by Lydia Hess, to adjourn the meeting at 6:05 p.m.

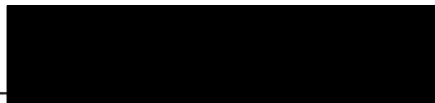
Motion Passed by the following vote:

Yes: 7 (Bill Hassell, Penny Cole, Sandra Johnson, Stephanie Winchester, Nancy Lanyon, Jason Maxfield, Lydia Hess)

No: 0 (None)

Abstain: 0 (None)

MINUTES APPROVED THE
18TH DAY OF DECEMBER 2025


William Hassell, President

ATTEST


Melissa Thompson, City Recorder