

**CITY OF LINCOLN CITY
CITY COUNCIL
WORK SESSION MEETING AGENDA**

JULY 26, 2023, 5:00 PM

5:00 PM - The City Council will hold a Work Session in the Council Chambers, 801 SW Highway 101 - 3rd Floor, Lincoln City, OR 97367.

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, for a hearing-impaired device, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting. To request information in an alternate format or other assistance, please contact the City's ADA Coordinator, Kevin Mattias, at [541-996-1013](tel:541-996-1013) or kmattias@lincolncity.org. Visit the [ADA Accessibility | City of Lincoln City, OR](#) webpage to view how the City continues to remain in compliance with Title II of the Americans with Disabilities Act regarding City programs, services, processes, and facilities.

This meeting is a **work session only** and generally does not include public comment.

- 1. CALL TO ORDER**
- 2. DISCUSSION ITEMS**
 - A. Planning & Community Development Work Session - Comprehensive Plan Update and CCI/CIP Summary
- 3. MISCELLANEOUS**
- 4. ADJOURNMENT**

Council Communication

Planning & Community Development Work Session

Meeting Date:	July 26, 2023	Primary Staff Contact:	AnneMarie Skinner
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Secondary Dept:		Secondary Contacts:	
Approval:	Daphnee Legarza	Estimated Time:	10 minutes

Attachments:

- Outline of Agenda Items for Work Session on July 26 (PDF)
- Final Draft - Introduction (PDF)
- Final Draft - Housing (PDF)
- Final Draft - Public Facilities and Services (PDF)
- Final Draft - Transportation (PDF)
- Final Draft - Citizen Involvement (PDF)
- Final Draft - Natural, Scenic, Historic Res (PDF)
- Compilation of July 2023 Comments on Final Drafts (PDF)
- CCI and CIP Summary (PDF)
- Chapter 2.14 CCI_suggested updates (PDF)
- CIP 94-33 (PDF)

Outline of Agenda Items for Work Session on July 26, 2023

Agenda Item 1

- Agenda Item 1 regarding a discussion on the Lincoln City Comprehensive Plan Update contains the following items:
 - Final rough draft of the Introduction
 - Final rough draft of the Housing chapter
 - Final rough draft of the Public Facilities and Services chapter
 - Final rough draft of the Transportation chapter
 - Final rough draft of the Citizen Involvement chapter
 - Final rough draft of the Natural, Scenic, and Historic Resources chapter
 - Compilation of comments received in response to a request for comments
- Please note that these final rough drafts are not formatted or edited. Formatting and editing will take place at one time when all the chapters are completed and after City Council has had a work session on all the final rough drafts.
- The attached final rough drafts are reflective of the Planning Commission's thoughts and ideas, as well as the public feedback received through public outreach.
- Oregon's statewide planning goals are achieved through local comprehensive planning. State requires each city and county to adopt a comprehensive plan and the zoning and land division ordinances needed to put the plan into effect.
- Local comprehensive plans must be consistent with the statewide planning goals. LCDC will review the plan for goal compliance. Once LCDC approves the plan, the plan is "acknowledged" as being consistent with the planning goals. Upon acknowledgement, the comprehensive plan becomes the controlling document for land use.

Agenda Item 2

- Agenda Item 2 is staff's report on Lincoln City's current Committee for Citizen Involvement and Citizen Involvement Program.
- Packet items include staff's written summary, Resolution No. 94-33, and suggested updates to Chapter 2.14.

INTRODUCTION

Lincoln City's Comprehensive Plan

A comprehensive plan presents a vision for the community's future and guides the future actions of the community. The comprehensive plan reflects the desires of the community at the time of adoption and is periodically reviewed and revised to keep pace with the community's desires and changing circumstances.

The city's comprehensive plan is developed pursuant to Oregon's Planning Act and serves to implement the Statewide Planning Goals. This plan serves as the blueprint for the city's development over the next 20 years and replaces the previous adopted plan as well as subsequent amendments. It is designed and intended to be the controlling land use-planning instrument to the year 2043.

On May 29, 1973, Oregon Senate Bill 100 created a structure for statewide planning. One of the requirements of the bill is that every city and county in Oregon prepare a comprehensive plan in accordance with a defined set of statewide planning goals. State requirements notwithstanding, the comprehensive plan for Lincoln City sets forth a clear, long-term vision specific to the city. The goals and objectives are set forth to assist in realization of the vision. They celebrate and promote the identity and diversity of Lincoln City. At the same time, it is important that the goals and objectives strike a balance between the competing demands on the land for development and the preservation and enhancement of natural resources. The comprehensive plan also provides the foundation for Lincoln City's zoning code, which is the legal tool for implementing the long-term vision outlined in the comprehensive plan and establishing allowed uses and use standards in the city's zones.

Although the comprehensive plan is designed and intended to be the controlling land use-planning instrument to the year 2043, it is important to recognize and effectively deal with major changes in the community. The continued review of the comprehensive plan is known as Periodic Review. Periodic Review is a term used in Oregon law to describe the periodic evaluation and revision of the local comprehensive plan. Since 1981, state law has called for cities and counties to review their comprehensive plans according to a periodic schedule established by the Land Conservation and Development Commission. In 2007, the legislature revised the requirements of Periodic Review to include only those with a population greater than 10,000. The overall purpose of Periodic Review is to ensure that the comprehensive plan is updated to respond to changes in local, regional, and state conditions; coordinated with other comprehensive plans and investments; and in compliance with the statewide planning goals, statutes, and rules. With a population certified as 10,134 by Portland State University's Population Research Center on December 15, 2022, Lincoln City is required to perform a Periodic Review of its comprehensive plan every five years.

Lincoln City Looking Back

Lincoln City is one of the largest cities on the Oregon Coast, located along US Highway 101 at the 45th Parallel. Lincoln City unites seven neighborhoods from north to south (Road's End, Wecoma Place, Oceanlake, DeLake, Nelscott, Taft, and Cutler City), each with a unique history and character that is felt in those neighborhoods today. Each neighborhood developed independently before Lincoln City's election to incorporate on December 8, 1964. Much of the city is built on a marine terrace, and other areas of the city rest on headlands of the Coast Range or reach across Devils Lake and upward along the foothills of mountains that form the city's eastern backdrop.

Native Americans have always inhabited the land along the Siletz River, Siletz Bay, and the Salmon River. In 1856, the United States government forcibly moved local Native Americans to a 1.1 million-acre Siletz Reservation as their permanent home. Although the Western Oregon Termination Act took the last reservation land from tribal members in 1954, the Siletz people and culture endured. In 1977, the Confederated Tribes of the Siletz Indians became the second in the nation and the first in Oregon to regain federally recognized tribal status. A modest land base consisting primarily of timberlands became the Siletz Reservation in 1980.

The first approach of Europeans to the Pacific Northwest was by sea, during the eighteenth century. Spain, Portugal, England, and France explored the Pacific Coast looking for natural resources and a northwest passage through the continent. The first recorded tourists arrived in 1837.

Homesteaders began arriving in what is now Lincoln City soon after Congress passed the Dawes Act in 1887. This act opened up the coast reservation lands to settlers and gave eighty-acre allotments to reservation Native Americans. Early settlers homesteaded the land and combined subsistence farming with fishing and hunting to survive on the isolated coast. The tribal population weakened and decreased in numbers because of the loss of land, starvation, exposure to the elements, epidemics, and government relocation policies and programs.

In 1886, the Kern Brothers Cannery on the Siletz River became the first major industry in North Lincoln County. The Siletz River, with abundant salmon, was a fisherperson's paradise in those early years and homesteaders fished for extra income. The cannery provided a net, a cabin, net rack, and a boat to use on credit. By the early 1920s, however, the numbers of fish were diminishing and new regulations in 1935 prohibited drift net fishing altogether. The area then turned to logging for its industry. The small beach towns of Wecoma, Oceanlake, Delake, Nelscott, Taft, and Cutler City that now comprise Lincoln City grew up along what is now US Highway 101. By the 1930s, these six small beach towns competed with other coastal communities to attract tourists and increase business.

Oceanlake was named after two town developments (Devil's Lake Park and Raymond) merged into one unincorporated area. In 1935, an unsuccessful attempt was made to incorporate; 1945 brought successful incorporation of Oceanlake. April 23, 1948 saw the failed incorporation of Nelscott, Taft, DeLake, and Cutler City as Lincoln City. On August 16, 1949, the City of Taft was incorporated. On October 13, 1949, the City of DeLake was incorporated. Nelscott never incorporated to become a city. In 1955, Wecoma merged with Oceanlake.

By the late 1950s, the populations of Wecoma, Oceanlake, Delake, Nelscott, and Taft had grown to the point that they could not meet the subsequent need for improved water distribution and sanitary sewer services. At that point, town leaders began to talk about merging, with the subsequent consolidation taking place in 1965, marking the official birth of Lincoln City. Cutler City was included as part of Lincoln City after the incorporation. Lincoln County Road's End neighborhood was added to the city as part of an annexation in 2013.

Lincoln City Today

The Place

Lincoln City, oriented by the Pacific Ocean and coastline, makes it a dynamic landscape. The city is a community where people may experience the magic of the Pacific Ocean for the first time. The shoreline boasts spectacular qualities of continuous motion and wave action, majestic sunsets, torrential wind and rainstorms, and a wide variety of wildlife and treasured vistas to appreciate its beauty. Inland, residents

and visitors enjoy over 300 acres of open space. Trails, including the spectacular Knoll Trail, are family friendly and dispersed throughout the city limits, providing access to wetlands, the lakefront of Devils Lake, old growth forest, and the prized 400-year-old Heritage Sitka Spruce named *Nuu-k'wii-daa-naa-ye*.

Lincoln City has the unique and distinct feature of being part of the Cascade Head Biosphere Region, Oregon's only UNESCO Biosphere Reserve. The Biosphere Region is a 102,110-acre site designated originally in 1976 on the central Oregon Coast by the United Nations Man and Biosphere Program and reauthorized to the current footprint in 2017. The rare and diverse ecosystem includes the Salmon River and its estuary, a sandy littoral spit, densely forested uplands, a two-mile basalt headland covered in native coastal prairie, and a marine reserve stretching west into the waters of the Pacific. The city is also fortunate to be adjacent to the Cascade Head Marine Reserve, one of five Oregon marine reserves. The Cascade Head Marine Reserve stretches between the Cascade Head headland and Lincoln City. The site includes a marine reserve surrounded by three marine protected areas that support scientific research of this unique marine habitat.

All of these resources, combined with the jewel of Devils Lake to the east and the estuaries of Siletz Bay National Wildlife Refuge to the south, are core to the identity of our community. They inform our values toward the environment, help define our stewardship to the environment, and assist in forming the basis of this comprehensive plan.

The People

Lincoln City's population comprises the resident workforce, second homeowners, tourists, and retirees. People of varying ages, backgrounds, ethnicities, and economic status live and work in the community, and visit this community because they value its natural beauty, find plentiful opportunities for recreation, and enjoy the friendly and welcoming neighborhoods. The year-round resident population of 10,134 continues to grow steadily year-by-year. Those who visit occasionally but refer to Lincoln City as "their beach" help to create a community much larger than the individuals who live here year round.

The Economy

Lincoln City's abundance of open space, trails, views, outdoor recreation, and the seven-plus miles of public beaches (permanently accessible to the public due to landmark legislation passed in 1967 by the Oregon Legislature) make it an ideal destination for tourism and coastal retirement, which are Lincoln City's major economic drivers. The majority of employers are locally owned, small businesses, many of which are family owned and operated. Larger employers include city government, Lincoln County School District, Samaritan North Lincoln Hospital, and the Confederated Tribes of Siletz Indians. In 1995, the Confederated Tribes opened Chinook Winds Casino at the northern end of the city on property overlooking the Pacific Ocean, and they operate the Chinook Winds Golf Resort and the Chinook Winds Resort Hotel.

