



# AGENDA

Lincoln City Planning Commission  
Tuesday, July 2, 2024, 6:00 PM  
Council Chambers,  
801 SW Highway 101 - 3rd Floor, Lincoln City, OR 97367

- 1. CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE**
- 2. CONSENT AGENDA**
  - 2.1. Planning Commission - Regular Meeting - Apr 2, 2024 6:00 PM
  - 2.2. Planning Commission - Regular Meeting - May 21, 2024 6:00 PM
- 3. COMMENTS FROM THE PUBLIC**
- 4. PRESENTATION**
  - 4.1. The Villages at Cascade Head
- 5. COMMENTS BY PLANNING COMMISSIONERS**
- 6. ADJOURN**

*Individuals wishing to attend via Zoom must email [planning@lincolncity.org](mailto:planning@lincolncity.org) no later than noon on the meeting day. The email must include the person's name and the screen name the person intends to use for the meeting. Instructions will be emailed to the person requesting Zoom attendance. Persons attending via Zoom will need to leave the microphone muted and camera off.*

*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 or [kmattias@lincolncity.org](mailto: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.*

*The Lincoln City Planning Commission reserves the right to add or delete items as needed, change the order of the agenda, and discuss any other business deemed necessary at the time of the meeting.*

*Agendas and Agenda packet items for this meeting are available at [www.lincolncity.org](http://www.lincolncity.org) under "Government" then select "Public Meeting Agendas, Packets & Videos". This meeting is being streamed live at <https://www.lincolncity.org/government/media-streaming> and will be available there for viewing after this meeting concludes. This meeting will be televised live on Channel 4.*

*Individuals wishing to provide verbal testimony for a public hearing agenda item need to please sign the sign-in sheet for that item. Sign-in sheets are located on the table near the entrance door to the Council Chambers. Individuals who signed in on the sheet will be called to testify during the public testimony portion of the public hearing. When making your oral testimony, please speak clearly and directly into the microphone.*

**LINCOLN CITY PLANNING COMMISSION  
MINUTES  
April 2, 2024**

**1. CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE**

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
Brian Bunnett	Commissioner	Present	
Jason Corso	Commissioner	Present	
Erick Albretsen	Commissioner	Present	
Kim Blackerby	Chair	Present	
Margaret Powell	Commissioner	Present	
Patrick Dunne	Commissioner	Present	

**2. WELCOME NEW PLANNING COMMISSIONERS**

Chair Kim Blackerby welcomed the two new Planning Commissioners and asked them to introduce themselves.

Commissioner Patrick Dunne stated that he had been a resident of Lincoln City for more than 20 years and provided an overview of his background. He emphasized his skills in analysis, and a desire to learn how things work so that he can help to make things work better.

Commissioner Margaret Powell shared that she had become a permanent resident of Lincoln City in 2018 and that she was interested in the opportunity to learn more about the community and to volunteer after retiring from a career in the entertainment industry as a costumer.

- A. Patrick Dunne
- B. L. Margaret Powell

**3. CONSENT AGENDA**

**3.1.**

Commissioner Brian Bunnett asked for clarification regarding the discussion on public involvement, and whether or not the Planning Commission had been given specific direction. Chair Blackerby stated that the City Manager had explained that she would require direction from City Council.

Commissioner Erick Albretsen moved to approve the minutes of the March 19, 2024 Planning Commission. Commissioner Jason Corso seconded the motion. The motion was approved 4-0, with Commissioners Dunne and Powell abstaining.

<b>MOTION:</b>	<b>Planning Commission - Joint City Council/Planning Commission Meeting - Mar 19, 2024 6:00 PM</b>
<b>MOVER:</b>	<b>Erick Albretsen, Commissioner</b>
<b>SECONDER:</b>	<b>Jason Corso,</b>
<b>RESULT:</b>	<b>Passed</b>

#### 4. PUBLIC HEARINGS/DELIBERATIONS

None.

