



# City of Rockaway Beach Planning Commission Meeting Agenda

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**Date:** Thursday, May 21, 2026

**Time:** 5:00 PM

**Location:** Rockaway Beach City Hall, 276 Hwy 101 - Civic Facility

**Watch meeting here:** [rockawaybeachoregon.gov/meetings](https://rockawaybeachoregon.gov/meetings)

**Join here to participate remotely on Zoom:**

<https://us06web.zoom.us/j/89131488504?pwd=trhGQ3qeeVgZG5OQasnbUqnGUclWdj.1>

Meeting ID: 891 3148 8504

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## **How to Provide Public Comment:**

- Written Comments may be submitted electronically by sending an email no later than 48 hours prior to the meeting to [CityHall@Corb.us](mailto:CityHall@Corb.us)
- In Person – sign-up sheet and instructions will be located on the table outside of the meeting room.
- Virtually on Zoom – use the “raise hand” feature when the Chair announces it is time to do so.

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## **1. CALL TO ORDER**

## **2. PLEDGE OF ALLEGIANCE**

## **3. ROLL CALL**

## **4. APPROVAL OF MINUTES**

- a. April 16, 2026 Minutes

## **5. PRESENTATIONS, GUESTS & ANNOUNCEMENTS - None Scheduled**

## **6. STAFF REPORTS**

- a. Planning Department Staff Report

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- 7. PUBLIC HEARING - None Scheduled**
- 8. PUBLIC INPUT ON NON-AGENDA ITEMS**
- 9. OLD BUSINESS - None Scheduled**
- 10. NEW BUSINESS**
  - a. Discussion Regarding Proposed Updates to Community Grant Program
- 11. PLANNING COMMISSION COMMENTS & CONCERNS**
- 12. ADJOURNMENT**



# City of Rockaway Beach

## Planning Commission Meeting Minutes

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**Date:** Thursday, April 16, 2026

**Location:** Rockaway Beach City Hall, 276 Hwy 101 - Civic Facility

### 1. CALL TO ORDER

President Hassell called the meeting to order at 5:00 p.m.

### 2. ROLL CALL

Planning Commissioners Present: Bill Hassell, Penny Cole, Sandra Johnson, Stephanie Winchester, Nancy Lanyon, Jason Maxfield, Lydia Hess

Council Members Present: Mary McGinnis

Council Members Excused: Charles McNeilly

Staff Present: Melissa Thompson, City Recorder; Abram Tapia, City Planner

### 3. PLEDGE OF ALLEGIANCE

### 4. APPROVAL OF MINUTES

#### a. March 19, 2026 Minutes

**Motion by** Penny Cole, seconded by Stephanie Winchester, to approve the March 19, 2026 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)

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

### 6. STAFF REPORTS

#### a. Planning Department Staff Report

- Tapia gave a summary of the written staff report. Tapia added that a formal presentation to the Planning Commission for the Development Code Update Project was anticipated for June. Materials resulting from the project are expected to be ready by August 2027.