The Government

Lincoln City governs through a council-manager form of government. Lincoln City is divided into three wards with two individuals elected from each ward to serve on the city council. The mayor is elected at large and serves as the presiding officer of the city council. The seven-member city council has the power to legislate on city matters and hire a city manager as the city's chief executive.

Lincoln City Looking Forward

Lincoln City is a premier coastal community where the ocean, beach, river, lake, forest, Cascade Head Biosphere Region, and Cascade Head Marine Reserve inspire a community of artists and those who love art. The city is a showcase of the Oregon Coast's most extraordinarily beautiful setting for full-time and seasonal work, recreation, and retirement. Lincoln City is welcoming and inclusive, where diverse groups of people care for one another and have pride in their community. Through continued careful planning and collaboration, Lincoln City is a pleasant, safe, and prosperous town where everyone enjoys a high quality of life. Lincoln City is a great place to live year round, live part of the year, visit often, or visit once in a lifetime.

DRAFT

CHAPTER XX: HOUSING

With tourism as a major economic driver, Lincoln City has a high level of housing demand from permanent residents, seasonal residents, and short-term visitors. Housing consists of buildings, structures, or shelters in which people live. Safe and sanitary permanent, year-round housing for all individuals is fundamental to a healthy and vibrant community. Provisions for housing are a primary element in the comprehensive plan. Statewide Planning Goal 10 requires jurisdictions to maintain and plan for an adequate land supply to accommodate at least 20 years of future residential growth.

Cities must complete an analysis of housing needs that includes information about population and housing demographics, among other information. The Lincoln City Housing Needs Analysis (HNA) was adopted in 2017 along with the Economic Opportunity Analysis (EOA). It is incorporated into and included as a part of the comprehensive plan as Appendix **XX**. In 2022, an update was prepared to the housing needs projection and related residential land needs for inclusion in the comprehensive plan. The 2022 HNA update is hereinafter included as a part of and incorporated into the comprehensive plan as Appendix **XX**.

As of 2022, the city's housing inventory is approximately one-third owner occupied, one-third renter occupied, and one-third second homes or short-term rentals. The combination of a predominately service industry, entry-level jobs, and the high demand for housing leaves renters experiencing a high-level rent burden, and forces much of the workforce to live outside Lincoln City and commute long distances for work. Higher than both county and state averages, 26% of renters in Lincoln City are severely cost burdened, which is defined as spending more than 50% of their gross income on housing and utilities.

The 2022 Housing Needs Analysis estimates needed development of 1,814 new housing units to address the gap in workforce housing along with keeping pace with the growing population. In 2019, there were 6,735 housing units in Lincoln City with almost a 60/40 split in those classified as occupied as opposed to seasonal/occasional use, respectively. Approximately 70% of the housing stock is single-unit detached housing and close to 50% of these houses make up the majority of seasonal housing and short-term rental housing. The majority of renters live in multi-unit housing.

The 2017 Economic Opportunities Analysis and Housing Needs Analysis includes details on distribution of income among Lincoln City's local population, assessment of affordability, and availability of different housing types including expected demand at different rates, and includes the most recent official buildable lands inventory. The estimated demand for residential lands in Lincoln City ranges from 206 to 249 acres. With a vacant residential land supply of 1,124 acres, the city has a surplus of approximately 876 acres of buildable residential lands. Recent updates to development ordinances, and the creation of outside partnerships have led to a significant increase in multi-unit residential development in 2022, which is a trend the objectives and policies below are intended to continue.

GOALS

- Ensure Lincoln City residents have affordable housing through community partnerships and progressive planning.

- Create and maintain a community that cares about those in need and works together to provide housing and sheltering options for all income levels and ages—especially for our most vulnerable populations.
- Enable creative redevelopment and/or rehabilitation of existing residential neighborhoods to make them more sustainable.

OBJECTIVES and POLICIES

Overall

1. Provide a 20-year supply of land to accommodate the city's housing and sheltering needs.
2. Amend the comprehensive plan map and zone map to reflect decreased residential densities or less intensive residential uses in tsunami inundation, flood hazard, and bluff erosion hazard areas.
3. Promote housing and sheltering developments that honor, and mitigate negative impacts to, the natural assets of the city.
4. Ensure that all housing options, including those for sheltering, affordable, and workforce housing, are dispersed throughout the city versus being concentrated or designated in specific areas or zones.
5. Prioritize creation of a strategic housing plan to address the housing needs of all populations in the city.

Affordability, Sheltering, and Special Needs

1. Establish enough zones, and allowed housing and sheltering options within those zones, to facilitate the development of a wide variety of housing throughout the city.
 - Rezone for higher-density development, reduce barriers to development, and allow the use of lower cost types of housing units, including prefabricated, modular, and manufactured dwelling units.
2. Participate in partnerships with agencies throughout the region for the provision of affordable and equitable housing options in the city.
 - Develop programs that enable access to equity for the local renter population, such as land trust, down payment, or closing cost assistance programs.
3. Provide housing options outside of tsunami inundation, flood hazard, and bluff erosion hazard areas for special needs population, including shelters for the unhoused, transitional housing, independent living for seniors, assisted living, memory care, drug and alcohol rehabilitation, and mental health facilities by ensuring that all are allowed uses, not conditional, in all commercial, residential, and mixed-use zones.
4. In conjunction with local non-profit groups and county and state efforts, develop programs, services, and policies to serve the unhoused with sheltering options for men, women, and children that includes comprehensive case management for individuals and connects them to available community and regional resources.
 - Cooperate with agencies and non-profit groups to produce an accurate count of unhoused individuals in the city.
 - Establish one or more year-round housing shelters in the city that also provide comprehensive case management.

Neighborhoods

1. Encourage proper building and property maintenance for the health and safety of residents through the redevelopment or rehabilitation of existing underdeveloped, derelict, poorly maintained, and/or underutilizing housing stock.
 - Establish a vacant property registration program to engage a community partner, such as a non-profit housing group, to follow up with property owners for purchase and housing rehabilitation.
 - Consider a program in partnership with a housing non-profit group to acquire foreclosures that can then be provided as naturally-occurring affordable housing.
 - Create a rental housing code to ensure residential rental properties are safe by creating minimum habitability standards.
2. Enhance and/or maintain the safety, walkability, and livability of residential neighborhoods.
3. Encourage and incentivize the development of sustainable housing and the inclusion of sustainable elements in residential developments.
 - Create programs accessible to developers, property owners, and renters that incentivize sustainable housing components that reduce reliance on city infrastructure, such as alternative energy, water collection, gray water systems, and waste handling.
4. Preserve adequate housing for residents, and protect the quality of life in residential neighborhoods, by eliminating short-term rentals in residential zones.
 - Recognize short-term rentals as a commercial use that is not appropriate in wholly residential zones.
 - Establish a phase-out program to reduce and, eventually eliminate, short-term rentals in wholly residential zones.

Final Draft

CHAPTER XX: PUBLIC FACILITIES AND SERVICES

Cities in Oregon with a population greater than 2,500 persons are required to develop and adopt a public facility plan to address current and long-range public facilities needs. The plan is a support document to the comprehensive plan, and the plan describes the water, sewer, and transportation facilities that are needed to support the land uses designated in the comprehensive plan within the city's urban growth boundary. A provision for solid waste disposal sites, including sites for inert waste, shall be included in the plan. The purpose of the plan is to help assure that urban development in the urban growth boundary is guided and supported by types and levels of urban facilities and services appropriate for the needs and requirements of the areas to be serviced, and that those facilities and services are provided in a timely, orderly, and efficient arrangement.

Lincoln City has created and adopted a water master plan, a wastewater facilities plan, a stormwater master plan, and a transportation master plan. **[Include reference to specific Appendices]** These master plans are reviewed regularly and updated as necessary. Bond levies and local improvement districts supplement funds used to construct the needed facilities identified in the respective plans.

Other public services necessary for the city's urbanization are not provided by the city but are located in the city. These utilities or services have also completed comprehensive planning to ensure that there are no constraints to future extension of service, and services can be provided within all portions of the urban growth boundary. These include:

- Fire and Health Services:
 - North Lincoln Fire & Rescue District #1: a special service district that responds to all emergency and non-emergency calls within its district.
 - Samaritan North Lincoln Hospital: a private, not-for-profit accredited critical access hospital that provides medical services – including emergency, primary, and specialty care – to the community.
 - Pacific West Ambulance of Lincoln City: one of the four ambulance services in Lincoln County that specifically provides services to Lincoln City residents. Pacific West Ambulance partners with first responder agencies to provide 911 emergency services 24/7.
- North Lincoln Sanitary Service: private company providing solid waste collection services to the city through a franchise agreement.
- Lincoln County School District: district schools in Lincoln City are Oceanlake Elementary, Taft Elementary, Career Tech High School, and Taft 7-12 Middle & High School.
- Telephone, cable, internet, natural gas, and power services are also located in Lincoln City and provide services on a regional basis to the city and Lincoln County.

GOAL

To plan and develop a timely, orderly, and efficient arrangement of public facilities and services to serve as a framework for the city's urban development. Timely, orderly, and efficient refers to

systems or plans that coordinate the type, locations, and delivery of public facilities and services in a manner that best supports the existing and proposed land uses.

POLICIES

Overall

1. Centralize public facilities where possible.
2. Work with utility companies to develop and directly implement programs for placing all utilities underground.
3. Require new development to pay for extensions and installations of city water services, city sanitary sewer services, and city stormwater services.
4. Consider and address tsunami risks and evacuation routes and signage when planning, developing, improving, or replacing public facilities and services.
5. Update public facilities to plan, fund, and locate future facilities outside of the tsunami inundation areas whenever possible.
6. Provide sustainable maintenance and improvement of the city's infrastructure.
7. Continue to implement the adopted ADA Self-Evaluation and Transition Plan and to update as required.
8. Coordinate the extension of public facilities, utilities, and services and prioritization of expenditures with Lincoln County, other public agencies, and special districts.
9. Adopt updates to system plans, as required by state law or necessary to address changing community needs and incorporate these plans by reference in the Comprehensive Plan.
10. Support coordination of public facilities and services planning between city departments and local and regional partners to improve efficiency and service delivery.
11. Work with partner agencies to coordinate service delivery including but not limited to electricity, natural gas, and broadband (internet).
12. Address tsunami risks and evacuation routes and signage when planning, developing, improving, or replacing public facilities and services.
13. Update public facility plans to plan, fund, and locate future facilities outside of the tsunami inundation zone, whenever possible.

Sanitary Sewer and Water

1. Connection to or extension of city water and/or city sewer to areas outside existing city limits, but within the adopted urban growth boundary, shall be conditional upon annexation to the city. If the site cannot be annexed due to lack of contiguity, the requirement for annexation shall be satisfied by execution and recording of an irrevocable consent to annexation immediately upon contiguity and waiver of time limit of such annexation consent by the owner(s) of record.
2. Outside city limits and/or the urban growth boundary, city sanitary sewer services are provided only to alleviate an existing health hazard.
3. Provisions for city water services outside of city limits and/or the urban growth boundary are made only if city water services are not used as justification to increase existing levels of allowed rural development in compliance with Oregon administrative rules.

Stormwater Drainage

1. Adequate storm drainage facilities, including culverts, catch basins, and natural or surface

channel systems, in accordance with the stormwater master plan and public works design standards, shall be a part of all partition and subdivision designs, planned developments, city- or locally-initiated street construction or improvements, and/or other development.

2. Where possible, natural drainageways must be maintained and protected from filling or other alteration.
3. Encourage low impact development measures, such as the use of permeable pavement, to re-establish hydrologic balance and reduce runoff volume.
4. Identify and implement water conservation measures, including but not limited to rainwater collection.

Police and Fire Services

1. Coordinate the location of future police and fire facilities within city limits with the Lincoln City Comprehensive Plan Map.
2. Consider the impacts proposed developments will have on police and fire services.
3. Maintain police and fire services at levels of service commensurate with the city's population and activities.
4. Evaluate additional police and fire demand resulting from new development, redevelopment, or infill development.

