

**LINCOLN CITY PLANNING COMMISSION
MINUTES
March 19, 2024**

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

Attendee Name	Title	Status	Arrived
Brian Bunnett	Commissioner	Present	
Jason Corso	Commissioner	Present	
Erick Albretsen	Commissioner	Present	
Mellissa Sumner	Commissioner	Absent	
Kim Blackerby	Chair	Present	

2. JOINT MEETING WITH CITY COUNCIL

A. City Council Strategic Priorities

Planning Commission Chair Kim Blackerby opened the meeting and began by thanking everyone for their part in making the Joint Meeting happen. He introduced the discussion regarding Strategic Priorities.

City Manager Daphnee Legarza described the process the Council followed to develop a set of Strategic Priorities during a day-long retreat in March 2023. She stated that after a productive brainstorming session in which the Council identified many issues and topics, six clear priorities emerged, including emergency management preparedness, financial health, economic development, housing, infrastructure, and environment. The next step would be hiring a consultant for the development of a Strategic Plan to implement the six priorities, and identifying funding.

Commissioner Brian Bunnett asked about public participation in developing the list of priorities, and moving forward. City Manager Legarza responded that the public would be involved in the future as projects or programs that come out of the Strategic Plan are implemented.

Responding to a question from Councilor Rick Marks, City Manager Legarza explained that debt financing was just one strategy that the City could consider in looking for ways to fund major infrastructure projects.

Commissioner Jason Corso asked how recent changes in media--the loss of newspapers and radio stations--was impacting public participation. City Manager Legarza described a number of web-based strategies the City employs, including the Council newsletter and the website.

Chair Blackerby stated that the Planning Commission would have made use of the information as part of the Comprehensive Plan had they been provided with a copy of the

Council's priorities. He suggested future joint meetings be held to ensure that the Planning Commission was better positioned to implement and support Council priorities. Mayor Susan Wahlke noted that they had been adopted in a public meeting and available on the City's website.

Chair Blackerby asked about some of the milestones within the Housing priority, including the idea to expand the Vacation Rental Zone and to eliminate lot size requirements. Mayor Wahlke stated that as the City reduces short term rentals in residential zones there could be a consideration of additional areas being zoned specifically for that use. Planning Director Richard Townsend clarified that the City does not currently have a maximum lot size, so the intention might have been to consider adding a maximum and/or eliminating a minimum lot size.

Councilor Judy Casper added that the milestones were developed in small group discussions, and were not necessarily vetted by the entire group. Councilor Mitch Parsons stated that while the Strategic Priorities were set, there should be some flexibility in considering the details within the milestones.

B. Committee for Citizen Involvement (CCI)

Director Townsend directed attendees to the packet materials, drawing attention to the fact that the current program was authorized under resolution 94-33, and that an update was likely necessary.

Chair Blackerby stated that the issue of community involvement was the most extensively debated topic within the development of the Comprehensive Plan. Confusion about the roles of the Planning Commission and the Committee for Citizen Involvement (CCI) was never resolved. Chair Blackerby stated that while the Planning Commission was limited to addressing land use issues, the CCI program seemed intended for a broader, community-wide application, and the Planning Commission as a whole supported efforts to go beyond the minimum requirements for public involvement related to land use planning. Chair Blackerby added that he felt that Resolution 94-33 was a 30-year old document that definitely needed considerable review and updating.

Mayor Wahlke stated that at the time Resolution 94-33 was approved, two separate committees existed. Director Townsend stated that due to lack of available interested volunteers, the two were merged approximately 15 years ago.

Commissioner Bunnett concurred with Chair Blackerby's description of the challenges faced while developing the Comprehensive Plan chapter on Citizen Involvement. He supported establishing a small group consisting of Planning Commissioners, City Councilors and staff to focus on the broader issue, beyond land use planning. Councilor Marci Baker agreed with this approach to help identify what the CCI is intended to do, and who is intended to implement their recommendations. She suggested seeking volunteers from existing City boards and committees to improve communication between the various groups.

Mayor Wahlke thanked Commissioner Bunnett for sharing the document "Putting People in Planning", noting that although the document was developed by the State's Department of Land Conservation and Development (LCDC), it did support public involvement efforts that went beyond land use planning.

The group continued to discuss different ideas of who would best make up an ad hoc committee regarding community involvement, including members of the general public. Councilor Marks cautioned that the City has had difficulty in attracting volunteers to the existing Boards and Committees, and that they already represented our public involvement program.

