

**LINCOLN CITY PLANNING COMMISSION
MINUTES
January 17, 2023**

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

Chair Kim Blackerby called the meeting to order and welcomed new Planning Commission member Brian Bunnett. Commissioner Bunnett shared a brief overview of his background, including his work as a university librarian and family vacations spent at the Ester Lee. All the Commissioners joined Chair Blackerby in welcoming the newest member.

Chair Blackerby led the Planning Commission in the Pledge of Allegiance, and requested roll call.

Attendee Name	Title	Status	Arrived
Brian Bunnett	Commissioner	Present	
Mellissa Sumner	Commissioner	Present	
Marci Baker	Commissioner	Present	
Robert Vincent	Commissioner	Present	
Kim Blackerby	Chair	Present	
Charlsy Affuso	Commissioner	Excused	

2. NEW BUSINESS

2.1. Election of Chair and Vice Chair

Chair Blackerby requested nominations for the 2023 Chair and Vice Chair positions. Mellissa Sumner nominated Robert Vincent for Planning Commission Chair, and the Commission voted unanimously to approve his nomination. Newly elected Chair Vincent nominated Mellissa Sumner for Vice Chair and Commissioner Blackerby nominated Marci Baker. Commissioner Sumner supported the nomination of Commissioner Baker and withdrew her name. The Planning Commission voted unanimously to elect Marci Baker as Vice Chair.

MOTION:	Elect Commissioner Vincent as Chair and Commissioner Baker as Vice Chair
AYES:	Bunnett, Sumner, Baker, Vincent, Blackerby
EXCUSED:	Affuso
RESULT:	Passed

3. MINUTES

The Planning Commission minutes of December 6, 2022, were approved as written. Commissioner Baker requested that future minutes include the entirety of the questions posed during meetings, to add context of the full discussion. Staff agreed to make this improvement to the minutes for future meetings.

3.1. Planning Commission - Regular Meeting - Dec 6, 2022 6:00 PM

MOTION:	Approve the minutes for the December 6, 2022 meeting
MOVER:	Blackerby
SECONDER:	Baker
AYES:	Sumner, Baker, Vincent, Blackerby
ABSTAIN:	Bunnett
EXCUSED:	Affuso
RESULT:	Passed

4. PUBLIC HEARINGS/DELIBERATIONS

4.1. SUB 2022-01_P NW 40th subdivision (continued to February 7, 2023)

This public hearing for this land use application was continued to February 7, 2023 by request of the applicant.

5. PLANNING COMMISSION TRAINING

5.1. Reminder of upcoming training

Planning Director Anne Marie Skinner updated the Planning Commissioners on the plans for the Chinook Institute training to be held in the Council Chambers on January 24th and 25th from 6 to 9 PM. Planning Commissioners will be joined by City Councilors, several Directors, and staff from the Planning Department.

6. REPORTS AND COMMENTS

6.1. Planning & Community Development 2022 Overview

Director Skinner provided an overview of the busy year experienced by the Planning & Community Development Department, including land use cases, building permits, procedural improvements and ongoing work to update the Comprehensive Plan.

Chair Vincent asked for clarification regarding the Nesika Park zone change, as he understood that had happened already several years ago. Director Skinner stated that the park was made up of several tax lots, and that the recent Comprehensive Plan Amendment/Zone Change (CPA/ZC 2022-02) was for a small rectangular area on the west side of the park and adjacent to SE Keel.

Commissioner Blackerby asked for additional information about the Development Review (DEV REV 2022-13) for Camy Tiny Houses. Director Skinner shared that the staff report for this application was nearly complete. The proposal is to develop a site on SW Bard Road with 21 tiny houses, including garages. The site is zoned Multiple Unit Residential (R-M).

Regarding permits for Vacation Rental Dwellings (VRDs), Commissioner Bunnett asked if these applications were routinely approved. Director Skinner stated that those applications that meet all of the land use requirements are approved, and that the current number of VRDs is approximately 596. Chair Vincent asked for clarification on the current cap on VRDs. Within the Roads End (R-1-RE) zone, the cap is 91 (10% of residences), and in the R-1-5 zone the cap is 194 (also 10% of residences). There is no cap in commercial zones. At this time, no additional VRD applications for full-time rentals are being accepted in residential areas. Commissioner Blackerby added that he had recently received a notification in the mail of a VRD denial in his neighborhood, and he

asked regarding the typical causes for denial. Director Skinner stated that the particular denial was for a renewal and that renewals are not approved if all licensing renewal criteria are not met.

Commissioner Blackerby asked why there was a required training for a designated qualified employee to serve as the second building official. Director Skinner stated that the City contracts with Northwest Code Pros to provide the services of a building official, plans examiners, and inspectors. State legislation requires that communities that contract these services out ensure that one person on staff is qualified to perform those functions in the absence of the contract professionals.

In reviewing the status of the Comprehensive Plan, Commissioner Blackerby asked about the component on tsunami inundation. A draft has been shared with the Commission, but Director Skinner stated that there had not yet been an opportunity to review the document. It is included in the packet for the Thursday work session.