Health Services

1. Rely on North Lincoln Health District to identify, plan, and provide health programs and facility needs within the service areas.
2. Cooperate with North Lincoln Health District in making available public facilities such as meeting rooms, halls, etc. for programs, clinics, and other services where appropriate.
3. Rely on North Lincoln Health District to seek public and private funding, including federal, state, local, and private grants and donations, for the provision of health care facilities and services in the area.
4. Request comments from the North Lincoln Health District concerning land use applications for comprehensive plan map amendments, zone changes, subdivisions, and planned developments.

School Policies

1. Assist Lincoln County School District in planning by providing information concerning Lincoln City and its urban growth boundary.
2. Request comments from Lincoln County School District concerning land use applications for comprehensive plan map amendments, zone changes, subdivisions, and planned developments.
3. Continue to rely on Lincoln County School District for the provision of public education while exploring opportunities to provide a more diverse range of educational services.
4. Cooperate with the Lincoln County School Board in designating future school sites within the boundaries of the city limits.

Solid Waste

1. All solid and inert waste disposal activities within city limits and the city's urban growth boundary shall comply with applicable state and federal standards.
2. The city shall continue to cooperate and coordinate activities through the Lincoln County Solid Waste Advisory Council and state and federal agencies involved with solid waste

disposal.

3. Encourage and support commercial, non-profit and independent efforts that reduce solid waste through recycling, composting, reusing, repurposing or redistributing.

Telecommunications

1. The city should work with the Public Utility Commission, providers of telephone, internet, and broadband services, local telecommunications providers, other coastal communities, and legislators to secure residential and business telecommunication service equivalent to that found in similar size communities in the metro area.

Daycare

1. Support programs for providing affordable childcare options to foster a stable workforce.
2. Encourage daycare development on city-owned properties.

FINAL DRAFT

CHAPTER XX: TRANSPORTATION

Transportation refers to the movement of people and goods. Transportation facilities are those physical facilities that move or assist in the movement of people and goods, excluding electricity, sewage, and water. A transportation system refers to one or more transportation facilities that are planned, developed, operated, and maintained in a coordinated manner to supply continuity of movement between modes, as well as within and between geographic and jurisdictional areas. People and businesses rely on daily access to the transportation services they need. From public transit to freight delivery, transportation impacts quality of life, cost of living, environmental quality, and the flow of goods and services that support the economy. Planning for transportation requires coordination between Lincoln City, Lincoln County, and the Oregon Department of Transportation.

Statewide Planning Goal 12 requires cities, counties, and the state to create a transportation system plan that takes into account all relevant modes of transportation: mass transit, air, water, rail, highway, bicycle and pedestrian. The resulting plan should support a variety of transportation modes so residents are not limited in the ways they can access the jobs, goods, or services available in different parts of their community. A well-designed transportation plan conserves energy while also minimizing adverse social and economic impacts for disadvantaged areas. Oregon has adopted Transportation Planning Rules to implement Goal 12. These rules specify what must be included in local planning efforts for transportation, as well as what must be addressed and included in a transportation system plan.

Lincoln City has the unique characteristic of a relatively small permanent population of 10,134 (as of the December 2022 official population estimate) with a large influx of visitors throughout the year that can increase the population to as much as 40,000 people. Lincoln City faces the challenge of accommodating both the permanent and temporary population while maintaining acceptable service levels on its transportation network. The transportation system must accommodate Hwy 101 through traffic, residents, and thousands of tourists and visitors throughout the year. In addition, the city faces varied natural resource and environmental challenges. With limited funding for transportation improvements, the city must balance its investments to ensure that they adequately develop and maintain the transportation system to serve the city and everyone who travels in it.

Lincoln City lies along and is directly adjacent to Hwy 101. Hwy 101 is a principal state transportation facility and serves to connect Oregon's coastal communities. The highway also accommodates the city's population travel needs. Hwy 101 is a state controlled and managed highway and there are limits to how the city can impact the highway. Additionally, there are a high number of pedestrian users. These users have no defined pedestrian or bicycle paths through the city. Also, being a tourist-oriented city, the city experiences a large influx of visitors who are not acquainted with the city's traffic system. This causes erratic traffic movements and safety problems. Traffic proceeding through Lincoln City on Hwy 101 also experiences a number of lane changes (four to two lanes) and speed limit changes, which contribute to safety problems. On-street parking along Hwy 101 is also a problem. The sum total of these problems creates poor and uneven traffic movement, conflicts between major and local access movement, conflicts between vehicles and

pedestrians, parking conflicts and as a result, safety and hazard problems. With anticipated population growth, these problems will only be exponentially compounded. Alternative north/south routes as proposed by the Transportation System Plan will be paramount in relieving many traffic concerns.

Although many problems exist on Hwy 101, a number of other safety problems exist on some of the minor arterial and collector streets of the city. These problems relate to unpaved streets, deteriorated pavement and conditions of paved streets, narrow streets, offset intersection designs, and lack of sidewalks, all of which have impacted the overall ability of the transportation system to perform adequately.

Lincoln City adopted the 2015 Lincoln City Transportation System Plan and the Lincoln City Biking and Walking Plan to address transportation issues for all modes of transportation. Both adopted plans are included in their entirety as part of this comprehensive plan. They are in Appendix XX of this document and are incorporated hereinafter.

GOAL

Provide a safe, convenient, efficient, sustainable, and accessible multi-modal transportation system in and throughout Lincoln City to facilitate the movement of goods and people.

POLICIES/OBJECTIVES

Overall

1. Develop and maintain an equitable, sustainable, balanced, safe, and well-connected multi-modal transportation system.
2. Ensure that the transportation system provides equitable access to underserved and vulnerable populations, and is friendly and accommodating to travelers of all ages and abilities.
3. Update and revise the transportation system plan as needed to maintain compliance with Oregon's transportation planning rules.
4. Participate in ODOT's Statewide Transportation Improvement Plan (STIP) to fund the design and construction of an alternative route to Highway 101.
5. Encourage mixed-use zoning and provide walkable districts with access to food, retail, and recreation as part of an overall strategy to reduce dependence on automobiles.
6. Develop beach access parking facilities throughout the city.
7. Develop multi-use paths that both enhance community livability and serve as tsunami evacuation routes.
8. Develop multi-modal transportation options to support efficient and effective evacuations in the event of a natural disaster.

Active Transportation

1. Make walking and bicycling safe, convenient, and accessible by implementing the adopted Lincoln City Biking and Walking Plan and updating the plan as necessary.
 - Consider designated north-south pedestrian streets with vehicular access restricted to local traffic only.

- Consider options for rental bicycles, electric scooters, and electric bicycles.
 - Update pedestrian and bicycle mapping resources as needed for local and regional trip planning, i.e., the Oregon Coast Bike Route.
2. Identify means and methods to enhance the safety of existing crossings for walking and bicycling; identify locations in need of safe pedestrian and bicyclist crossings.
 3. Develop and maintain a sustainable multi-modal transportation system that supports a prosperous and competitive economy.
 4. Coordinate with local and state agencies for multi-modal transportation system planning and funding for multi-modal transportation system improvements, including installation of sidewalks and alternative pedestrian facilities.
 - Coordinate with the Oregon Department of Transportation (ODOT) to assess safety of on-street parking on Highway 101.
 - Consider planning for funding to transition public parking lots to public parking garages to accommodate reductions in on-street parking.
 - Coordinate with ODOT to adjust speed limits along Highway 101 where it runs through Lincoln City.
 5. Develop multi-use paths that both enhance community livability and serve as evacuation routes.
 6. Coordinate evacuation route and signage planning in conjunction with existing or proposed transportation system plan pedestrian and bicycle route planning efforts.
 7. Locate new transportation facilities outside the tsunami inundation zones where feasible.
 8. Where feasible design and construct new transportation facilities to withstand a Cascadia event earth quake and be resistant to the associated tsunami.

Public Transit

1. Identify means and methods to provide efficient travel to/from and through the city via transit.
2. Identify the feasibility of improving public transit service in the city, addressing the needs of a varied market, including residents, seniors, disabled, unhoused, and visitors.
3. Explore tourist-based transit options that operate during the summer, for example a trolley.
4. Develop a basic framework for a transit system in the city, including but not limited to routes, service levels, ridership, and capital, operating, and maintenance costs.
5. Promote the provision of transportation services that allow seniors and those with special needs the capability to easily access a range of critical services.

Transportation Financing

1. Identify financial strategies and resources that will allow long-term financing of transportation improvements in the city.
2. Identify the appropriate roles of system development charges and local improvement districts in transportation improvement financing.
3. Continue to explore a variety of stable and diverse revenue sources to meet the need for transportation investments in the city.
4. Identify and obtain funding for public transit service and amenities to attain a higher level of ridership.

Final Draft

CHAPTER 1: CITIZEN INVOLVEMENT

The effectiveness of government can only be measured by the extent to which it truly meets the needs of all citizens. Good decision-making is predicated on engaging a complete cross section of the community and encouraging all to participate in the decisions that will affect them. Community engagement is foundational to successful and effective land use planning and further, it is a required part of land use planning in Oregon. Citizen involvement is the first of the planning goals in the statewide land use planning system and is the first chapter in Lincoln City's comprehensive plan. The statewide planning goal requires a committee for citizen involvement (CCI) to monitor and encourage public participation in planning. City council officially designated the Lincoln City Planning Commission as the CCI for Lincoln City

Community engagement is foundational to successful public plans and projects. Engaging the public in a meaningful way as land-use decisions are made is key, rather than simply conducting participation activities that are required. A great citizen involvement program gives participants assurance that they will be heard, and gives elected leaders and citizens confidence that land-use decisions will be balanced and positioned for the public good.

GOAL

Provide opportunities for all Lincoln City residents to learn about and be engaged in all phases of the land use planning process; ensure learning and engagement activities are easily accessible, equitable, and inclusive.

POLICIES/OBJECTIVES

1. Ensure that the Committee for Citizen Involvement (CCI) guides public participation in land use planning applications and the land use planning process, by emphasizing the need to inform, consult, engage, and collaborate with the community.
2. Prioritize the creation of an inclusive and transparent citizen involvement program that develops consistent procedures and outlines how planning and community development staff will plan, implement, and evaluate public involvement activities, above and beyond required notifications, within the context of land use planning applications and land use planning projects in Lincoln City. Ensure the following are effectively implemented and evaluated on an annual basis:
 - Create opportunities for widespread public involvement;
 - Ensure effective two-way communication with the public;
 - Enhance methods for the public to be engaged in all phases of the planning process;
 - Ensure technical information associated with land use planning is easy to understand;
 - Create feedback mechanisms for policy makers to respond to public input; and
 - Budget adequate financial support for public involvement efforts.

3. Provide information regarding land use planning applications and land use planning projects in a variety of accessible and easy to understand formats, including other languages where appropriate.
4. Uphold effective traditional methods of involvement while embracing emerging technologies to extend accessibility, participation and engagement in the land use planning process through a variety of media, outlets, and formats.
5. Continue to improve the city's website interface and platform for better ease of access to information, services, news, records, and maps pertinent to land use planning applications and projects.
6. Harness current and emerging technologies and availability of open source data for interactive participation in all phases of the land use planning process, including a process for quantifying and synthesizing citizens' attitudes.
7. Identify options to increase participation with the community's underrepresented groups in the land use planning process.
8. Develop partnerships with community groups, such as neighborhood organizations, faith groups, business interests, schools, and other interest area representatives to take advantage of existing communication networks for disseminating information pertaining to land use planning applications and projects.
9. Ensure adequate resources are available to meet the community's need for public information and public involvement pertaining to land use planning applications and land use planning projects.
10. Create and utilize clear measures to assess the success of Lincoln City's citizen involvement program.