### 7. PUBLIC HEARING - None Scheduled

### 8. PUBLIC INPUT ON NON-AGENDA ITEMS - None

9. OLD BUSINESS - None Scheduled

10. NEW BUSINESS

a. Review & Score Large Community Grant Applications

- Tapia gave a presentation providing an overview of the Large Community Grant applications received, funding available for awards, and the scoring and compiled rankings. Tapia noted that requests exceeded the funding amount available.
- Commission reviewed compiled scores and discussed each application.
- Terry Walhood, Hope Chest manager and charity president, was invited to answer Commissioners' questions.
- Comments regarding high local impact of the Hope Chest.
- Concerns expressed about lack of detail in Lions Club application and questions about the scope of work. Comments that Lions Club food truck allowed near the Wayside could be better utilized to raise funds.
- Comments desiring applicants to be present to answer questions. Staff noted that applicants were not asked to attend as there was currently no requirement for them to appear at the meeting.
- Johnson disclosed that she is on the board of Meals for Seniors, but since it was a non-profit, it did not pose a conflict of interest, and she could participate in the decision on the matter. Cole and McGinnis disclosed that they were on the board of NCAM.
- Comments regarding electrical upgrades at the Wayside and noted that improvements were expected by August.
- Concerns regarding whether an award to the North County Food Bank Distribution Center was an effective use of funds, noting that the grant request represented a small fraction of the total project budget and that the service area extended well beyond Rockaway Beach. Further concerns were raised about whether the full construction funding was yet secured and what would happen to any city contribution if the project were delayed.
- Discussion regarding the distinction between Go Rockaway and Rockaway Beach Business Association (RBBA) involvement in community events. McGinnis disclosed she is a member of RBBA.
- Comments regarding desire for clarity of "inclusivity."
- Tapia presented possible funding options.
- Suggestion to remove Lions Club and Food Bank from consideration (both for reasons of organizational capacity/viability and limited local impact relative to the funding ask, respectively) and to fund the remaining applications at 90%. Comments in support of the funding suggestion.

**Motion by** Jason Maxfield, seconded by Stephanie Winchester, to recommend that the City Council award Large Community Grants in the dollar amounts as follows:

Lions Club \$0

Meals for Seniors \$18,162.54

Hope Chest Thrift Store \$8,614.70

Neah-Kah-Nie Coast Arts Music & Cultural Foundation (NCAM) \$18,162.54

North County Food Bank \$0

Rockaway Beach Business Association (RBBA) \$8,265.24

**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)

**b. Community Grant Program Review**

- Tapia shared potential Community Grant program improvements based on Planning Commission comments and discussion. Tapia explained this was a preliminary discussion.
- Discussion regarding evaluating small and large grants simultaneously. Discussion regarding maintaining separate small and large grants or moving to single grant type with maximum funding cap.
- Suggestion to make scoring rubric more precise with detailed sub-criteria.
- Discussion about setting a minimum score or funding threshold based on Planning Commission scoring. Desire to maintain flexibility to account for local impact and unique circumstances.
- Suggestion to require applicant attendance at Commission meeting to answer questions.
- Suggestion for a two-step review process. First round to narrow applications. Second round for detailed review and clarification.
- Suggestion to consult and align with City Council expectations.
- Discussion regarding the need for clearer eligibility criteria, and whether for-profit entities should be eligible.
- Recommendation to require that applicants provide complete project descriptions and full budgets.
- Suggestion to provide a grant-writing tutorial.

**c. Update Regarding Assessing Lot Boundaries**

- Tapia gave a presentation on how the City will determine lot boundaries for zoning applications going forward.
- Historically, the City has accepted taxlot boundaries as lot boundaries for certain land use decisions, but not for others. Going forward, the City is operating with an updated understanding of lot boundaries. Only legal lots are eligible for development, permitting, and other entitlements.
- When an application is received that proposes development across lot lines, the City will require property owners to vacate the property line through a replat or lot line adjustment.
- Property owners may request a restrictive covenant as an alternative solution. Accepting covenants is not the City's preferred route.
- Tapia answered clarifying questions regarding surveys.
- Comment sharing a scenario where an owner might wish to obtain a restrictive covenant and

concurrently pursue a replat in order to expedite development.

