

**LINCOLN CITY PLANNING COMMISSION  
MINUTES  
February 21, 2023**

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

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
Brian Bunnett	Commissioner	Present	
Melissa Sumner	Commissioner	Excused	
Marci Baker	Commissioner	Present	
Robert Vincent	Chair	Present	
Kim Blackerby	Commissioner	Present	
Charlsy Affuso	Commissioner	Excused	

Director Anne Marie Skinner noted that the two Commissioners not present had notified her of their absence in the appropriate timeframe, and were officially excused.

**2. MINUTES**

**2.1. Planning Commission - Regular Meeting - Feb 7, 2023 6:00 PM**

<b>MOTION:</b>	Approve the minutes of the February 7, 2023 Planning Commission Meeting as written
<b>MOVER:</b>	<b>Baker</b>
<b>SECONDER:</b>	<b>Bunnett</b>
<b>AYES:</b>	Bunnett, Baker, Vincent, Blackerby
<b>EXCUSED:</b>	Sumner, Affuso
<b>RESULT:</b>	<b>Passed</b>

**2.2. Planning Commission - Workshop - Feb 7, 2023 6:30 PM**

<b>NO MOTION:</b>	The minutes of the February 7 Planning Commission Work Session were pulled from the agenda for revisions and will be returned for approval at the next regular meeting.
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**3. FINAL ORDERS & FINAL RECOMMENDATIONS**

None.

**4. PUBLIC HEARINGS/DELIBERATIONS**

**4.1. SUB 2022-01\_P NW 40th subdivision**

Chair Robert Vincent opened the public hearing at 6:03 PM. He introduced the application and read the required statements. In regards to bias and/or ex parte communications, Commissioner Blackerby and Commissioner Bunnett both stated that they had visited the site, but neither encountered anyone during their visits. No challenges were offered. Director Skinner provided the applicable substantive criteria for the project.

Director Skinner presented the staff report, including an overview of the proposal, property ownership, site location and description, as well as the zoning and Comprehensive Plan classifications. The request is for preliminary plat approval for a 12-lot subdivision. The site is currently being developed for a single-unit dwelling.

Comments were received from the historic preservation office of the Confederated Tribes of the Grande Ronde Community of Oregon. They stated they had no comments at this time and deferred to the primacy tribe(s) of the project area, the Siletz. No additional comments were received from the Siletz Tribe. Responding to a question from Commissioner Blackerby, Director Skinner stated that she provides notification to a wide range of potential stakeholder agencies, adding that the Grande Ronde Community did not own land within the vicinity of the project. Comments were also received from North Lincoln Fire and Rescue District #1. Their comments aimed to draw the applicant's attention to the relevant fire codes with which the project must comply. Comments were received from North Lincoln Sanitary Services relating to their ability to maneuver the proposed private drive. Public Works provided comments, which are included as conditions of approval in the staff report.

The staff report stated that all necessary application materials have been submitted, and that the layout has been found to meet all of the requirements with the exception of the Public Works required street section that has been made a condition of approval. Director Skinner clarified that although the application shows a particular development of detached and attached single-unit dwellings, the preliminary plat approval will only apply to the land division process. Anything that is an allowed use within this zone may be proposed at a later date and receive a building permit.

Director Skinner provided an overview of the conditions of approval, including recent revisions due to a subsequent revised submittal from the applicant. She also noted that the Planning Commission has the option to require sidewalks on either one side of the street as proposed by the applicant, or require the sidewalk be provided on both sides as recommended in the staff report.

Commissioner Baker asked for clarification on which site plan in the packet was the most current. Director Skinner stated that the updated plan is presented as the Utility Plan, located on the last page of the packet.

Commissioner Blackerby asked for clarification about the development of the property as a single-unit residential home on one lot. Director Skinner stated that a building permit had been obtained for the residence prior to the current application for a preliminary plat to divide the lot into 12 lots. Clearing of the lot was allowed under that approved building permit. Commissioner Blackerby asked for additional clarification as to the extent of the property and a more complete description of the proposed hammerhead street. Commissioner Blackerby also asked about the requirements for on-street parking. Director Skinner stated that the final development would have to meet the street section requirement of the Transportation System Plan, and the Oregon Fire Code. Commissioner Blackerby asked about the tree removal for the property. Director Skinner stated that the trees were removed under the approved building permit for the single-unit residence.