Final Draft

NATURAL, SCENIC, AND HISTORIC RESOURCES

Lincoln City is located in an area of phenomenal natural beauty and possesses an abundance of natural resources, not the least of which is the magnificent vista of the Pacific Ocean. Other bodies of water include Devils Lake, Schooner Creek, Logan Creek, D River, and Siletz Bay, along with accompanying tributaries. Riparian corridors, marshes, wetlands, and fish and wildlife habitat are present in and around the bodies of water and forested open spaces.

Lincoln City has the unique and distinct feature of being part of the Cascade Head Biosphere Reserve, Oregon's only UNESCO Biosphere Reserve. The city is also fortunate to be adjacent to the Cascade Head Marine Reserve, one of five Oregon marine reserves. The Cascade Head Marine Reserve stretches between the Cascade Head headland and Lincoln City. The site includes a marine reserve surrounded by three marine protected areas that support scientific research of this unique marine habitat.

Forested areas are interspersed throughout Lincoln City, as well as over 450 acres of parks, open spaces, trails, beach accesses, and pathways. Designated open spaces include Agnes Creek, The Knoll, Spyglass Ridge, Friends of Wildwood, and Spring Lake. To assist in protecting the city's natural resources, the city established a sustainability committee that subsequently prepared the 2007 Lincoln City Sustainability Plan contained in Appendix ????

The city's appearance needs to complement its abundance of natural resources, rather than detracting from them. Community feedback from public outreach sessions and surveys indicates that improvements to the city's appearance are warranted to accomplish the desire of the citizenry to exemplify, preserve, and conserve the beauty of Lincoln City's natural setting.

There are no historic districts in Lincoln City, or any designated historic areas, sites, structures, or buildings, other than the Dorchester House. The Dorchester House, located at 2701 NW Hwy 101, was registered on the National Historic Register in 1980. The "colonial-style" Dorchester House was constructed for use as a hotel and business building, housing visitors and providing space on the first floor for an automobile service station and restaurant. The second story was used for hotel rooms. During the early years of the building's existence, and for many years thereafter, the Dorchester House was the only hotel on the coast in the Lincoln City area. Construction commenced in 1929 and the building opened for business on July 4, 1935. The building has seen many owners over the years, but is in good condition and in active use as retirement apartments.

Although not officially designated as historic, since 1929 the historic DeLake School was a center for education for the children of Lincoln City until it closed in 2000 due to budget cuts. Today, the former school building houses Lincoln City's cultural center and continues offering education for all ages in the form of classes in art, dance, music, literature, and theater. Lincoln City Cultural Center was first known as The Lincoln City Arts Forum when established on August 10, 1992. It was renamed the "4C's" (Coastal Communities Cultural Center), and received its Articles of Incorporation on December 20, 1996. The organization obtained non-profit status on October 14, 1997. In September 2006, the 4C's leased

DeLake School from Lincoln City and adopted its new business name of Lincoln City Cultural Center in February 2007.

Another site that does not have the official historic designation is the Taft Pioneer Cemetery. The pioneers and settlers from the early days of the area are at rest in the Taft Pioneer Cemetery. The cemetery is on top of a large hill in the Taft Village Core, with a gorgeous panoramic view of the Pacific Ocean.

In the summer of 2019, a Main Street Survey was performed by Oregon Heritage. The survey comprised commercial buildings bordering Hwy 101 and an assessment of the city's historic resources. Recommendations for the next steps in historic preservation were given as well for future planning purposes. Of the buildings surveyed, one was deemed eligible/significant, 34 were deemed eligible/contributing, 94 were deemed not eligible/non-contributing, and two were deemed not eligible/out of period. Overall recommendations were to use historic resources in one of five ways: 1) engender an ethic of heritage conservation; 2) utilize the Oregon Main Street Network; 3) apply for the Diamonds in the Rough grants; 4) leverage resources for heritage tourism; and 5) embrace placemaking initiatives. The full survey is incorporated herein as part of this comprehensive plan as Appendix **XXX**.

Statewide Planning Goals Covered

Goal 5 – “Open Spaces, Scenic and Historic Areas and Natural Resources” “To protect natural resources and conserve scenic and historic areas and open spaces.” Note that open spaces are covered in Chapter **XXX** of this comprehensive plan.

Goal 6 – “Air, Water and Land Resources Quality” “To maintain and improve the quality of the air, water and land resources of the state.”

Goal 13 – “Energy Conservation” “To conserve energy.”

GOAL

Proactively ensure land use planning protects, conserves, and preserves the community's significant natural, scenic, and historic resources in building for the future, addressing the elements of air, water, land, wildlife, and energy.

POLICIES/OBJECTIVES

Natural Resources

1. Identify and implement methods to protect Devils Lake, the Pacific Ocean, and other bodies of water from pollutants carried from stormwater systems and runoff.
2. Adopt and implement the city's drinking water protection plan and the city's water management and conservation plan.

3. Develop, adopt, and implement Lincoln City's first climate action plan that will address all items related to climate change, including air quality.
4. Ensure current erosion and sedimentation control measures for new development adequately protect water quality, fish and wildlife habitat, native vegetation and trees, and the stormwater drainage system. Update erosion control measures as needed.
5. Identify and implement strategies to prevent new development from negatively impacting natural resources and degrading or causing the loss of wetlands, riparian areas, and wildlife habitat.
6. Utilize a variety of measures to protect native trees and vegetation.
7. Update/maintain existing inventories contained in Appendix ????, and create new inventories as necessary of the following resources: riparian corridors, wetlands, federal wild and scenic rivers, state scenic waterways, groundwater resources, approved Oregon Recreation trails, mineral and aggregate resources, energy sources, and cultural areas.
8. Periodically review current restrictions surrounding development in significant wetland, significant riparian, and/or significant fish and wildlife areas and habitats to ensure continued protection and management in accordance with state regulations.

Energy

1. Identify and implement methods for energy conservation in all city-owned buildings, structures, facilities, equipment, vehicles, chemicals, and all other purchases.
2. Explore, with greater effort and purpose, funding sources, such as federal and state grants, for the use of alternative energy options for city-owned buildings, structures, facilities, vehicles, chemicals, and all other purchases.
3. Encourage property owners to utilize federal, state, regional, and private energy conservation programs and rebates.
4. Ensure that the municipal code does not restrict or penalize the use of or access to alternative energy sources.

Scenic Resources

1. Identify and implement methods to improve and enhance the natural visual beauty and scenic quality of the community.
2. Take action to eliminate litter and encourage businesses and the community to help keep the city free from trash and debris.
3. Identify funding mechanisms to replace existing overhead power lines with underground lines.
4. Proactively enforce property maintenance codes, and update as needed, to eliminate dilapidated, blighted, unsightly, weather worn, and deteriorating facades, structures, buildings, parking areas, and landscaping.
5. Identify scenic resources within Lincoln City, including critical viewpoints.

Historic Resources

1. Promote and encourage the preservation and restoration of sites, buildings, structures, and appurtenances that are indicative of the city's historical heritage.
2. Encourage property owners to preserve historic resources in a state as close to their original construction as possible while allowing the resource to be used in an economically and environmentally viable manner.

3. Establish an historic preservation chapter in the zoning ordinance to encourage and facilitate the protection, restoration, rehabilitation, and then maintenance, of designated historic buildings or structures.
4. Provide appropriate visible recognition of the historical significance of sites, structures, or elements within the city; maintain and update as necessary.
5. Identify and protect important natural and cultural historic resources through programs, designation, interpretive display, signage, and other means to increase awareness and increase appreciation of the city's history.
6. Investigate community interest and support for expanding historic preservation activities and establishing historic districts.

DRAFT

Full Name (Optional)
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Phone (Optional)
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Full Address (Optional)
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2043 Lincoln City Comprehensive Plan Update Feedback I

HOUSING: How does our current code that eliminated Lot Line Covenants "Enable creative redevelopment and/or rehabilitation of existing residential neighborhoods to make them more sustainable"? It seems that eliminating the ability to use Lot Line Covenants puts a permanent damper on ever "rehabilitating some lots - in the future. I realize this is a new situation so some lots can be "recovered" for more housing, but by eliminating them previously, it seems very likely you are making this goal more limited.

2043 Lincoln City Comprehensive Plan Update Feedback II

TRANSPORTATION: Understanding that the "Plan" is just that, a plan, I wonder where in this section there is any plan for the fast growing electric auto and bicycle environment. We must have a stated plan on how we will provide for these vehicles to charge up, and also for ebikes to safely travel our roadways. Ebikes are not, by State code, allowed in bike lanes, and the speeds on our roads are faster than the bikes travel, and no bikes of any kind are supposed to be on the sidewalks (although they are always there). The Plan needs to deal with this fast-growing issue. If it isn't in the plan, I can see it being dismissed for years to come.

2043 Lincoln City Comprehensive Plan Update Feedback III

PUBLIC FACILITIES AND SERVICES: I find it difficult to visualize how trying to "Centralize public facilities where possible" will do any good for the City when most of our leadership is working remotely where they cannot provide direct support to their staff, much less to any citizen or potential citizen, or potential property owner who comes to department on any given day. I find this statement to be a ridiculous one. A centralized facility is useless without leadership on premises. Isn't it already a standard to "Require new development to pay for extensions and installations of city water services, city sewer services, and storm water services"? Maybe this just needs to be written down, but I certainly don't believe the City should pay for those extensions. Also, numbers 4 and 12 of POLICIES in this section are essentially the same. sanitary sewer services, and city stormwater services.

From: [kevin.koffel](#)
To: [Planning](#)
Subject: comprehensive plan comment follow up
Date: Sunday, July 9, 2023 10:46:34 AM

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Hi,

I have already written a body of comment, but realized I'd failed to address one of the topics as well as I'd have liked.

The vrd/str tourism and housing topics.

I and my Mom were responsible for the law concerning animal waste in the city, passed I think in 2018, with only Don Williams

dissenting before he insulted us assuming we had nothing better to do than watch dog butts, We experienced quite a bit of amusing and maddening situations with 2 neighbors who were eventually convinced to move,

one by the court, and another simply gave up his str after taking advantage of the police bias we experienced, along with

ludicrous decisions by the code enforcement and building dept, allowing a fence over 7ft tall, and a 8"x24" accessory building

to be built to purposely block our view to the south and my Mom can no longer see the ocean. I'm sure it's all in the police logs. Bias, lies and unprovable accusations.

Multiple noise complaints, but never over the threshold of 3 within a certain amount of time, I think 2 noise complaints in a year is more than

enough to revoke a vrd permit. Verified by the police when they showed up,

Too easy to get a str permit, and unequal or total lack of code enforcement, landscaping, parking.

We need more affordable single family housing, not everyone wants to live in an apt. I see houses going up, and they're not going to families.

Maybe these things don't happen to persons who work for the city, but they happen elsewhere.

kind regards, Kevin Koffel

From: [kevin koffel](#)
To: [Planning](#)
Subject: comprehensive plan comment
Date: Saturday, July 8, 2023 5:47:11 PM

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Thank you for this opportunity. I had written something for the other link, but couldn't save or submit it.

Construction- As a former contractor, I feel I have at least extra ordinary insight into this issue, and, after experiencing the tender nuances of living next to the Olivia Beach subdivision, I found out things I'd never believed went on. Favoritism, plain and simple. Developer lies that nobody cared about, if not for ex city manager Ron Chandler, we'd have real tire marks on our backs. The city can find time to send some engineers or environmental assor to drive by large projects, I sent DEQ pictures of a de-nuded hillside with blowing dust 2 times, and they came out to simply get lied to by the site supervisor, Erin Briggs. 1/2" of hay spread by some partially ambulatory employee? That's supposed to stop the dust? Code enforcement can get around and be more proactive. People live next to these projects, it'd be less invasive to have a bomb go off in the neighborhood, at least that'd be quick, not the 15+ years we have seen the way inequality is handed out by the city building dept. I know we need more houses, but when I look outside to the east, I see 40 and 50 foot tall buildings because of the way they are placed on the hillside, a hill I assumed could never be built on, let alone the gully that's now full of houses. The only true thing we heard from Olivia Beach was that they were going to build more houses, every other comment by the developer in order to get approval was dubious at best, and it just rolls by as the city collects more money and changes the zoning, something I'd never had known if not for having been on the fireworks symposium years ago. Nobody checks up on things, at least I never saw it, and I live here.

