



AGENDA

Lincoln City Planning Commission
Tuesday, January 17, 2023, 6:00 PM
Council Chambers,
801 SW Highway 101 - 3rd Floor, Lincoln City, OR 97367

- 1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, & ROLL CALL**
- 2. NEW BUSINESS**
 - 2.1. Election of Chair and Vice Chair
- 3. MINUTES**
 - 3.1. Planning Commission - Regular Meeting - Dec 6, 2022 6:00 PM
- 4. PUBLIC HEARINGS/DELIBERATIONS**
 - 4.1. SUB 2022-01_P NW 40th subdivision (continued to February 7, 2023)
- 5. PLANNING COMMISSION TRAINING**
 - 5.1. Reminder of upcoming training
- 6. REPORTS AND COMMENTS**
 - 6.1. Planning & Community Development 2022 Overview
 - 6.2. Planning & Community Development 2023 Goals
- 7. FUTURE AGENDA ITEMS & NEXT MEETINGS**
 - 7.1. Upcoming Meetings
- 8. ADJOURN**

All information for this meeting is available on the City of Lincoln City website at www.lincolncity.org, and this meeting will be televised live on Charter Channel 4 Lincoln City and rebroadcast at various times. Planning Commission meetings are streamed live on the Internet through a link on the City of Lincoln City website, and can also be viewed following the meeting. 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 the City Recorder, at 541-996-1203.

Planning Commission Communication

Election of Chair and Vice Chair

Meeting Date: January 17, 2023 Primary Staff Contact: AnneMarie Skinner
Department: Planning Commission E-Mail: ASkinner@lincolncity.org
Secondary Dept: Secondary Contacts:
Approval: Estimated Time:

**LINCOLN CITY PLANNING COMMISSION
MINUTES
December 6, 2022**

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

Attendee Name	Title	Status	Arrived
Steve Griffiths	Commissioner	Present	
Mellissa Sumner	Commissioner	Absent	
Marci Baker	Commissioner	Present	
Robert Vincent	Commissioner	Present	
Kim Blackerby	Chair	Present	
Charlsy Affuso	Commissioner	Present	
Miles Schlesinger	Commissioner	Present	

2. AGENDA CHANGES OR REVISIONS

There were no changes to the agenda.

3. MINUTES

3.1. Planning Commission - Workshop - Oct 3, 2022 1:30 PM

MOTION: Approve the minutes of the October 3, 2022 Planning Commission Work Session as written
MOVER: Vincent
SECONDER: Griffiths
AYES: Griffiths, Baker, Vincent, Blackerby, Affuso, Schlesinger
ABSENT: Sumner
RESULT: **Passed**

3.2. Planning Commission - Regular Meeting - Oct 4, 2022 6:00 PM

MOTION: Approve the minutes of the October 4, 2022 Planning Commission Meeting as written
MOVER: Vincent
SECONDER: Baker
AYES: Griffiths, Baker, Vincent, Blackerby, Affuso, Schlesinger
ABSENT: Sumner
RESULT: **Passed**

3.3. Planning Commission - Workshop - Nov 10, 2022 1:30 PM

MOTION: Approve the minutes of the November 10, 2022 Planning Commission Work Session as written
MOVER: Vincent
SECONDER: Affuso
AYES: Griffiths, Baker, Vincent, Blackerby, Affuso, Schlesinger
ABSENT: Sumner
RESULT: **Passed**

4. FINAL ORDERS, RESOLUTION, & WRITTEN COMMUNICATIONS

4.1. FR 2022-18 for ZOA 2022-10

The Planning Commission approved the Final Recommendation for ZOA 2022-10, amendments to Title 17 Zoning regarding special events as an accessory use, lodging definitions, boundaries of zones, and procedural revisions.

MOTION: Approve FR 2022-18 for ZOA 2022-10 as written
MOVER: Vincent
SECONDER: Baker
AYES: Griffiths, Baker, Vincent, Blackerby, Affuso, Schlesinger
ABSENT: Sumner
RESULT: **Passed**

5. PUBLIC HEARINGS/DELIBERATIONS

5.1. VAR 2022-05 Kirk Rucker wetland

Chair Blackerby opened the public hearing at 6:05 PM, introduced the application, read the required statements, and explained the order of proceedings for the hearing. Chair Blackerby and Commissioner Griffiths both reported visiting the site, but stated that their activities did not represent a prejudice against the application. No one was excused for conflicts of interest and no challenges were offered.