Commissioner Bunnett requested clarification about the reference to cul-de-sacs in the comments from North Lincoln Sanitary Services. Director Skinner stated that this comment was made in error, and no cul-de-sacs are proposed. In regards to a question about the Fire District comments,

Director Skinner noted that the final development will be reviewed by the Fire District and will require their approval prior to issuance of any building permits. Commissioner Bunnett also requested clarification about the location of the private drive. Commissioner Blackerby commented that the sidewalk is proposed only on one side of the private drive. Director Skinner reminded the Commission that the current proposal does not meet the Transportation System Plan roadway cross section.

The proposal was represented by Nathan Knott, project owner, Laura Mounce, project manager, and the project planner, Greg Blackmore. Mr. Blackmore provided an overview of the project team, the site, the zoning and permitted uses, and the proposal. The applicants stated that they generally agreed with the staff report, but were requesting that the requirement for sidewalks on both sides be reconsidered.

Commissioner Baker asked if fire access was adequate for Lots 1 through 4. Mr. Knott stated that the Fire Marshal had reviewed and tentatively approved the preliminary plat. Commissioner Blackerby asked for additional clarification regarding the shared driveway, the private drive and hammerhead, and the location of proposed sidewalks. Commissioner Blackerby asked if there would be any separation between the private drive and the asphalt loading area behind the shopping center. Mr. Knott stated that their goal is to provide some sort of landscaping or fencing in this area.

Commissioner Bunnett commented about the impact of the adjacent loading docks and truck activities in proximity to the proposed residences. Mr. Knott stated that the project would look for ways to address these impacts with landscaping.

No members of the public participated in the hearing.

Commissioner Blackerby moved to close the record and the hearing. Commissioner Baker seconded, and the motion was approved.

The applicants waived their right to submit final written arguments.

Commissioner Baker recommended that the Commission discuss their thoughts regarding the need for sidewalks on both sides of the street. Chair Vincent moved to approve SUB 2022-01\_P in accordance with the staff report with the exception of requiring sidewalks on only one side of the street. The motion was seconded by Commissioner Blackerby and approved.

<b>MOTION:</b>	<b>Approve SUB 2022-01_P with staff's recommended conditions of approval except requiring sidewalks on only one side of the street</b>
<b>MOVER:</b>	<b>Vincent</b>
<b>SECONDER:</b>	<b>Blackerby</b>
<b>AYES:</b>	Bunnett, Baker, Vincent, Blackerby
<b>EXCUSED:</b>	Sumner, Affuso
<b>RESULT:</b>	<b>Passed</b>

## 5. DIRECTOR'S UPDATE

Director Skinner provided an update regarding CUP 2020-02, the conditional use permit for dredging received by the Devils Lake Water Improvement District. She stated that she had just signed the Land

Use Compatibility Statement for the first dredging to take place, which indicates progress has been made.

Director Skinner handed out three items to the Planning Commissioners, including the Oregon Planning Commissioners Handbook, a document entitled "Putting People in Planning", and portions of Title 2 of the Lincoln City Municipal Code related to City-appointed bodies. She also invited Commissioners to attend a training entitled Oregon Land Use Planning Fundamentals for Elected Officials and Planning Commissioners being offered live via zoom on March 15th. All of the Commissioners present stated they were interested in attending the training.

## **6. FUTURE AGENDA ITEMS & NEXT MEETINGS**

Director Skinner stated that the next Planning Commission meeting was scheduled for March 7, 2023. One land use application, an appeal with required public hearing, is scheduled for that meeting. The next work session is scheduled for February 28th. Director Skinner asked if any Commissioners were available for a second work session that same week. A work session was scheduled for Thursday, March 2nd at 5:30 PM.

Commissioner Baker asked which planning goals would be reviewed after completion of the Housing chapter at the February 28th work session. Director Skinner stated that the chapters on Public Facilities and Services, and then Transportation were next in line.

Commissioner Bunnett requested clarification regarding the best way to provide comments on the draft chapters. Commissioners have been asked to bring copies of their desired changes and distribute them at the work sessions for review and comment. Responding to a question from Commissioner Blackerby, Director Skinner stated that the discussion on Transportation would be followed by a review of the chapter on Ocean Resources.

Commissioner Baker requested adding a section to the agenda for the Citizen Involvement Committee, or having a separate meeting. The recommendation for an addition to the agenda was supported by the other Planning Commissioners. Director Skinner agreed to add this section to the next meeting agenda.

## **7. ADJOURN**

Chair Vincent adjourned the meeting at 7:16 PM.

Respectfully submitted,

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Anne Marie Skinner  
Planning Director

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Robert Vincent  
Chair