## 11. PLANNING COMMISSION COMMENTS & CONCERNS

- Cole requested that Sheriffs' Deputies show their presence this Summer by going on foot patrol downtown and passing out stickers to children.
- Hess advocated for developing a grant program to help currently licensed Short-Term Rentals (STRs) make their property accessible.
- Johnson shared that volunteers were needed to help with David's Chair.
- Lanyon shared information about two surveys from the Housing Accountability and Production Office (HAPO), and encouraged Commissioners to respond. Lanyon advocated for local governments to meet with Port of Tillamook Bay (POTB) to resolve the issue of roads in disrepair.
- Maxfield expressed support for requiring accessible improvements to STRs funded by the property owners rather than grants. Maxfield supported community policing. Maxfield commented on the bad condition of roads controlled by POTB.
- McGinnis suggested taking requests for Sheriff's Deputies to do community policing to the City Council. McGinnis shared comments and updates on City staff work related to promoting accessible STRs. McGinnis shared that April 22nd would be the first Budget Committee meeting and encouraged citizen input.
- Hassell asked McGinnis to share information about options under consideration for remodeling or replacing the Fire Station that were discussed at the April City Council Workshop. Hassell shared that the Tillamook County Visitors Association (TCVA) was creating a video to showcase the Cedar Boardwalk. Hassell advocated for installing additional benches on the boardwalk. Hassell invited all to become Trailkeeper Ambassadors. Hassell shared information about a university student presentation related to ecology in Rockaway Beach being held Saturday at St. Mary by the Sea.

## 12. ADJOURNMENT

**Motion by** Lydia Hess, seconded by Jason Maxfield, to adjourn the meeting at 7:27 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)

MINUTES APPROVED THE  
21ST DAY OF MAY 2026

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William Hassell, President

ATTEST

DRAFT



**City of Rockaway Beach, Oregon**

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Rockaway Beach, OR 97136

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**MEMORANDUM**

TO: Planning Commission  
FROM: Abram Tapia, City Planner  
DATE: May 14, 2026  
  
RE: Planning Department Monthly Report- May

Project to Modernize the Comprehensive Plan, Zoning Ordinance, and Subdivision Ordinance:

The City of Rockaway Beach is working with Cascadia Partners, a regional planning consulting firm, to update local regulations affecting residential development. These updates will ensure compliance with State housing laws, address permitting and land use barriers, and support housing production, affordability, and choice. Staff will review potential amendments to the Comprehensive Plan, Comprehensive Plan Map, Zoning Ordinance, Subdivision Ordinance, and Zoning Map.

The consultant team is currently auditing local ordinances to identify areas for improvement. Community input will be gathered through three engagement events, and the Planning Commission will serve as the project's advisory committee.

Senate Bill 406:

Tillamook County Department of Community Development, alongside multiple cities in the County, are currently working on the implementation of the second phase of SB406. With the City and County, a consultant team will be preparing a Contextualized Housing Needs Analysis, an updated buildable lands inventory, and consideration of Land use efficiency measures. These projects are intended for jurisdictions to better understand barriers to housing our community members and to take actions that can help facilitate housing production, affordability, and choice.

Tillamook County is in conversation with DLCD and 3J, the consulting firm assigned to this project, to finalize the scope of work. Rockaway Beach has been assigned a consultant project manager to tailor the analysis and implementation of the project to the needs of our City.

Large Community Grants:

At the City Council meeting on Wednesday, May 13, 2026, the City Council approved funding for four Large Community Grant applications, based on the Planning Commission's recommendation. The Council moved to provide:

- \$9,360.69 for the Hope Chest Thrift Store’s three-project proposal to update the building, which includes the installation of roll-up blinds, an updated counter, and a new sales room.
- \$19,934.82 for the Food for Seniors’ proposal to fund the purchase of meals and delivery containers.
- \$19,934.82 for NCAM’s request for production funding for the music festival.
- \$8,973.67 for the Rockaway Beach Business Association’s series of community events, an application that received minor revision from what was initially reviewed by the Planning Commission.

Promoting the Accessibility of Short-Term Rental (STR) Units:

The City has partnered with Becoming RentAble to chart a path forward in promoting the accessibility of Rockaway Beach STRs. Becoming RentAble is an organization that specializes in promoting and verifying the accessibility of short-term rentals and whose goal is to increase the number of genuinely accessible short-term rentals to transform how the travel industry approaches accessible lodging.