Director Skinner presented the Staff Report for the Natural Resources Development Variance for eight lots in the Taft Village Core (TVC) zone. Comments were received from Lincoln City Public Works and from an adjacent neighbor, William Thomas, both citing concerns about stormwater drainage issues. The findings of the staff report include a recommendation that any approval include conditions related to stormwater mitigation. Director Skinner reviewed the four specific circumstances that must exist in order for the variance to be granted. She also provided a description of the applicant's planning process, including the preparation of a wetland delineation in 2020, an updated assessment in 2022, and concurrence from the Oregon Division of State Lands.

Responding to a question from Commissioner Griffiths, Director Skinner stated that the property to the east and north of the site are owned by a different property owner.

Responding to questions from Chair Blackerby, Director Skinner shared that her recommendation for a wider 10' buffer is based on her professional planning experience. She also stated that staff supported the placement of a construction fence to protect the wetlands during construction, but

that she did not feel a permanent fence was required or beneficial. The staff report also recommended native wetland vegetation be required, but that no specific species need to be referenced.

Commissioner Griffiths also supported the 10' buffer and the construction fence. He requested that the conditions state that such a fence would be placed outside of the buffer area. He desired language be added that required the involvement of wetland specialists in the removal of exotic or invasive species and placement of native plant materials.

Trisha Clark presented on behalf of the applicants, using a Powerpoint that showed the property, the wetland delineation, the applicants' proposed 5' buffer, and the area to be developed. She also provided an overview of their planning and design process.

Responding to a question from Commissioner Vincent, Ms. Clark stated that any development proposal would look to consolidate access points, and that driveways would be located so as not to impact the wetland or buffer areas. She stated that no specific designs have been developed but that approximately 4-5 multi-family residential or mixed-use buildings were likely. The final design would be dependent upon meeting city requirements for parking, setbacks, and wetland buffers.

Commissioner Baker encouraged the applicant to consider the unique set of uses allowed in the Taft Village Core zone, including mixed use that would promote a walkable neighborhood commercial development.

Responding to a question from Chair Blackerby, Director Skinner stated that the planning and public review process would be dependent on the type of proposal. If the development is an allowable use, such as a multi-unit dwelling or mixed use, the review would be conducted at the staff level.

Responding to a question from Commissioner Vincent, Mr. Reed Kirk stated that they would provide adequate on-site parking.

Chair Blackerby requested a motion to close the public hearing. Commissioner Affuso moved to close the hearing, seconded by Commissioner Vincent, and all voted in favor. The public hearing was closed at 7:01 PM. The applicants waived their opportunity to provide final written documents.

Responding to a question from Commissioner Vincent, Director Skinner stated that future development of the site may or may not require further action by the Planning Commission, depending on the type of development proposed.

Responding to a question from Commissioner Griffiths, Director Skinner stated that planning staff could not waive any of the conditions placed on the development by the Planning Commission. She added that the staff report and the conditions of approval would be readily available on the City's website for members of the public to review.

Responding to a question from Commissioner Baker, Director Skinner stated that the size of the buffer is generally determined by the significance of the resource which would be indicated within the findings of the wetland assessment.

Commissioner Griffiths restated his recommendation to support the 10' buffer and to require a temporary fence be located outside of this buffer and placed prior to the start of any site development. He added that conditions 4 and 5 include a reference to require the use of individuals with wetland expertise.

Commissioner Griffiths moved to approve VAR 2022-05 with the changes to the conditions of approval as discussed by the Planning Commission, seconded by Commissioner Vincent. The Planning Commission voted 6-0 to approve the request.