Commissioner Bunnett asked about the results of the public outreach, including the survey. Ms. Riner provided an overview of the survey results, and stated that more than 340 people participated in the two rounds of community questionnaires.

Chair Vincent asked for an update on the Rainbow Villas project (CUP 2022-02). Director Skinner stated that there had been no apparent progress on the site. Their CUP approval will expire if substantial construction is not underway May 2024. According to real estate records the parcel is up for sale. Chair Vincent also asked about the movie theater site at Highway 101 and High School Drive. Director Skinner shared that the City had received an application for a partition (PAR 2023-01) of the property. The cinema building is expected to be redeveloped for market rate apartments and Copeland Lumber is looking to locate on the Highway 101 side of the parcel.

Commissioner Blackerby brought the discussion back to the report on housing development, adding that the results showed that the amount of multifamily units approved in 2022 exceeded the amount of all of the other 6 years combined. Economic Development and Urban Renewal Director Allison Robertson noted that most of these were publicly funded affordable housing units.

6.2. Planning & Community Development 2023 Goals

Director Skinner shared her goals for 2023. They included ongoing progress on the Comprehensive Plan, revising ordinances regarding trees, subdivision development, and traffic impact analysis requirements, and completing a number of zone changes.

Commissioner Blackerby asked about the traffic impact analysis ordinance. Director Skinner stated that she would be working with Public Works staff to clarify how such analysis must be conducted and what should be included in a traffic impact analysis.

Commissioner Bunnett asked about the location of properties defined as The Villages. This site is a large area of undeveloped land in north Lincoln City east of Roads End, and at the terminus of NE Devils Lake Boulevard.

Chair Vincent asked for clarification regarding the definition of affordable housing. Director Skinner stated that the definition provided in the Lincoln City Municipal Code states that it is

housing made available to own or rent to households with incomes of 80% or less of the area median income (AMI), or the average of all units on the property are priced at 60% of AMI. Affordable housing must also come with a covenant or deed restriction that ensures the housing will remain affordable for a minimum of 30 years.

7. FUTURE AGENDA ITEMS & NEXT MEETINGS

7.1. Upcoming Meetings

Director Skinner provided an overview of the next few Planning Commission meetings and work sessions, and asked Commissioners about their preferences regarding future work sessions.

Commissioner Baker asked if it would be possible to use regular meetings as work sessions, or if the Planning Commission could approve meeting minutes during a work session. Director Skinner suggested that the Planning Commission could hold a brief regular meeting to approve minutes and then adjourn, move to the Northwest Conference room and conduct a work session. She added that the City now has the capability to do hybrid meetings so that people could participate remotely if necessary.

Chair Vincent suggested that the work sessions be scheduled one at a time as needed following each work session. Commissioner Baker supported a more regular schedule of two work sessions per month. Following a discussion of various days and times, the Commissioners agreed to schedule regular Comp Plan work sessions from 3:00 to 5:00 PM on the first and third Tuesdays of each month, starting on February 7th.

The next discussion related to topics the Planning Commission would like addressed in a joint work session with the City Council. Chair Vincent suggested traffic/transportation and housing. Director Skinner clarified that the topics should be related to specific outcomes that lie within the Planning Commission purview. Commissioner Baker suggested a discussion of our local food supply in relation to emergency preparedness and economic development. Commissioner Blackerby agreed that an economic development discussion would be beneficial. He also supported a work session to include discussion of the role of the Planning Commission and the development of the Comp Plan. Commissioner Baker added that she would appreciate more data and information regarding transportation to inform the Comp Plan, including data from the Nelscott Gap Plan and the Walking/Biking Plan. Director Skinner stated that the current Transportation System Plan (TSP) represents that data, and that the TSP will be incorporated into the Comp Plan. Commissioner Baker asked how the Nelscott Gap Plan would be addressed. Director Skinner stated that she would not be recommending that the Comp Plan incorporate this plan. Chair Vincent emphasized that his concerns regarding transportation refer primarily to issues of safety. Commissioner Baker also asked if either the joint Council work session or an upcoming training could discuss the role of the Planning Commission as the City's official Citizen Involvement Committee. She expressed interest in seeking ways for the Planning Commission to be more proactive in seeking citizen input with an approach that emphasized two-way conversations, and a consideration of not just meeting but exceeding minimum requirements.

Commissioner Bunnett reminded everyone that the discussion is about recommendations for topics to discuss at a joint City Council work session. Director Skinner concurred, and stated that she would share these ideas with the City Manager.

A discussion of possible future trainings followed. Commissioner Blackerby stated that the most helpful trainings from the previous year were the presentations from the League of Oregon Cities and the Department of Land Conservation and Development. Other ideas included a legislative update.

Commissioner Blackerby asked if the Planning Commission might be able to receive regular updates about progress on development projects. Commissioner Baker stated that the format of the year-end report was very helpful, and wondered if there was a way to get more frequent updates. Director Skinner encouraged Planning Commissioners to refer any questions about projects or applications to staff.

8. ADJOURN

Chair Vincent again welcomed new Planning Commissioner Brian Bunnett and adjourned the meeting at 7:42 PM.

Respectfully submitted,

Anne Marie Skinner
Planning Director

Robert Vincent
Chair