



City of Rockaway Beach Planning Commission Meeting Minutes

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


William Hassell, President

ATTEST



Melissa Thompson, City Recorder