Transportation- 101 is a bad one. It isn;t going to get any wider. Think about some more or programmable stop lights. Get rid of the multiple speed limits through town. Whose brain child was that????? Put in sidewalks where you can. Get bicycles off the hiway, or into dedicated lanes.

Tourism- until I experienced the Olivia Beach vrd/str subdivision, I had no opinion about tourism, tourist housing, I used to be a tourist, sort of, we've had property here since '75, and things have changed. Put a cap on str housing. Put together a str task force to go into the field day and night to see what goes on. I am certain room taxes can pay for that. These strs are in people's neighborhoods, it's like living in a motel parking lot, or at least what I'd assume living in a motel parking lot would be like. It's not cool, and I've had to put up a gate across my driveway, among other fun wastes of money and time.

You know, when I was on the fireworks symposium set up when Ron was city manager, there were a couple people who wanted to "ban illegal fireworks" ok, do you see anything wrong with that statement? People who are given the chance to speak and formulate policy need to know what "double negative" means, as well as basic logic. How can I take someone seriously that waited all day to come to the meeting and say that?

that's all I have, for now, I've commented on things I've noticed.

kind regards, Kevin Koffel

Full Name (Optional)
Anne E. Norris

2043 Lincoln City Comprehensive Plan Update Feedback I

Please see comments in next box regarding the following Housing Plans: 4. Preserve adequate housing for residents, and protect the quality of life in residential neighborhoods, by eliminating short-term rentals in residential zones. • Recognize short-term rentals as a commercial use that is not appropriate in wholly residential zones. • Establish a phase-out program to reduce and, eventually eliminate, short-term rentals in wholly residential zones

2043 Lincoln City Comprehensive Plan Update Feedback II

Many Families and friendship groups come to the Coastal Community to gather together as a group in a shared space - NOT a hotel. Our family always uses VRBO when we gather together in other areas, never Hotels which don't provide adequate or cost effective group space for eating and entertainment. Lincoln City/County is extremely short sighted in eliminating STR's in residential areas both in the city and the county. Eliminating STR's in Residential areas will result in fewer job opportunities and ultimately require fewer homes for the locals. Consider instead Seaside, Oregon where we recently stayed in a VRBO located in a neighborhood. Seaside has STR's sprinkled throughout residential neighborhoods. The same exists in Arizona, in Lake Oswego, in Bend, Oregon, where we have rented STR's. For management, the owner of the STR posts alerts ahead of rental time with proper etiquette required for the courtesy of nearby full time homeowners, and notes they will rescind the rental if proper etiquette is not followed. Lincoln City and County need to focus on managing that aspect rather than eliminating tourism and the jobs the VRBO provides. Item number 4 eliminating STRs in residential areas will strangle income for the area from this unfriendly approach to tourism. Please reconsider item #4 in Housing.

2043 Lincoln City Comprehensive Plan Update Feedback III

SKIPPED

From: [Judy Casper](#)
To: [Anne Marie Skinner](#)
Subject: Comp plan feed back.
Date: Saturday, July 8, 2023 3:57:48 PM

Ann Marie,

I may be late with this, as I did not clearly understand a cut off date of July 7. But here is my two cents anyway:

Introduction – GOOD

Housing – Neighborhoods:

4. Eliminate short term rentals in residential zones---this topic should not be included in the MP unless it has been thoroughly analyzed for the legality and impact to our community. (May be too bold of a component!!)

Public Facilities and Services –

Sanitary sewer and water #1: Irrevocable consent to annexation---shouldn't this decision be left up to Council through an Ordinance and a Public Hearing. (I question its appropriateness and legality in a MP component.)

Transportation – Policies/Objectives

Active Transportation

#3 –“..develop and maintain a sustainable multi-modal ...etc”

(Perhaps delete “and maintain”how in the world would the city do this?!)

#4- 3rd bullet: “Coordinate w ODOT to adjust speed limits along Hwy 101...” (Delete “Coordinate w ODOT to”as Legislation has passed that now allows cities set its own speed limits on HWY 101 through its city limits---but check w legal for confirmation. We may NOT need ODOT—Yahoo!)

Public Transit

#3-- ...“for example a trolley”. DELETE that phrase! (Why identify a specific already tried idea in 1980's, when the population was smaller and expenses and liabilities were not profound. “Dolly the Trolley” has been tried. Put the idea to rest and let the involved citizens discover a means that fits the trend and budget.)

Transportation Financing-

#3--...“a variety of stable and diverse revenue sources..” DELETE “stable and”(Why does the City have to explore “stable” revenue sources?? This could be done commercially or through state and/or federal infrastructure plans and coordination. A rather heavy obligation to a city budget for investment considerations. This might have to be a City Priority, not in the MP???)

That's it.....my thoughts. Kudos to you for all your work and diligence on this enormous complex project; many thanks.

Judy

From: [Kaety Jacobson](#)
To: [Planning](#)
Subject: Comments on Housing section of strategic plan
Date: Wednesday, July 5, 2023 9:39:44 AM

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Hi Anne Marine or whomever may read this,

I read the housing section of the draft plan that was sent to me, here are a few comments on that section.

Under Housing Objective 3 - talks about dispersing affordable housing including sheltering throughout the city to mitigate negative impacts.

My comment here is what about being close to services? While dispersal of affordable housing, especially to within non affordable neighborhoods has been shown to have great generational outcomes for people, dispersal of sheltering and transitional housing is actually shown to have more negative outcomes for both the people using those services and the community. For these kinds of housing (again sheltering and transitional) clustering around additional services (mental health care, primary care, benefits offices and such) has been shown to be a best practice.

Under Affordability and Sheltering section

My comments are: Sheltering isn't a zone, it is often a conditional use within a zone and there is no mention of this. The section mentions the word sheltering but doesn't really talk about how that would be accomplished from a zoning/planning perspective and again there is no "shelter zone". Additionally, there is a lack of sheltering specific goals and actionable items in the plan in general. The word is used but most of the items are more focused on what I would call long term or immediate housing, not shelter type housing.

Hope this helps.

Kaety Jacobson
Lincoln County Commissioner
Lincoln County Courthouse
225 West Olive Street, Room 110
Newport, OR 97365
KJacobson@co.lincoln.or.us
Office: (541) 265-4100
Cell: (541) 270-5128

Full Name (Optional)
Karen Rockwell

Phone (Optional)
SKIPPED

Full Address (Optional)
United States

2043 Lincoln City Comprehensive Plan Update Feedback I

I have reviewed the chapter on housing and think that it is very thoughtful and focused. I appreciate the City's support and understanding of the challenges to housing that the community is facing. I look forward to being a part of the solution through the work of the Housing Authority of Lincoln City and applaud Lincoln City for being clear and collaborative in its efforts to bring attainable housing to everyone in our community, with an emphasis on those most vulnerable.

2043 Lincoln City Comprehensive Plan Update Feedback II

SKIPPED

2043 Lincoln City Comprehensive Plan Update Feedback III

SKIPPED

Summary

Lincoln City's Committee for Citizen Involvement and Written Citizen Involvement Program

This information is presented to the City Council in response to the following motion made on June 26, 2023, towards the end of the City Council meeting:

Councilor Kasner made the motion to “have staff put together some feedback in a report regarding a potential citizen involvement program for us.” The motion was seconded by Councilor Hoagland. Mayor Wahlke then stated: “It’s been moved and seconded to direct staff to give Council feedback on a written citizen involvement program.”

CITIZEN INVOLVEMENT REQUIREMENTS

Public involvement is a required part of land use planning in Oregon. The requirement for public participation is written in the first goal of nineteen in the statewide land use planning system. Goal 1 calls for “the opportunity for citizens to be involved in all phases of the planning process.” It requires each city and county to have a citizen involvement program that addresses:

1. Opportunities for widespread public involvement
2. Effective two-way communication with the public
3. The ability for the public to be involved in all phases of the planning process
4. Making technical information easy to understand
5. Feedback mechanisms for policy makers to respond to public input, and
6. Adequate financial support for public involvement efforts

The goal also calls for local governments to have a committee for citizen involvement (CCI) to monitor and encourage public participation in planning. The full text version of Goal 1 is attached to this report.

LINCOLN CITY'S COMMITTEE FOR CITIZEN INVOLVEMENT AND CITIZEN INVOLVEMENT PROGRAM

Resolution No. 462

1. Adopted March 23, 1976
2. Established Lincoln City's Citizen Involvement Program

Resolution No. 91-02

1. Adopted January 14, 1991
2. Rescinded Resolution No. 462
3. Designated the Planning Commission as the Committee for Citizen Involvement
4. Listed the following responsibilities:
 - Assist City Council with development of a program that promotes and enhances citizen involvement in land use planning, assisting in the implementation of the citizens involvement program, and to periodically evaluate the process being used and effectiveness of the citizen involvement program
 - Every 12 months undertake an evaluation of the citizens involvement program and report the results to the City Council and the state's citizen involvement advisory committee, and lists the method of evaluation
 - Provide opportunity for citizens to be involved in all phases of planning process

5. Provided for citizen involvement program elements: a) meetings, b) technical information, c) communication, d) citizen influence, e) feedback mechanisms, and f) financial support.

Resolution No. 93-12

1. Adopted April 26, 1993
2. Rescinded Resolution No. 91-02
3. Established a Committee for Citizen Involvement separate from the Planning Commission
4. Outlined membership, terms of office, presiding officers, meetings, and responsibilities
5. Outlined elements of citizen involvement program as: a) citizen involvement; b) communication; c) citizen influence; d) technical information; e) feedback mechanism; and f) financial support

Resolution No. 94-33

1. Adopted November 14, 1994
2. Adopted a written citizen involvement program for the land use planning process for the city

Ordinance 2017-05

1. Adopted on September 11, 2017 – effective 30 days after adoption
2. Replaced Chapter 2.14 (New Business Incubation Committee) with a new Chapter 2.14 (Committee for Citizen Involvement (CCI)) and provided Section 2.14.010 Established/Purpose, 2.14.020 Membership, and 2.14.030 Powers and duties. 2.14.030.B referenced Resolution 93-12 and Resolution 94-33.
3. Simultaneously, however, added Section 2.08.015 assigning the CCI duties to the Planning Commission. *After compliance with Goal 1 notice and explanation to the Development of Land Conservation and Development, the Planning Commission may act as the Committee for Citizen Involvement (CCI). In the event the Planning Commission is selected to serve as the CCI, the Commission shall act in accordance with Council Resolutions setting forth the Citizen Involvement Program, as they may be amended.*
4. Beginning of Chapter 2.14 states: “Pursuant to LMC 2.08.015, the planning commission is selected to serve as the CCI.”

Conclusion

1. Lincoln City has a Committee for Citizen Involvement. The Planning Commission is the Committee for Citizen Involvement as identified in Lincoln City Municipal Code Title 2.
2. Lincoln City has a written Citizen Involvement Program adopted in 1994 (Resolution No. 94-33). Since it’s been almost 20 years since the adoption of the Citizen Involvement Program, that adopted Citizen Involvement Program outlined in Resolution No. 94-33 needs to be updated.
3. A brief review of compliance with the adopted written Citizen Involvement Program follows:

Resolution No. 94-33 Citizen Involvement and Influence

1. Periodic Review
 - Calls for review of the comprehensive plan every four to seven years
 - Review and update of the comprehensive plan is in progress
 - Required notifications to DLCD have taken place
 - Planning Commission was designated by City Council as the advisory committee to review
 - Public outreach for the update:
 - Surveys
 - Open houses

- Postings to the city's Facebook pages
 - Press releases and media notifications
 - Presentations to civic groups and neighborhood associations
 - Mailings
 - Establishment of a webpage for the update that includes all drafts, survey results, all comments received, dates for upcoming meetings, and a link to provide comment
 - Public work sessions with Planning Commission and City Council
 - Public hearings
2. Implementation Measures
 - Processes for ministerial (Type I), administrative (Type II), quasi-judicial (Type III), and legislative (Type IV) land use decisions have been adopted by ordinance and codified in Chapter 17.77 of the Lincoln City Municipal Code
 3. Neighborhood Associations
 - Organized neighborhood associations are: Roads End Improvement Association; Indian Shores Association; Greater LC Neighborhood Association; Sunridge Homeowners Association; Lincoln Shore Estates HOA; Nelscott Neighborhood Association; and Belhaven Homeowners Association
 - Organized neighborhood associations are notified of every Type II, Type III, and Type IV application.