1. None.

#### 5. FINAL ORDERS AND RECOMMENDATIONS

None.

A. None.

#### 6. SPECIAL ORDER OF BUSINESS

##### 6.1. Public Notifications

Planning Director Richard Townsend provided an overview of the various types of land use procedures, including the decision-making authority and the minimum required public notification for each.

Responding to a question from Commissioner Powell, Director Townsend stated that the notification processes also described required time frames for when notices must be mailed and published in the newspaper. For example, notices of public hearings are required to go out a minimum of 20 days before the public hearing, and the newspaper must publish the notice at least 10 days but not more than 20 days prior to the public hearing.

Commissioner Dunne asked where people could go onto the City website to learn more about the types of procedures and notification processes. Director Townsend stated that the procedure types and required notifications were described within the zoning code. There is a link on the Planning department's home page for the zoning code.

Commissioner Bunnett asked about the costs associated with increasing the notification radius, and whether there was additional detailed cost estimates for various types of notices. Director Townsend stated that the Department had an overall budget for printing and for postage, but that the staff costs were not included and were often a significant factor in considering the resource needs of additional mailings.

Commissioner Blackerby expressed his support for adding on-site signage as part of required notification procedures.

Commissioner Dunne asked about how the City might increase the use of electronic media. Director Townsend stated that this was the type of work that the ad hoc committee would be considering as they looked to update the public involvement program.

**RESULT: ANNOUNCED**

## 6.2. Statewide Planning Goals

Director Townsend stated that, in response to recent comments from the Planning Commission, he had provided a link to the Statewide Planning Goals in the packet. In addition, the ten Citywide goals established in the Comprehensive Plan were provided to each of the commissioners.

**RESULT: ANNOUNCED**

## 3. Lincoln City's String of Pearls Overview

Urban Renewal and Economic Development Director, Alison Robertson, provided an historic review of the urban planning concept behind Lincoln City's Pearls, including Wecoma Beach, Oceanlake, Delake, Nelscott, Taft and Cutler City. Director Robinson presented a chronology of efforts beginning in 1988 with the adoption of an urban renewal plan titled "The Year 2000 Development Plan", and describing the range of actions taken by the City in Taft starting in 1999, Oceanlake in 2001, Nelscott in 2006, and in Cutler City in 2008. These actions included visioning, planning and design, and implementation of special projects. More recently, she stated, the direction from City Council has been to consider more Citywide pedestrian and aesthetic improvements, with less focus on the individual pearls.

Director Townsend added that the community engagement components of these projects had been very well done, and the input from national and international design experts had been a great experience. He also stated that the historic statements created for each of the pearls were excellent resources, and that they could be found on the City website.

Commissioner Albretsen shared that he found the concept very compelling, and wondered if there was still energy around the individual pearls. Director Robertson stated that several of the urban renewal programs had sunset, and that some site-specific challenges had prevented more full realization of the original vision.

Responding to a question from Commissioner Powell, Director Robertson stated that there was nothing in the foreseeable future that would include the Planning Commission.

## 7. COMMENTS FROM THE PUBLIC

None.

## 8. DIRECTOR'S REPORT

Director Townsend stated that he had nothing to report beyond the fact that this would be his last planning commission meeting as Interim Director, although he would be returning in a part time capacity to work on some special projects. Responding to a question from Commissioner Blackerby he stated that there had been no decision on another Interim Director. He added that the second April meeting would likely be cancelled. Chair Blackerby thanked Director Townsend for his work as interim.

Chair Blackerby asked about the Planning Commission vacancy. Director Townsend stated that the City had received an official resignation from Ms. Sumner and that the vacancy had been posted. Chair Blackerby also stated that the erosion control measures at Lincoln Palisades were still not in place and that he had advised the City. He reminded commissioners to complete their ethics paperwork.