MOTION:	Approve VAR 2022-05 with the conditions as written in the staff report, with the additional condition to place a temporary construction fence outside of the buffer prior to the start of any site development
MOVER:	Griffiths
SECONDER:	Vincent
AYES:	Griffiths, Baker, Vincent, Blackerby, Affuso, Schlesinger
ABSENT:	Sumner
RESULT:	Passed

5.2. SUB 2022-01-P NW 40th

This agenda item was continued at the request of the applicant.

6. OLD BUSINESS

6.1. Update on 2043 Comprehensive Plan

Director Skinner stated that she will be completing the recommended changes to the Introduction and the Housing goal soon, and asked the Commissioners how they would like to proceed. Based on their input, Director Skinner will schedule a work session in January 2023 to complete these two components and to begin discussions regarding additional goals.

7. NEW BUSINESS

There was no new business.

8. PLANNING COMMISSION TRAINING

Director Skinner announced that the City will be hosting the Chinook Institute planning training on January 24, 2023, and January 25, 2023, from 6 to 9 PM at City Hall. She encouraged and invited all Planning Commissioners to attend. Commissioner Affuso stated that she has a possible conflict with the dates.

9. REPORTS AND COMMENTS

Chair Blackerby suggested that the Planning Commission may want to grant him the authority to sign the Final Order for VAR 2022-05 without waiting until the January 17, 2023, full meeting. Commissioner Vincent moved to grant that authority, seconded by Commissioner Affuso. The motion passed unanimously.

Commissioner Schlesinger announced that this would be his last planning commission meeting. He thanked the City Council for appointing him and giving him the opportunity to participate and to

learn. He thanked previous City staff that helped him in his initiation to planning, and cited the various obstacles the Planning Commission has encountered over the past three-and-a-half years. He shared that it remains his priority for the City to make significant transportation improvements. Everyone thanked him for his service.

10. FUTURE AGENDA ITEMS & NEXT MEETINGS

10.1. Planning Commission 2023 Schedule

The Commissioners voted to cancel the December 20, 2022 meeting. Following a review of the 2023 schedule, the Planning Commission voted to approve the schedule as written. Commissioner Baker did not support the decision to not schedule the January 3, 2023 meeting due to the cancellation of several prior meetings and the need to continue progress on the Comprehensive Plan.

MOTION:	Approve the 2023 Planning Commission meeting schedule as written
MOVER:	Vincent
SECONDER:	Affuso
AYES:	Griffiths, Vincent, Blackerby, Affuso, Schlesinger
NAYS:	Baker
ABSENT:	Sumner
RESULT:	Passed

11. ADJOURN

Chair Blackerby closed the meeting at 7:31 PM.

Respectfully submitted,

Anne Marie Skinner
Planning Director

Kim Blackerby
Chair

Planning Commission Communication

SUB 2022-01_P NW 40th subdivision

Meeting Date: January 17, 2023 Primary Staff Contact: AnneMarie Skinner
Department: Planning Commission E-Mail: ASkinner@lincolncity.org
Secondary Dept: Secondary Contacts:
Approval: Estimated Time:

The public hearing for SUB 2022-01_P NW 40th subdivision has been continued to February 7, 2023.

Planning Commission Communication

Reminder of upcoming training

Meeting Date:	January 17, 2023	Primary Staff Contact:	AnneMarie Skinner
Department:	Planning Commission	E-Mail:	ASkinner@lincolncity.org
Secondary Dept:		Secondary Contacts:	
Approval:		Estimated Time:	

Planning Commission Communication

Planning & Community Development 2022 Overview

Meeting Date: January 17, 2023 Primary Staff Contact: AnneMarie Skinner
 Department: Planning Commission E-Mail: ASkinner@lincolncity.org
 Secondary Dept: Secondary Contacts:
 Approval: Estimated Time:

PLANNING & COMMUNITY DEVELOPMENT 2022 OVERVIEW

Applications and Permits:

- ADMINISTRATIVE ADJUSTMENT
 - One administrative adjustment application was submitted and subsequently withdrawn by the applicant
- ADJUSTMENT
 - ADJ 2022-01 Taft Mixed-Use Wall Plane APPROVED
- ANNEXATION
 - None
- APPEAL
 - APP 2022-01 Griswold (appealed Planning Commission's denial of variance to City Council; City Council upheld Planning Commission's decision)
- COMPREHENSIVE PLAN MAP AMENDMENT/ZONE CHANGE
 - CPA ZC 2022-01 Purvine APPROVED
 - CPA ZC 2022-02 Nesika Park APPROVED
 - CPA ZC 2022-03 Taft Park APPROVED
 - CPA ZC 2022-04 Taft Open Space APPROVED
 - CPA ZC 2022-05 Palisades Open Space APPROVED
 - CPA ZC 2022-06 Wildwoods Open Space APPROVED
 - CPA ZC 2022-07 Spyglass Ridge APPROVED
- CONDITIONAL USE PERMIT
 - CUP 2022-01 Resnikoff dock DENIED
 - CUP 2022-02 Rainbow Villa multi-unit residential APPROVED
 - CUP 2022-03 Taft High School electronic display center APPROVED
 - CUP 2022-04 SE Lee Pump Station APPROVED
- DEVELOPMENT REVIEW
 - DEV REV 2022-01 IHI affordable housing APPROVED
 - DEV REV 2022-02 Sam Apartments APPROVED
 - DEV REV 2022-03 Lim Mobile Food Unit Pod APPROVED

- DEV REV 2022-04 Wecoma Place affordable housing APPROVED
- DEV REV 2022-05 ATT CV13 Devils Lake cell tower upgrades APPROVED
- DEV REV 2022-06 Kirtsis Park parking lot improvements APPROVED
- DEV REV 2022-07 Sherwin Williams new building APPROVED
- DEV REV 2022-08 Bear Valley Nursery landscaping improvements APPROVED
- DEV REV 2022-09 SE Lee Pump Station EXEMPT
- DEV REV 2022-10 Diem Le replacement building at 1532 NE Hwy 101 APPROVED
- DEV REV 2022-11 Lincoln Sands addition to complex APPROVED
- DEV REV 2022-12 City storage building APPROVED
- DEV REV 2022-13 Camy Tiny Houses STAFF REPORT IN PROGRESS
- DEV REV 2022-14 Cultural Center STAFF REPORT IN PROGRESS
- DIRECTOR'S INTERPRETATION
 - DI 2022-01 Kreutzer
 - DI 2022-02 Trout
- EXTENSION
 - COVID Extension for The Villages
 - EXT 2022-01 The Cove
- FLOODPLAIN DEVELOPMENT PERMIT
 - FDP 2022-01 1070 SE 1st St
 - FDP 2022-02 1091 SE 1st St
 - FDP 2022-03 6595 SW Fleet Ave
 - FDP 2022-04 1106 NE West Lagoon Dr
 - FDP 2022-05 4535 SE 51st St
 - FDP 2022-06 1541 SE 51st
 - FDP 2022-07 4943 SE Keel
 - FDP 2022-08 6281 SE Jetty
 - FDP 2022-09 Tax Lot 2700 SE Lee
 - FDP 2022-10 180 SE Hwy 101
 - FDP 2022-11 5142 SE Hwy 101 #29
 - FDP 2022-12 1207 NE East Lagoon Dr
 - FDP 2022-13 4943 SE Keel
 - FDP 2022-14 5128 SE Hwy 101
- GEOLOGIC HAZARD REPORT REVIEW
 - GEO 2022-01 Director APPROVED
 - GEO 2022-02 Reede APPROVED
 - GEO 2022-03 Webb APPROVED
 - GEO 2022-04 Merrell NEEDS ADDITIONAL INFORMATION
 - GEO 2022-05 Wright NEEDS ADDITIONAL INFORMATION