Resolution No. 94-33 Communication and Feedback

1. Once a year CCI will prepare and publish in The News Guard an objective, mail-back questionnaire for all residents of Lincoln City for public opinion on the CIP and how it can be improved.
 - I am not aware of this ever taking place, and I would recommend this item needs to be updated to be more reflective of current technologies and improved methods of feedback.
2. CCI prepare a bibliography of reference materials relating to Lincoln City available at Driftwood Library.
 - I don't understand what is meant by a bibliography of reference materials. What kind of reference materials? If this is referencing information on land-use applications, complete land-use applications are posted on the website.
3. Minutes of meetings of City Council, Planning Commission, committees, will be kept in looseleaf binders in the Lincoln City reference area of the Library.
 - I believe this has been replaced with the posting of all minutes on the City's website.
4. CCI assist in preparation and review of an informational brochure about citizen involvement
 - A brochure on land-use procedures is mailed with every public hearing notice and available in Council Chambers
5. Planning Department will have documents available to the public for review, copying, handout, or purchase
 - All land-use cases posted on the website
 - All land-use case application notices include how to obtain hard copies or electronic copies
6. Furnish Planning Commission agendas to local news media
 - Local media is notified of every Planning Commission meeting with a link to the entire agenda packet

7. Before the biennial workshop in which the City Council and city staff formulate goals and objectives for the next two years, the city shall solicit input from the citizen advisory committees and the general public at a town hall meeting or hearing.
 - There isn't a biennial workshop, so this is an outdated item that needs to be updated.
8. City staff will recommend to developers and builders that they meet to discuss their projects with neighborhood groups prior to the pre-application conference.
 - This recommendation does not take place, and the code does not require neighborhood meetings. At Council's direction, a neighborhood meeting could be required prior to submitting certain land-use application.
9. Planning Department will mail its quarterly report to all committees, etc.
 - There is no quarterly report. Building permit issuance for each month is posted on the website. Reports about ongoing projects are given to the City Council, placed in the newsletter, and posted on the website.
10. CCI encourages city staff and local schools to coordinate classes, field trips, and internships to acquaint students with city government and land use planning.
 - I don't have information on these efforts.
11. Parties who testify at a public hearing orally or in writing will receive notice of the decision of the hearing body. Citizens who comment orally or in writing at a public meeting shall receive a response, either at or following the meeting. City staff shall make a strong effort to respond to citizens' phone inquiries within two working days. Receipt of letters should be acknowledged within a week and some indication given of action taken.
 - All parties with standing are notified of land-use decisions and provided information on appealing the decision.
 - The expectation of staff in Planning and Community Development is to return all phone calls and respond to all emails within one business day.
 - Comments received via letter or email are addressed in the staff report and directly upon receipt of the comment.
12. When new plans, policies, or regulations relating to the land use process are adopted, the City will send a summary and rationale for the decision, to those citizens who participated in the process.
 - The notice of decision is sent to all parties who participated in the process.

Resolution No. 94-33 Technical Information

1. Every effort is made to amend Title 17 to be as clear, consistent, and easily understood as possible.
2. The website has pages for draft ordinance amendments and for all land use cases.

Resolution No. 94-33 Financial Support

1. Funds are budgeted each year for city-wide mailings for needed Title 17 ordinance amendments, comprehensive plan updates, and any other city-wide land-use notifications.
2. Funds are budgeted each year for Planning Commission training.

RECOMMENDATIONS AND/OR THOUGHTS FOR CITY COUNCIL'S CONSIDERATION

1. Update the written Citizen Involvement Program Resolution No. 94-33
2. Minor updates to Chapter 2.14 for accuracy (updates attached)

Chapter 2.14

COMMITTEE FOR CITIZEN INVOLVEMENT (CCI)

Sections:

- 2.14.010 Established – Purpose.
 2.14.020 Membership.
 2.14.030 Powers and duties.

Code reviser’s note: Pursuant to LMC 2.08.015, the planning commission is selected to serve as the CCI.

2.14.010 Established – Purpose.

The committee for citizen involvement is hereby established and shall function to assist the city council in monitoring and evaluating city responsibility regarding Goal 1 of Oregon’s Statewide Planning Goals and Guidelines: Citizen Involvement.

2.14.020 Membership.

The committee for citizen involvement is hereby established and shall consist of seven members. Membership should be broadly representative of geographic areas and interests related to land use and land use decisions.

Committee members shall be selected by an open, well-publicized public process.

The governing body shall appoint two members who are qualified electors from each ward of the city and one qualified elector of the county who resides in the urban growth boundary of the city, but does not reside within the city limits. **No appointive officer (including members of other appointive bodies) may serve on the CCI.**

2.14.030 Powers and duties.

The CCI shall be directly responsible to the city council and shall have the following powers and duties:

- A. Responsibility for assisting the city council with the development of a citizen involvement program that promotes and enhances citizen involvement in land use planning, ~~assisting in the implementation of the citizen involvement in land use planning,~~
- B. assisting in the implementation of the citizen involvement program, and
- C. evaluating the process being used for citizen involvement.

~~B. The committee shall operate consistent with OAR 660-015-0000(1) (Goal 1), until the comprehensive plan citizen involvement program is amended pursuant to the procedures in ORS 197.610.~~

DR#94-36

RESOLUTION NO. 94 - 33

A RESOLUTION ADOPTING A CITIZEN INVOLVEMENT PROGRAM (CIP) FOR THE CITY OF LINCOLN CITY LAND USE PLANNING PROCESS

WHEREAS, the Comprehensive Plan of the City of Lincoln City, as amended, states that it is the goal of the City to develop a Citizen Involvement Program (CIP) which ensures the continued participation of citizens in the land use planning process; and

WHEREAS, the Comprehensive Plan states that it is a Citizen Involvement Policy of the City that the Committee for Citizen Involvement and its format, responsibilities and the basic elements of the Citizen Involvement Program are to be established by Resolution of the City Council; and

WHEREAS, the Committee for Citizen Involvement has recommended to the City the adoption of a Citizen Involvement Program (CIP); and

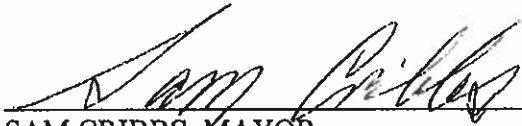
WHEREAS, the Planning Commission has forwarded the proposed Citizen Involvement Program to the City Council, with a neutral recommendation; and

WHEREAS, the City Council has reviewed the recommended Citizen Involvement Program and, with minor revisions, wishes to adopt the Program;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Lincoln City as follows:

The Citizen Involvement Program attached hereto as Exhibit "A" hereby is adopted as the Citizen Involvement Program for the City of Lincoln City's land use planning process.

PASSED AND APPROVED by the City Council of the City of Lincoln City this 14th day of November, 1994.


SAM CRIBBS, MAYOR


D. W. WORKS, CITY RECORDER

TABLE OF CONTENTS

Introduction 2

Citizen Involvement and Influence 4

 A. Periodic Review 4

 B. Implementation Measures 6

 C. Neighborhood Associations 10

Communication and Feedback 12

Technical Information 14

Financial Support 15

Bibliography 16

Appendices 17

**CITIZEN INVOLVEMENT PROGRAM (CIP)
CITY OF LINCOLN CITY, OREGON**

INTRODUCTION

The Citizen Involvement Program (CIP) of Lincoln City is designed to afford opportunity for all citizens to participate to the greatest extent possible in all appropriate phases and levels, of the City's public decision-making process.

Lincoln City Resolution No. 93-12, approved by the City Council on April 26, 1993, revised the Committee for Citizen Involvement (CCI) to consist of seven members appointed by the City Council, two from each of the three city wards and one from the Urban Growth Boundary outside city limits. The CCI is charged with the responsibility for assisting the City Council with:

1. the development of a Citizen Involvement Program (CIP) that promotes and enhances citizen involvement in land-use planning,
2. implementation of the CIP, and
3. a yearly objective evaluation of the process being used and the effectiveness of the CIP.

The Citizen Involvement Program of Lincoln City is in compliance with Oregon law and consistent with Lincoln City's comprehensive plan and with the two state planning goals and guidelines which deal with the planning process, Goal 1 (Citizen Involvement) and Goal 2 (Land Use Planning), as directed by the Land Conservation and Development Commission (LCDC).

As stated in the state handbook, *How To Put The People In Planning*¹, the reasons for involving citizens in the planning process are:

1. "The law *requires* that citizens get that opportunity."
2. "Professional planners and local officials need comments and ideas from those who live and work there."
3. "It creates an informed community, which in turn leads to better planning."
4. "It fosters cooperation among citizens and between them and their government. That leads to fewer conflicts and less litigation."
5. "Having citizens informed about planning laws and giving them access to the planning process ensures that laws are applied properly."

According to the state handbook referenced above, planning is a process made up of many steps, including these:

- gathering technical data and facts needed to make sound policies and decisions;
- evaluating community needs, values and goals;
- adding new policies to the comprehensive plan or amending existing ones;
- adding items to the plan's inventory of community resources;
- periodically reviewing and revising the plan;
- applying the plan's policies to specific land use decisions;
- developing, maintaining, and applying the ordinances used to carry out the plan;
- creating a new element of the plan, such as a transportation plan².

(After input from interested agencies, groups and individuals, the CIP will go through a public hearing process before being approved by the City Council. If the CIP is accepted by the Department of Land Conservation and Development (DLCD), the CIP will need to be adopted by resolution of the City Council and minor revisions would need to be made to the Goal 2 section of the Lincoln City Comprehensive Plan Ordinance. This paragraph will be removed in the final plan.)

CITIZEN INVOLVEMENT AND INFLUENCE

Included in this section are goals and guidelines for citizen involvement in three areas: periodic review of the city's comprehensive plan, implementation measures to carry out the plan, and the organization and participation of neighborhood associations in the City's public decision-making process.

A. Periodic Review

All Oregon cities and counties are required to reevaluate and update their comprehensive plans every four to seven years to reflect changes in circumstances since the last review, to bring the local plan into conformance with new state goals and rules or specific planning tasks called for by LCDC, and to coordinate the plan with any new state agency plans or programs relating to land use. This process is known as the "periodic review"⁵.

The general public, through the CIP, shall have the opportunity to be involved in the evaluation of the comprehensive land-use plan and the opportunity to review and make recommendations on proposed changes in comprehensive land-use plans prior to the public hearing process to formally consider the proposed changes.

The manner in which the general public can become involved in the periodic review process and the methods of the City will use to encourage such involvement are described in the balance of this section.

The City shall appoint Citizen Advisory Committees for periodic review work tasks to provide an opportunity for citizen involvement in work tasks.

Oregon Administrative Rule (OAR) 660-25-080 requires that Lincoln City shall:

1. Use its acknowledged or otherwise approved CIP to provide adequate participation opportunities for citizens and other interested persons in all phases of the local periodic review.
2. Publish a notice in the newspaper of general circulation within the community informing citizens about the initiation of the periodic review.
3. Provide written notice of the initiation of the periodic review to other persons who, in writing, request such notice.

In addition to the OAR requirements, the City shall provide notice on local radio and television stations. The City shall provide adequate notice (as above), with an easily-understood summary, of each stage in the periodic review process as it begins and of each work task as it is completed.