## **9. PLANNING COMMISSIONER TRAINING**

Director Townsend provided the new commissioners with a brief overview of the Planning Commission training regarding Ex Parte conversations relating to applications under consideration by the Commission within public hearings. He urged Planning Commissioners to send any questions to staff, and that if necessary, staff would respond to all Commissioners to ensure that everyone had the same information upon which to make decisions. He emphasized that the commissioners' role was to serve more as judges of information provided by others, and not investigators or pollsters.

Chair Blackerby underlined that the planning commission could not send group emails or group texts.

## **10. COMMENTS BY PLANNING COMMISSIONERS**

Commissioner Dunne asked how to provide input regarding non-Planning Commission discussions, such as the routes construction vehicles were taking through neighborhoods. Director Townsend stated that it should be in the capacity of an individual community resident, and to use the online code enforcement portal.

Commissioner Albretsen thanked staff for the various presentations and a great meeting.

Commissioner Dunne stated that he felt very welcomed by staff and the rest of the Planning Commission.

## **11. ADJOURN**

Chair Blackerby adjourned the meeting at 7:13 PM.

Respectfully submitted,

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Daphnee Legarza  
City Manager

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Kim Blackerby  
Chair

**LINCOLN CITY PLANNING COMMISSION  
MINUTES  
May 21, 2024**

**1. CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE**

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
Brian Bunnett	Commissioner	Absent	
Jason Corso	Commissioner	Excused	
Erick Albretsen	Commissioner	Present	
Pamela Richards	Commissioner	Present	
Kim Blackerby	Commissioner	Present	
Patrick Dunne	Commissioner	Excused	
Margaret Powell	Commissioner	Present	

**2. WELCOME NEW PLANNING COMMISSIONER**

Chair Blackerby asked the newest member of the Planning Commission to introduce herself.

Commissioner Pamela Richards has lived in Lincoln City for about a year. She is the mother of four grown children and is excited to participate.

Chair Blackerby welcomed Pamela to the Planning Commission.

**3. CONSENT AGENDA**

Commissioner Richards was not present at the April 2nd meeting, and was required to abstain. The minutes of April 2, 2024 will be brought back at a later date, due to lack of a quorum for voting.

**4. COMMENTS FROM THE PUBLIC**

There were no formal comments from the public. However, Lincoln City residents Chris Hafner and Vern Stockman attended the meeting in order to share their concerns regarding the Lincoln County Warming Shelter proposed for a building on NE 14th St/NE Keel Ave.

**5. DIRECTOR'S REPORT**

**5.1. Lincoln City Climate Action Plan**

City Manager Daphnee Legarza provided an overview of the Lincoln City Climate Action Plan (CAP), and an accompanying Greenhouse Gas (GHG) Inventory process. Her overview included a description of the consultant selection process, preliminary data management steps, likely partner agencies, and initial community outreach ideas. Several components of the Comprehensive Plan will be used to inform the CAP, including findings from the Community Surveys. Community outreach may include a joint session with the Planning Commission and the City Council. Assistant Planner Andrea Riner will represent the Planning & Community Development Department on the Project Team.

Commissioner Erick Albreetsen asked if incentives, such as those to new development, would be part of the recommendations. City Manager Legarza stated that the plan would include a range of recommendations for the City to consider, both at an agency level and at the community level. Since a variety of incentives are already being presented at the state and federal level, the CAP would actually put the City in a better position to take advantage of program grants for alternative energy and other sustainability efforts

Chair Blackerby asked about what kinds of things are included in a GHG Inventory. City Manager Legarza stated that the consultants will be prepared to provide a more full explanation of what they will be looking for in the inventory at future meetings.

Commissioner Margaret Powell expressed concern that older data may not accurately reflect the current community. City Manager Legarza stated that the comp plan data was fairly recent, and that new data will be gathered relating to traffic, development, and energy.