Chair Blackerby stated that without clear direction, the Planning Commission and the CCI were likely not meeting the requirements already in place. Councilor Baker stated that public involvement was a requirement of Statewide Planning Goal 1, Resolution 94-33 was currently in place, and that the Planning Commission and the CCI were existing entities. She supported the use of a subcommittee to discuss public involvement starting within this framework.

City Manager Legarza summarized the discussion, stating that she would need direction from Council to move forward with an ad hoc committee on a limited duration basis. Commissioner Bunnett suggested that one of the charges of such a committee would be to update the components of Resolution 94-33. Chair Blackerby pointed out that the resolution started with a description of public involvement that did not limit the program to land use applications. He pointed to a number of elements within the resolution that were not being implemented, including annual evaluations of the success of ongoing public involvement practices and annual town hall meetings,

Councilor Judy Casper supported neighborhood groups as examples of grass roots outreach networks. Chair Blackerby cited recent discussions of the planning commission regarding a variety of groups they would like to reach out to in the future.

Mayor Wahlke acknowledged the work of the Planning Commission in developing a range of ideas about public involvement within the Comprehensive Plan process, as presented in the notes that were provided at the joint meeting.

Chair Blackerby stated that over the time that he has served on the Planning Commission one of the challenges was having a clear understanding of what the commission does, what they can do, and how they might better educate the public about their role. Councilor Baker stated that she had previously understood that any work of the Planning Commission required direction from the City Council, limiting their ability to be more proactive. She added that as a City Councilor she now realizes that planning commissioners can bring forward topics and be more proactive about anything that is within the purview of the Comprehensive Plan.

Councilor Casper supported a broader understanding of the Statewide Planning Goals in community decision-making, beyond their use in specific land use applications. Chair

Blackerby and Commissioner Corso concurred with improving communication around the goals.

C. Additional Comments by Councilors and Commissioners

Commissioner Albretsen supported the use of the Pearls and neighborhoods to build community through activities and events.

Commissioner Corso asked about the enforcement of the polystyrene ban. Councilor Parsons stated that these issues are handled on a complaint basis through the City's code enforcement program within the Police Department.

Councilor Parsons appreciated the joint meeting and felt it was a productive session. He encouraged attendees to work on scheduling them more often, perhaps on a quarterly basis.

Mayor Wahlke thanked participants and stated that she felt it had been a productive session.

Councilor Casper agreed and stated that it was a good example of how much community volunteers care and how hard they are working.

Commissioner Bunnett provided directions for using the City's online code enforcement complaint portal, adding that it was an easy process and that in his experience the City had been very responsive to citizen complaints.

Councilor Baker asked for clarification about the process to remove Planning Commissioners as described by current code language. Director Townsend stated that our ordinance is not in compliance with state law, and that we were developing a new policy to meet state requirements.

Chair Blackerby supported a future discussion about the broader issue of transportation including the cumulative impacts of individual development projects on local traffic.

Mayor Wahlke asked if an upgrade of the Transportation System Plan might be on the horizon. City Manager Legarza stated that she would look into it, and suggested that an addendum or partial update might be warranted.

Councilor Casper suggested a possible schedule of two joint meetings per year, looking at a next meeting sometime in the Fall.

Responding to a question from Chair Blackerby, Director Townsend stated that an April 2nd meeting of the Planning Commission would be held. City Manager Legarza stated that she was working on an interim plan for the duration of the recruitment for a new Planning Director. There were no plans to discontinue meetings.

Chair Blackerby expressed his appreciation for the joint meeting.

3. RECESS

The Joint City Council/Planning Commission closed. Chair Blackerby called for a ten-minute break before the Planning Commission reconvened.

4. CONSENT AGENDA

The minutes of the Planning Commission Regular Meeting from March 5, 2024 were approved as written.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Erick Albretsen, Commissioner
SECONDER:	Jason Corso, Commissioner
AYES:	Bunnett, Corso, Albretsen, Blackerby
ABSENT:	Sumner

5. PUBLIC HEARINGS

A. ZOA 2024-02 Disabled Facilities

Chair Blackerby opened the public hearing at 7:54 PM and read the preliminary statements. No planning commissioners declared conflicts or bias. Director Townsend presented the staff report. He stated that the purpose of the amendment was to expand the types of disabled facilities allowed within setbacks to include elevators, wheelchair lifts and stairway chair lifts. This applies only to existing buildings that require retrofitted access facilities, not to new construction. He added that the amendment also included language so that these facilities would not be included in building coverage calculations.