The stages of the periodic review process are:

- evaluation of the comprehensive plan
- determination and scheduling of work program tasks
- review of and recommendations on proposed changes to the comprehensive plan

Citizens and other interested persons shall have the opportunity to participate, at a minimum, in the following ways:

1. They may comment in writing, in advance of, or at one or more hearings at each stage of the periodic review process.
2. They may present comments orally at one or more hearings at each stage of the periodic review process.
3. They shall receive a response to their comments at, or following, each hearing.⁴

B. Implementation Measures

"Citizens shall have the opportunity to be involved in the phases of the planning process as set forth and defined in the goals and guidelines for Land Use Planning, including Preparation of Plans and Implementation Measures, Plan Content, Plan Adoption, Minor Changes and Major Revisions of the Plan, and Implementation Measures."⁵

"Implementation Measures -- are the means used to carry out the plan. These are of two general types: (1) management implementation measures such as ordinances, regulations or project plans, and (2) site or area specific implementation measures such as permits and grants for construction, construction of public facilities or provision of services.

"Plans -- as used here encompass all plans which guide land-use decisions, including both comprehensive and single-purpose plans of cities, counties, state and federal agencies and special districts."⁶

These Implementation measures include those related to zoning, parks, open spaces, annexations, traffic, public safety, administrative decisions, sanitation, water, sewer, and other services that affect citizens, neighborhoods or business establishments.

The CIP will provide the opportunity for public participation with City government for land use decisions, such as environmental studies, periodic review work tasks, and other projects of wide interest, as designated by City Council.

Citizens shall have the opportunity to be involved in Land Use Decisions, both legislative and quasi-judicial, in Limited Land Use Decisions and in Administrative (Ministerial) Decisions in various ways, as follows:

The statutes and judicial interpretations of the State of Oregon have separated land use decisions into different categories: legislative, quasi-judicial and administrative. The lines separating each category are not clear, and it is more appropriate to think about land use decisions as a continuum along an axis that describes the amount of discretion that may be exercised in making a decision. Visually, land use decisions look like this:

A decision on whether or not a conditional use should be granted is a quasi-judicial decision. The Planning Commission has been granted the authority to make some of the quasi-judicial land use decisions in the City. The Council may review those decisions on appeal.

The courts and the Legislature have established rules by which land use decisions must be made. ORS 227.178 requires the City to take final action on an application for a permit for a land use decision or zone change within 120 days after the application is deemed complete. The statutes define "permit" as a discretionary approval of a proposed development of land.

Appendix C shows the Lincoln City Quasi-Judicial decision process and citizen involvement opportunities.

Legislative Decisions

Council decisions that develop and establish policy are considered legislative decisions. A legislative land use decision creates and adopts as law, policies and regulations for future land use within the jurisdiction. Examples of legislative decisions are adoption and amendment of the text of the Comprehensive Plan or the Zoning Ordinance. In Lincoln City, the Planning Commission can make recommendations to the Council for or against the amendment of certain policies and standards. But only the City Council can amend the Zoning Ordinance or Comprehensive Plan. For example, if the Planning Commission were to recommend to the City Council that the residential front yard setbacks in the City were to be revised, it would be a policy recommendation. However, it is only the Council that could actually adopt legislation necessary to amend the Zoning Ordinance yard setback requirements.

State law requires that the City of Lincoln City comply with its acknowledged Plan in making amendments. Prior to taking final action on a land use legislative decision, the City of Lincoln City must give 45 days notice to DLCD. Even though the process is often times quite technical and subject to state statutes and City standards, the City still has a great deal of discretion in terms of making legislative decisions. Ultimately, it is up to the Council to set the regulatory standards for the City of Lincoln City.⁷

Appendix D shows the Lincoln City Legislative decision process and citizen involvement opportunities.

General Considerations

Citizens have the right to review any development permit application file, the right to make comments in writing to be placed in the file, and the right to have copies of any material in the file at a reasonable cost. Permit applications shall be furnished weekly to the local news media.

In every instance in which City ordinances, resolutions and policies require notification of neighbors of development applications and permits, comprehensive plan map or text amendments or any other land use planning issues, neighbors within 100 ft. (500 ft. for subdivisions and planned unit developments), the appropriate neighborhood association will be notified, and a notice published in the local newspaper.

When such notice relates to the site plan review process, a fourteen (14) day period for submission of written comments, before the site plan review meeting, will be provided. The planning director will provide written notice of the site plan review decision to any person who submitted written comments during the fourteen day comment period.

Affected parties have the right to appeal administrative land use decisions to the Planning Commission.

Citizens have the right to present testimony in favor of, in opposition to, or neutral to any land use issue at all public hearings, orally and/or in writing.

In conjunction with significant enactments, it would be appropriate to hold workshops and/or town hall meetings on legislative land use matters.

The Planning Department shall provide local news media with copies of all legal notices at the same time they are mailed to affected property owners.

C. Neighborhood Associations

Since well-organized neighborhood associations are the backbone of any successful Citizen Involvement Program, the CCI encourages their formation throughout the City and the Urban Growth Boundary, their recognition by the City as Citizen Advisory Committees, and their involvement in all phases of the public decision-making process.

A neighborhood association which meets the following requirements for organization and formal recognition may submit a request to the City Manager for recognition by the City Council.

1. The boundaries of a neighborhood association shall specifically define an area of appropriate geographic size and population, never less than 50 households. These boundaries shall take into account natural boundaries, commercial patterns and historical factors. The boundaries should not overlap those of any other neighborhood association, unless any neighborhood association affected agrees in writing.
2. Membership shall be open to any property owner or tenant within the recognized boundaries of the neighborhood association. The neighborhood association may establish additional, reasonable voting criteria, such as requiring attendance at a minimum of one meeting within the year before being allowed to vote.
3. The neighborhood association shall be open to the total area and diversity of interests present within its boundaries, without discrimination as to race, religion, color, sex, sexual orientation, age, disability, national origin, income, means of livelihood, or political affiliation in any of its policies, recommendations or actions.
4. All meetings must be well-publicized in advance and must abide by the public meetings and public records law (ORS 192.410-192.710). The minutes shall include a record of attendance, results of any vote taken, and a record of any official action decided upon, including a summary of dissenting views.
5. The neighborhood association should meet more than once a year and should have an organizational structure that will ensure that recommendations coming from the association truly represent the neighborhood and not just the viewpoints of the board members.
6. The neighborhood association shall prepare and keep on file a complete and up-to-date set of bylaws.

7. Bylaws shall describe means for designating spokespeople and maintain a current mailing address.
8. Bylaws shall describe means for resolving grievances concerning the activities, policies or recommendations of the neighborhood association.
9. If a neighborhood association becomes inactive because of loss of leadership or participation, the City will allow it to reorganize within one year's time, rather than withdrawing recognition.
10. Neighborhood associations shall inform themselves of neighborhood needs and desires and maintain communication with their neighborhood on plans, proposals and activities affecting their area.
11. Neighborhood association officers, directors and volunteers need to determine their legal exposure and their need for liability insurance coverage. Members of Citizen Advisory Committees appointed by the City Council will have liability coverage provided by Lincoln City for claims of property damage, bodily injury, personal injury, or claims of an alleged act or omission occurring in the performance of duty. (ORS 30.285).

Recognized neighborhood associations will serve as Citizen Advisory Committees to the City Council, Planning Commission, and other city boards, commissions, officials and staff on matters affecting their neighborhoods. However, such committees will not have liability coverage provided by the city of Lincoln City.

The City shall notify recognized neighborhood associations of land use applications subject to site plan review regarding sites within the geographic boundaries of the neighborhood association and/or within 100 ft., or within 500 ft. in case of subdivisions and PUDs, outside the neighborhood association boundaries, fourteen (14) days before the scheduled review of the site plan. Written comments may be presented to the site plan review during this 14-day period. The planning director will provide written notice of the site plan review decision to any association that submitted written comments during the 14-day comment period. The City shall notify recognized neighborhood associations of a quasi-judicial land use hearing concerning an application within the geographic boundaries of the neighborhood association and/or within 100 ft., or within 500 ft. in case of subdivisions and PUDs, outside the neighborhood association boundaries, at the same time it notifies the applicant and property owners within 100 ft. (or 500 ft.) of the subject property.

Recognized neighborhood associations shall be notified of proposed changes in projects, services and activities having a significant effect upon their neighborhood (e.g., land use, transportation and traffic, parks and recreation, housing, public services, and urban renewal) in ample time to allow participation in the decision-making process.

COMMUNICATION AND FEEDBACK

Citizens of the Lincoln City area are valued participants in the local decision-making process. They have the right and responsibility to be fully informed about the process, to express their views and to receive a timely response to their concerns.

To assure effective two-way communication between citizens and their elected and appointed officials, and City staff, the following mechanisms shall be established:

1. Once a year the CCI will prepare and publish in The News Guard, an objective, mail-back questionnaire for all residents of the Lincoln City area, to get public opinion on how well the Citizen Involvement Program is working and how it can be improved. Results will be quantified, summarized and published in the newspaper.
2. The CCI will prepare a bibliography, with abstracts, of all reference materials relating to Lincoln City available at Driftwood Library, to be posted in the library area set aside for these materials. Copies of the bibliography will be provided upon request.
3. Minutes of meetings of the City Council, Planning Commission, Citizen Advisory Committees, CCI, special districts and any other bodies receiving public funds, will be kept in looseleaf binders in the Lincoln City reference area of the Library.
4. The CCI will assist in the preparation and review the production of an informational brochure about citizen involvement. The CCI will seek community comment before final review and approval of such a brochure.
5. The Planning Department will prepare and make visible at their front counter, a list of categories of documents and files, topographical and zoning ordinance maps, rules and regulations, and a list of photographs, which are available to the public for review, copying, handout, or purchase.
6. The Planning Department shall furnish Planning Commission agendas to local news media.
7. Before the biennial workshop in which the City Council and City staff formulate goals and objectives for the next two years, the City shall solicit input from Citizen Advisory Committees and the general public at a town hall meeting or hearing.
8. City staff will recommend to developers and builders of other than single and two-family homes that they meet to discuss their projects with

neighborhood groups prior to the pre-application conference and/or site plan review.

9. The Planning Department will mail its quarterly report to all Citizen Advisory Committees, including neighborhood associations, to appropriate county, state and federal agencies with land use programs, to local community groups interested in planning matters, and the CCI. This quarterly report could include a list of building and development applications, summaries of master plans and studies, reports about ongoing projects (including periodic review work tasks), and other planning news.

10. The CCI encourages City staff and local schools to coordinate classes, field trips and internships to acquaint students with city government and land use planning.

11. Any parties who testify at a public hearing orally, or in writing, will receive notice of the decision of the hearing body. Any citizens or interested persons who comment orally, or in writing, at a public meeting shall receive a response, either at or following the meeting. City staff shall make a strong effort to respond to citizens' phone inquiries within two working days. Receipt of letters should be acknowledged within a week and some indication given of action taken, if appropriate.

12. When new plans, policies or regulations relating to the land use process are adopted, the City will send a summary and rationale for the decision, to those citizens who participated in the process, to show appreciation and to give a sense of partnership to those who supported and helped develop them, and to acknowledge the interest and active involvement of those who opposed them.

TECHNICAL INFORMATION

Citizens have the right to information in a simplified, understandable form, and sufficient to make knowledgeable input. Assistance shall be provided by City staff to interpret and effectively use technical information.

"Agencies that either evaluate or implement public projects or programs (such as, but not limited to, road, sewer, and water construction, transportation, subdivision studies, and zone changes) shall provide assistance to the citizen involvement program. The roles, responsibilities and timelines in the planning process of these agencies shall be clearly defined and publicized.

"Technical information shall include, but not be limited to, energy, natural environment, political, legal, economic and social data, and places of cultural significance, as well as those maps and photos necessary for effective planning."⁸

When the City makes reference to statutes or ordinances in public announcements, legal notices, press releases, and agenda, the City shall inform citizens where the statute or ordinance may be reviewed and make its best effort to clarify the issues to be considered.