### 5.2. Technology Transitions

City Manager Legarza provided an overview of the City's imminent change from the current meeting management software to eScribe, which will serve as a new hub for agendas, minutes, videos and notifications for all City boards and committee meetings. Staff hope the transition will be relatively seamless for the general public, providing some new benefits such as bookmarks within meeting videos, additional opportunities for public comment, and improved ADA accessibility. Implementation of the full capabilities will be rolled out over the next several months.

Responding to a question from Chair Blackerby, Ms. Riner stated that she would look into the program's capabilities for language translation.

### 5.3. Permitting Transitions

Assistant Planner Andrea Riner updated the Planning Commission on changes coming to the Building Permit program. Ms Riner stated that currently Lincoln City residents need to obtain their plumbing and electrical permits from Lincoln County. In July the City will assume the responsibility for these two programs. An updated fee structure will accompany this change, subject to approval by the City Council at their June 24th meeting.

Responding to a question from Commissioner Powell, Ms. Riner stated that the new fees are intended to cover the increased workload.

## 6. COMMENTS BY PLANNING COMMISSIONERS

Commissioner Albreetsen shared information about neighbors working together to organize in the Oceanlake area. He also stated that he is working with others in the community to bring in more diverse businesses, including younger professionals and families.

Chair Blackerby asked City Manager Legarza about the status of updating the Citizen Involvement program. Ms. Legarza stated that she was waiting until a full time City Attorney is hired in order to begin defining a process. Chair Blackerby stated that he hoped that the Planning Commission, working as the Committee on Citizen Involvement, would be involved throughout the program development. He added that Councilor Marci Baker had significant interest in this topic.

Chair Blackerby asked about the hiring process for the Planning Director. City Manager Legarza responded that the position had been posted and that applications would be reviewed starting May 31, 2024. In response to a comment from Chair Blackerby, she stated that the hiring committee had not yet been established and that she would make a note that previous processes had included the Planning Commission chair.

Chair Blackerby stated that he would appreciate increased participation of staff from the Public Works Department on relevant issues, such as traffic impact studies, and land use cases similar to the recent Lincoln Palisades Conditional Use Permit. Staff agreed to bring a discussion item back to the Planning Commission in order to create a set of specific questions relating primarily to transportation issues. If appropriate, a joint work session with the City Council would be considered.

Commissioner Powell agreed that it would be very helpful to have content experts available to respond to questions. City Manager Legarza stated that she would work to ensure adequate staff participation at future Planning Commission meetings.

Responding to a question from Commissioner Albrechtsen, City Manager Legarza stated that he was free to solicit questions from other members of the community.

Assistant Planner Riner clarified that the Lincoln County affordable housing project, known as Lighthouse Village, is not located at Lighthouse Square, but is proposed for vacant property across from the Wildflower Grill.

City Manager Legarza stated that the Budget Committee has approved the budget which will now be forwarded to City Council for review and final adoption.

Chair Blackerby asked about the summer schedule for Planning Commission meetings, as he will be out of town for the July 2nd, July 16, and August 6 meetings. Ms. Riner stated that she would send an email to Planning Commissioners regarding summer schedules to confirm attendance, or to accommodate attendance via Zoom.

Responding to a comment from Chair Blackerby, staff agreed to share the terms of service for each of the Planning Commissioners at the next meeting.

## 7. **ADJOURN**

Chair Blackerby adjourned the meeting at 6:59 PM.

Respectfully submitted,

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Daphnee Legarza  
City Manager

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Kim Blackerby  
Chair

City of Lincoln City  
**PLANNING COMMISSION COMMUNICATION**

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**The Villages**

Meeting Date: July 2, 2024  
Department: Planning & Community Development  
Staff Contact: Richard Townsend  
Phone/Email: [rtownsend@lincolncity.org](mailto:rtownsend@lincolncity.org)  
541-996-1228

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**ISSUE STATEMENT**

Richard Townsend, Planning Project Manager, will give a presentation regarding City-owned land in The Villages of Cascade Head.