Chair Blackerby supported the amendment, and asked if anything specific had prompted it to move forward at this time. Director Townsend stated that not only did he have a personal interest, but that the City was continuing to seek ways to incorporate more universal design for people of various abilities. Responding to a question from Chair Blackerby, Director Townsend stated that disabled facilities were allowed in setbacks established within the zoning code but that the building code also specifies setbacks relating to life safety that would preclude encroachments to the property line.

Commissioner Corso moved to recommend approval of the amendment as written, seconded by Commissioner Albretsen. The motion passed unanimously.

Chair Blackerby noted that this would also serve as Planning Commission approval of the Final Recommendation 2024-01.

B. ZOA 2024-03 Public Facilities

Chair Blackerby opened the second public hearing at 8:05 PM and read the preliminary statements. No planning commissioners declared conflicts or bias.

Director Townsend presented the staff report. He stated that this amendment came about as a result of the recent approval of the Comprehensive Plan. The chapter on Land Use created a new zone, but did not create the enacting language, nor did it rezone any properties. The purpose of the new zone is to better communicate the intent and purpose of City-owned properties. The zone could likely incorporate public safety facilities, public cultural facilities, public offices, schools, and other infrastructure facilities such as pump stations, wastewater and water treatment plants, stormwater facilities, water tanks, and reservoirs. Development standards proposed in this zone include a maximum building height of 35'. No minimum setbacks are proposed.

Commissioner Albretsen expressed concern that public facilities could be interpreted to allow overnight parking or camping.

Director Townsend stated that the same rules that apply to our current publicly owned facilities would continue to apply, adding that the Planning Commission and City Council would be part of any rezoning efforts in the future. City Manager Legarza added that the City was required to adopt an ordinance in 2023 designating what types of public property would be designated for overnight parking, including requirements for signage. Director Townsend noted that all of these facilities are already publicly owned and managed.

Responding to a question from Chair Blackerby, Director Townsend noted that uses permitted in the zone would not require Planning Commission review, but that uses described as conditional would require a public hearing and Planning Commission review and approval.

Commissioner Bunnett moved to recommend approval of the amendment as written, seconded by Commissioner Corso. The motion passed unanimously.

Chair Blackerby noted that the packet did not include a Final Recommendation for ZOA 2024-02. Ms. Riner stated that it appeared that the Final Recommendation for ZOA 2024-3 was inadvertently included twice.

6. FINAL ORDERS AND RECOMMENDATIONS

6.1. Final Order 2024-01 for CUP 2023-02

RESULT:	PASSED [UNANIMOUS]
MOVER:	Kim Blackerby, Chair
SECONDER:	Erick Albretsen, Commissioner
AYES:	Bunnett, Corso, Albretsen, Blackerby
ABSENT:	Sumner

6.2. Final Recommendation for ZOA 2024-02

RESULT: PASSED [UNANIMOUS]
MOVER: Jason Corso, Commissioner
SECONDER: Erick Albretsen, Commissioner
AYES: Bunnett, Corso, Albretsen, Blackerby
ABSENT: Sumner

6.3. Final Recommendation for ZOA 2024-03

RESULT: PASSED [UNANIMOUS]
MOVER: Brian Bunnett, Commissioner
SECONDER: Jason Corso, Commissioner
AYES: Bunnett, Corso, Albretsen, Blackerby
ABSENT: Sumner

7. COMMENTS FROM THE PUBLIC

None.

8. DIRECTOR'S REPORT

None.

9. COMMENTS BY PLANNING COMMISSIONERS

Chair Blackerby reminded the planning commissioners to sign and return the necessary documents relating to the Oregon Ethics board. City Manager Legarza noted that there were additional ethics training materials the Planning Commission may want to consider.

Commissioner Corso expressed his appreciation for the joint meeting.

Commissioner Bunnett cited the recent public hearing for the Lincoln Palisades CUP, and stated that he felt it was reasonable to consider additional notification for projects that may impact people more than 500' away from the project location. Director Townsend noted that he had done research in the past and discovered that in some cases a doubling of the notification radius from 500' to 1000' would result in quadrupling of the costs, which was always an important consideration.

10. ADJOURN

Chair Blackerby adjourned the meeting at 8:30 PM.

Respectfully submitted,

Richard Townsend
Planning Director

Kim Blackerby
Chair