In all public notices, references to geographic locations shall clearly mark, in easy-to-read print, street names, addresses, lot numbers, and surrounding landmarks.

When the City includes Resolutions, Amendments, Zone Changes, or any other final decision scheduled for action on its meeting agenda, the City will include the rationale for the discussion and will translate all technical language, including coding, in understandable form for the average citizen.

FINANCIAL SUPPORT

"The level of funding and human resources allocated to the citizen involvement program shall be sufficient to make citizen involvement an integral part of the planning process."⁹

To insure citizen involvement in planning issues of Lincoln City, line items for appropriate funds, both for the CCI and for the Citizen Involvement Program, must be included as an integral component of the planning budget each year.

To further bolster the CCI and the CIP, a predetermined amount of staff attendance and clerical support from the Planning Department should be provided at CCI meetings when requested by the CCI. Good communication, networking, economy and efficiency are the underlying rationale for the time spent.

BIBLIOGRAPHY

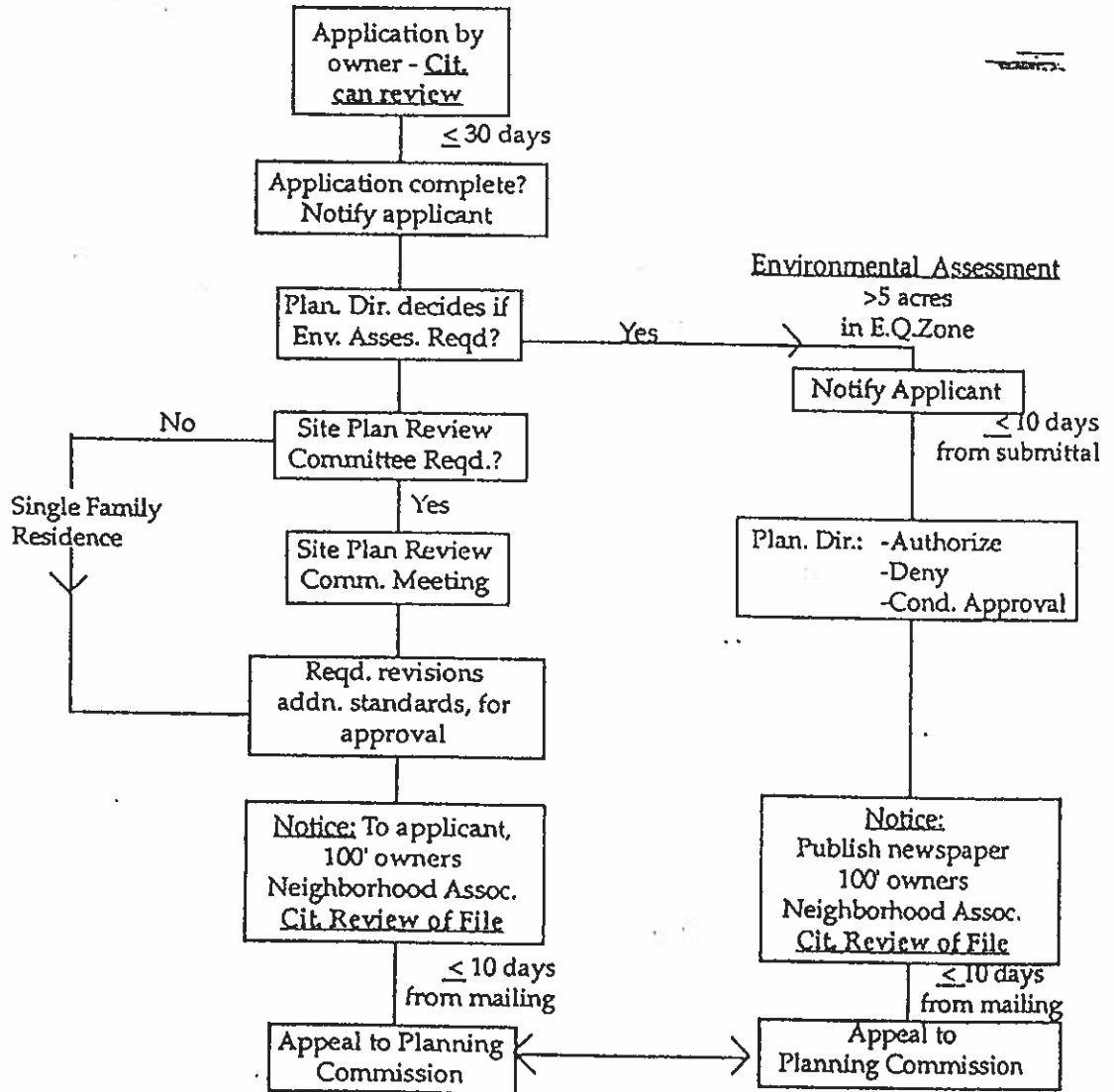
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9. Land Conservation and Development Commission. *Oregon's Statewide Planning Goals*. LCDC: Salem, Oregon, 1990. Goal 1, Citizen Involvement.
10. _____. Goal 1, Citizen Involvement.

cclclp.wps

LINCOLN CITY DECISION PROCESS
COMMITTEE FOR CITIZEN INVOLVEMENT (CCI)

ADMINISTRATIVE (MINISTERIAL) [STAFF DECISIONS]

- Little Discretion
- Mechanical
- Routine



DEVELOPMENT APPLICATION	(Time Frame Estimate)	ADMINISTRATIVE	SITE PLAN COMMITTEE (technical)	PLANNING COMMISSION (discretionary)	CITY COUNCIL (legislative)	LUBA
Administrative Interpretations	(2 weeks*)	▲				
Home Occupations	(1 day*)	▲				
Sign Permits	(1 week*)	▲				
Lot Line Adjustments	(1 week*)	▲				
Minor Partitions	(2 weeks*)	▲				
Occupational Tax Permits	(1 day)	▲	revocation hearing for cruise			
Special Events Permits	(VCB)	▲				
Street Vendors	(3 to 6 weeks)	▲				
Tree Removal Permits	(1 day)	▲				
Excavating and Grading Permits	(engineering)	▲				
Building Permits (single-family res.)	(3 to 6 weeks*)	▲	appeal to builders board			
Demolition Permits	(2 days*)	▲				
Flood damage prevention permits (FEMA)	(w/brid permit)	▲				
Environmental Assessments (EQ zone)	(6 weeks **)	▲				
Vacation Rental Dwellings (VRD)	(4 weeks*)	▲				
Moving buildings	(3 to 6 weeks)	▲				
Site Plan Approval	(4 weeks*)	▲				
Building permits (all others)	(6 to 8 weeks **)	▲				
Major partitions	(8 weeks*)	▲	subd comm			
Subdivisions	(prelim approval 8 weeks*)	▲	subd comm			
Non-conforming use change	(8 weeks*)	▲				
Variances	(8 weeks*)	▲				
Conditional use permits	(8 weeks*)	▲				
Planned Unit Developments (PUD)	(prelim approval 8 weeks*)	▲	pre-app conf			
Comp plan/zoning map amendments	(12 weeks*)	▲				
Comp plan/zoning ord amendments	(12 weeks*)	▲				
Authorization of similar uses	(8 weeks*)	▲	ord change			

LEGEND
 Recommendations ———
 Appeal to
 Action ———
 Approval/Decision ▲

*Unless Appealed
 **Depending on backlog

Notes:
 ORS 227.178 requires final land use decisions within 120 days

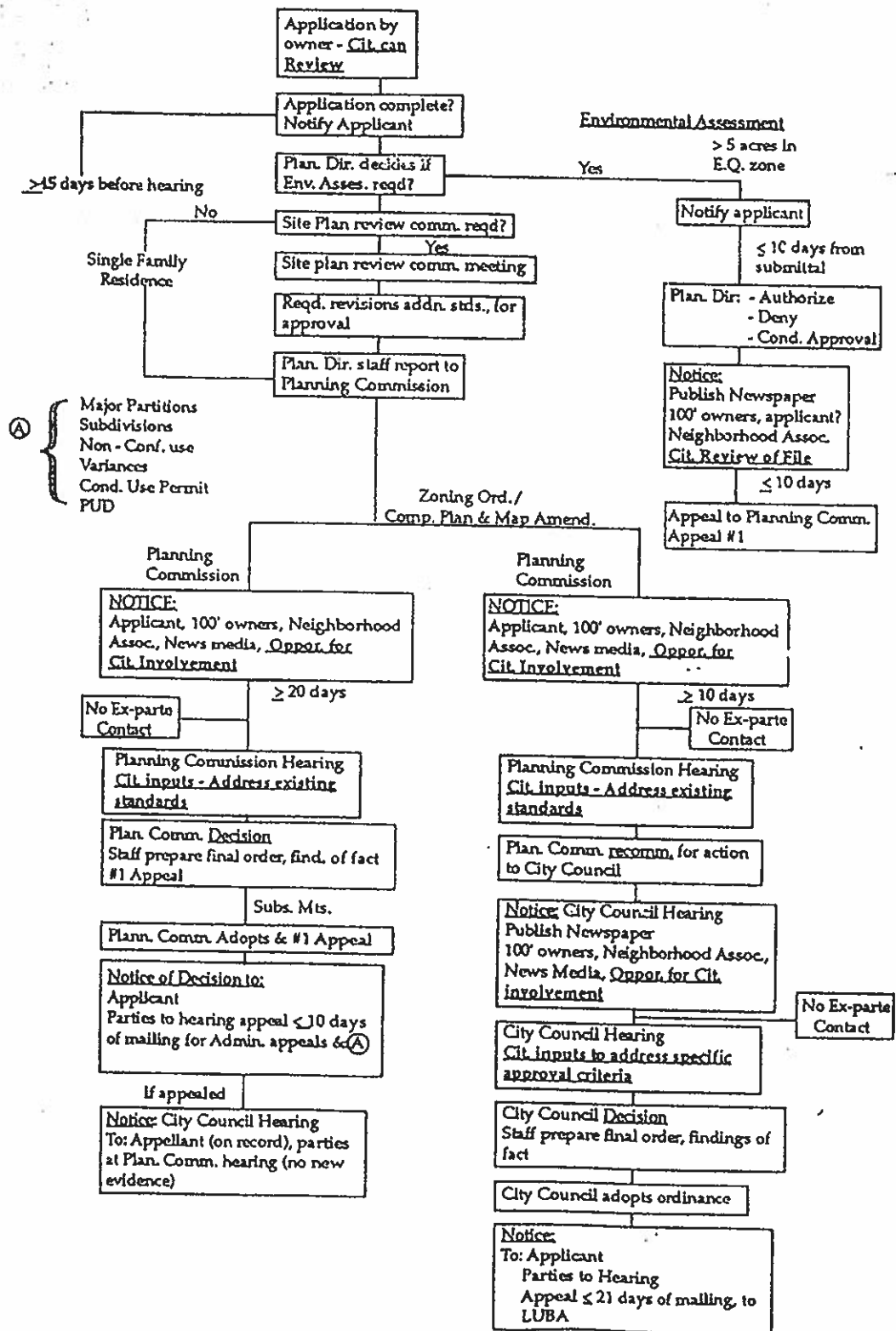
LINCOLN CITY DECISION PROCESS
COMMITTEE FOR CITIZEN INVOLVEMENT (CCI)

DRAFT: 5/23/94

QUASI-JUDICIAL DECISIONS (City Council decisions)
(Planning Comm. decisions)

APPLY: Predetermined - Policies
- Standards

FOLLOW: Comprehensive Plan - Policy
Zoning Ordinance - Approval Criteria



LINCOLN CITY DECISION PROCESS COMMITTEE FOR CITIZEN INVOLVEMENT (CCI)

LEGISLATIVE (CITY COUNCIL DECISIONS) - CREATE: LAWS
POLICIES
REGULATIONS

- AMEND: ZONING ORDINANCES AND MAPS
COMP. PLAN AND MAP

Cit. ex-parte
contact okay