- GEO 2022-06 Cromwell PUBLIC COMMENT PERIOD
- MOBILE FOOD UNITS
 - MFU 2022-01 Smoked Out APPROVED
 - MFU 2022-02 Taqueria 101 APPROVED
 - MFU 2022-03 MoMo on the Wheels APPROVED
 - MFU 2022-04 Sushi 101 APPROVED
 - MFU 2022-05 Pattaya APPROVED
 - MFU 2022-06 Grubs On at Pipe Dreams APPROVED
 - MFU 2022-07 Grubs On at 2424 NE Hwy 101 APPROVED
 - MFU 2022-08 Locked and Loaded BBQ APPROVED
 - MFU 2022-09 Taki's Souvlaki APPROVED
- NATURAL RESOURCES DEVELOPMENT REVIEW
 - NRDR 2022-01 Hatch INCOMPLETE
- PARTITION
 - PAR 2022-01 Pillsbury APPROVED
 - PAR 2022-02 Reinhart APPROVED
 - PAR 2022-03 Schooner Creek APPROVED
 - PAR 2022-04 Johnston APPROVED
 - PAR 2022-05 Baker IN PROGRESS
- PLANNED DEVELOPMENT
 - None
- PROPERTY LINE ADJUSTMENT
 - PLA 2022-01 Zolnikov APPROVED
 - PLA 2022-02 Shadden APPROVED
 - PLA 2022-03 Rainbow Villa APPROVED
 - PLA 2022-04 Meyers APPROVED
 - PLA 2022-05 Pellicori APPROVED
 - PLA 2022-06 Sam Health APPROVED
 - PLA 2022-07 Lincoln County Housing Authority APPROVED
 - PLA 2022-08 Tibbles APPROVED
 - PLA 2022-09 Finch Koenig APPROVED
 - PLA 2022-10 Knott APPROVED
 - PLA 2022-11 Lincoln Sands APPROVED
- STATUTORY DEVELOPMENT AGREEMENT
 - None
- SUBDIVISION
 - SUB 2022-01_P NW 40th PUBLIC HEARING CONTINUED BY APPLICANT
- VACATION RENTAL DWELLING
 - Processed 94 applications for vacation rental dwellings
 - Processed 54 local rep changes

- VARIANCE
 - VAR 2022-01 3Gs Construction street side setback DENIED
 - VAR 2022-02 Olson wetland development APPROVED
 - VAR 2022-03 Weston deck setback DENIED
 - VAR 2022-04 Hatch wetland development NEED ADDITIONAL INFORMATION
 - VAR 2022-05 Kirk Rucker wetland development APPROVED

- WETLAND LAND USE NOTIFICATION
 - Processed 9 wetland land use notifications with Oregon Department of State Lands
- ZONING ORDINANCE AMENDMENT
 - ZOA 2022-01 Annexation process APPROVED
 - ZOA 2022-02 UGB process APPROVED
 - ZOA 2022-03 Bluff erosion clarification APPROVED
 - ZOA 2022-04 Duplex fix APPROVED
 - ZOA 2022-05 General code corrections APPROVED
 - ZOA 2022-06 R1RE Front setback APPROVED
 - ZOA 2022-07 R1RE Street side setback WITHDRAWN
 - ZOA 2022-08 Housing APPROVED
 - ZOA 2022-09 Tiny House Definition APPROVED
 - ZOA 2022-10 Special Event as Accessory APPROVED
- ZONING VERIFICATION LETTER
 - ZLET 2022-01 Sea Haven
 - ZLET 2022-02 2530 NE 31st
 - ZLET 2022-03 2530 NE 31st
 - ZLET 2022-04 Taft MHP
 - ZLET 2022-05 2945 NW Hwy 101

Procedural:

- Revised and/or created all the land use application forms
- Revised the Planning website pages
- Completed standard operating procedures for planning procedures
- Updated and reconfigured the Structural/Mechanical Permitting website page
 - Created new instruction forms and instruction procedures for the ePermitting process
 - Created a customer-assist process for ePermitting for first-time submitters
- About 20-25% through scanning and organizing the address files

Structural/Mechanical Permitting:

- Extensive research on another electronic permitting system, to no avail
- Successful update of Building Division Operating Plan status submitted to Oregon Building Code Division
- Updated Chapter 15.04 to be compliant with state requirements for appeal process of discretionary decisions by the building official
- Director completed the required training for the designated qualified employee as the "second" building official
- Began state-required audit of the building division by compiling required documents and submitting to the auditors
- Issued expiration notices for 271 permits; 42 of the 271 expired
- Permits Issued:
 - 18 Commercial Alarm or Suppression System
 - 6 Commercial Demolition
 - 45 Commercial Mechanical
 - 1 Commercial Site Development
 - 131 Commercial Structural
 - 15 Residential Demolition
 - 1 Residential Dwelling Unit Fire Sprinkler System
 - 5 Residential Manufactured Dwelling
 - 1 Residential RV Pad Placement
 - 224 Residential Mechanical
 - 136 Residential Structural