Currently, Becoming RentAble is reviewing and evaluating the accessibility of existing STRs to identify which properties currently meet Becoming RentAble’s minimum accessibility standards to understand the accessibility strengths and gaps across the Rockaway Beach STR market. This information will help the City best understand the most effective ways to promote accessibility in the STR market and which education-focused approaches best fit our community.

Flood Hazard Overlay Zone Updates:

The purpose of the flood hazard overlay zone is to promote public health, safety and general welfare, and to minimize public and private losses due to flooding. The current methods and provisions related to flood hazard in the Zoning Ordinance were adopted in 1987. Staff have been working to update flood hazard rules and regulations to achieve compliance with the minimum NFIP and state standards for floodplain management.

In addition to the minimum requirements, FEMA and DLCDC encourage local governments to adopt higher standards that make sense for each community and its unique flood risk. To this end, Staff is exploring potential higher standards to address many issues and concerns that have been raised regarding our local flood management program. Staff anticipates bringing the proposed changes to the Planning Commission at the August meeting.

Permit Review:

In April, the Planning Department approved four zoning permits and one sign permit. Approved projects included a permit amendment for a single unit dwelling on N Pacific Ave, two interior modification projects (one on Beach Drive and one on Highway 101 S), a sign on Hwy 101 S, and the construction of an accessory structure on N 3rd Ave.

# City of Rockaway Beach Community Grant Program

## Program Details

**Maximum Grant Request: \$20,000**

**Applications open:** January 4, 2027

**Deadline to apply:** Thursday, February 4, 2027 at 12:00 p.m.

## OVERVIEW

The Large Community Grant program provides support to non-profit and not-for-profit organizations that serve the Rockaway Beach community. This grant program accepts applications once per fiscal year. **Organizations and entities may submit more than one application for consideration. Each application must contain a single, independent project. A project is understood to be a temporary, unique, and planned endeavor designed to achieve a specific goal within defined time, cost, and scope constraints.**

Grant funds are available to support organizations and entities which provide:

- Assistance for essential utilities, food, medical or mental health needs, clothing, or shelter.
- Educational, cultural, social, physical, or recreational opportunities for residents.
- Positive volunteerism that enhances city aesthetics, benefits the environment, promotes positive community engagement, or support city initiatives or projects.

## ELIGIBILITY

### **Eligible Applicants:**

- Non-profit and not-for-profit organizations.
- **Community entities that have not yet achieved Non-profit and not-for-profit status may also apply; however, the maximum grant request may not exceed \$4,999.99.**

*~~Eligible Applicants may not have any in-progress grants and must~~ Grants will only be awarded to an applicant if the applicant has satisfactorily closed out all previous grants issued by the City of Rockaway Beach.*

*For profit businesses are not eligible to apply for the Community Grant and are instead encouraged to apply for building improvement funds and/or marketing needs through the City's Business Facade Grant and/or Marketing Grant programs. For profit entities may partner with an eligible entity to apply for the Community Grant for projects that fall within the scope of the Community Grant.*

**Ineligible projects:**

- Tourism based/supported projects
- Day-to-day operational expenses and payroll
- Marketing and promotional project
- Political activities and fundraising for political activities
- Projects which drive/support commerce

## GRANT TIMELINE

Notice of grant calendar posted online December 3, 2026

Applications open January 4, 2027

Applications due, 12:00 p.m. February 4, 2027

Applicant Presentations to Planning Commission February 18, 2027

Planning Commission review and recommendations March 18, 2027

City Council award of decision April 14, 2027

Notification to Grantees; award agreement sent to grant recipients April 21, 2027

Project deadline – 10 months from City Council decision February 14, 2028

Project Expense Worksheet / Grant Close Out Form due February 28, 2028

Last Opportunity for Presenting Closeout Report to City Council in order to be eligible for award in next grant cycle March 8, 2028

## KEY PRINCIPLES

In the application, eligible Applicants are asked to describe how the proposed project contributes to a healthy, inclusive, charitable, and equitable community. The City of Rockaway Beach believes that supporting its organizations and entities that encourage this type of community building will make a better future for everyone.