Comprehensive Plan Update:

- 14 public outreach sessions
- 2 surveys
- Established a website page
- Data collection on residential, commercial, and industrial lands
- Completion of the Housing Needs Analysis update
- Director met with Arts Committee, Parks Board, and Sustainability Committee for feedback
- Solicited input through social media, water billing, and City Council newsletter
- 2 work sessions with Planning Commission
- Drafts completed:
 - Intro
 - Vision
 - Housing
 - Tsunami inundation

Attachments:

Tracking_Housing_2022 (XLSX)

Type	2016	2017	2018	2019	2020	2021
Single-Unit Detached	42	49	53	49	43	46
Townhouse (Single-Unit Attached)	0	0	0	0	0	2
ADU	0	3	1	0	1	0
Manufactured Home	5	6	3	6	7	6
Duplex (units)	4	8	4	0	1	2
Mult-Family (3+)	29	0	30	0	42	10
Total	80	66	91	55	94	66

2022	7-Year Total (2016-2022)	2035 Forecast Scenario A (Needed Units)	2035 Forecast Scenario B (Needed Units)
48	330	798	940
0	2	0	0
2	7	0	0
6	39	141	185
6	25	160	205
272	383	385	484
334	786	1484	1814

Planning Commission Communication

Planning & Community Development 2023 Goals

Meeting Date: January 17, 2023 Primary Staff Contact: AnneMarie Skinner
 Department: Planning Commission E-Mail: ASkinner@lincolncity.org
 Secondary Dept: Secondary Contacts:
 Approval: Estimated Time:

Planning & Community Development 2023 Goals

- Continue cleaning, organizing, and scanning address files with either completion or near to completion by the end of 2023
- Complete Comprehensive Plan Update to the point of having the first official public hearing with Planning Commission by the end of the year
- Complete revised tree ordinance
- Complete revised subdivision ordinance
- Complete revised traffic impact analysis ordinance
- Continue comprehensive plan map amendments/zone change cleanup of city-owned properties
- Change zones of applicable spaces to Park or Open Space in The Villages
- Create new residential zones for The Villages
- Begin outline of properties that could possibly be rezoned to a zone commensurate and consistent with existing use
- Complete audit of building division
- Complete building services contracting
- Begin outlining land uses table for Title 17
- Continue revisions to Title 17 for clarifications, consistency, streamlining, consistency with state rules, and removing impediments to development and affordable housing
- Continue reviews of processes and procedures in planning and building to increase efficiencies and transparency

Planning Commission Communication

Upcoming Meetings

Meeting Date: January 17, 2023 Primary Staff Contact: AnneMarie Skinner
Department: Planning Commission E-Mail: ASkinner@lincolncity.org
Secondary Dept: Secondary Contacts:
Approval: Estimated Time:

- 1. Planning Commission Work Session for January 19, 2023**
 - 1:30 to 3:30 PM in Northwest Conference Room and Zoom
 - Finalize Intro and Housing
 - Discuss drafts of the next components

- 2. Planning Commission Meeting for February 7, 2023**
 - Continued Public Hearing for SUB 2022-01_P NW 40th subdivision
 - No other public hearings to date
 - No other agenda items to date

- 3. Planning Commission Meeting for February 21, 2023**
 - No applications received to date
 - No public hearings to date
 - No agenda items to date

- 4. Dates for next Planning Commission Work Session for Comprehensive Plan**

- 5. Discussion regarding Planning Commission's desires for future work session topics, if any**

- 6. Discussion regarding Planning Commission's desires for future work sessions with City Council, if any, and if so, what topics of discussion**

- 7. Discussion regarding Planning Commission's desires for 2023 training, if any**