Projects funded through the Large Community Grant must predominately support or be attended by the Rockaway Beach community.

## FUNDING PRIORITIES

1. Projects that make the largest impact for Rockaway Beach residents.
2. Projects that fill an existing need that would not be met without grant funding.
3. Projects that bring the community together and create positive community engagement.

## SELECTION CRITERIA

All applications for eligible projects will be rated and ranked based on the following criteria. While the following criteria has been deemed most important, additional relevant factors beyond the score may be worthy of consideration.

### Healthy Community Score (20 points)

A healthy community is one where access to fresh, healthy foods are available, educational resources are provided, physical fitness is promoted, recreational opportunities are encouraged, medical and mental health needs are met, and the environment is cared for.

- Does the project offer opportunities to improve physical or mental health?
- Does the project provide healthy opportunities to those who may not otherwise have access?
- Does the project promote healthy lifestyle changes?

### Inclusive Community Score (20 points)

This score measures how well the project strengthens the local sense of community. In an inclusive community diversity is valued, social opportunities are plentiful, community involvement thrives, and residents work together to support city initiatives or projects.

- Does the project create new social opportunities for residents?
- Does the project strengthen the local sense of community or serve an underrepresented population?

- Does the project bring the community together to work towards a common goal?

### **Charitable Community Score (20 points)**

This score measures how well the project supports local charitable efforts. Charitable communities value giving back to others, promote volunteer opportunities, and strive to meet the needs of the local community.

- Does the project offer new opportunities for residents to volunteer to better the community?
- Does the project provide services or opportunities currently lacking in the community?

### **Equitable Community Score (20 points)**

This score measures how well the project encourages equity throughout the local community. Equitable communities provide a helping hand to residents in need and meet the needs of underserved community members.

- [Has the organization identified an underserved community the project seeks to support?](#)
- [How](#) does the project assist residents who need additional support?
- Does the project provide new services or assistance to underserved community members?

### **Community Funding Priority Score (20 points)**

[This score measures how well the project reflects the key principles and funding priorities of the Community Grant Program.](#)

- [Does the project predominately support the Rockaway Beach community?](#)
- [Are there provisions to promote the attendance of or impact on Rockaway Beach Residents?](#)
- [Does the project address an existing need that would not be met without grant funding?](#)
- [How does the project bring the community together and create positive community engagement.](#)

## GRANT REVIEW PROCESS

The City of Rockaway Beach staff will ~~provide guidance on applications if presented a minimum of 14 calendar days~~ answer questions regarding the grant application process prior to the grant application deadline.

Each application received will first be reviewed by the Grant Manager for completeness. If the application is incomplete or not received by the deadline, it will not be submitted to the Planning Commission for consideration.

After the grant application deadline, applicants may present their applications at the Planning Commission meeting on February 18, 2027. Presentations are limited to five minutes and allow applicants to address questions or provide clarification. All necessary information for decision-making must be included in the original grant application.

The Planning Commission will review, score, and rank all of the applications received, then make initial scoring recommendations for funding at the March 18, 2027 Meeting.

~~The Planning Commission's recommendations will be presented to the City Council~~ The City Council will review the applications and the Planning Commission's recommendations at their workshop on April 14, 2027.

The City Council ~~will review the applications, the Planning Commission's recommendations, and~~ makes the award decisions at their regular meeting on April 14, 2027.

## FUNDING PROCESS

Once the grant is awarded and agreement is signed, Grantees can start on projects.

Grant funds will be issued within two weeks of agreement execution via check.

Upon completion of the project, the Grantee shall complete the Project Expense Worksheet /Grant Close Out form. The Grantee shall be scheduled to make a five-minute presentation to the City Council to publicly share how the grant funds were spent. The presenter shall not be a member of the City's governing body.

The City Council shall determine the grant complete through a motion at a public meeting.