

**LINCOLN CITY PLANNING COMMISSION
MINUTES
September 21, 2021**

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

Attendee Name	Title	Status	Arrived
Marci Baker	Chair	Present	
Kim Blackerby	Commissioner	Present	
Lenny Nelson	Commissioner	Late	6:08 AM
Miles Schlesinger	Commissioner	Present	
MacNeale Smith	Commissioner	Present	
Robert Vincent	Commissioner	Present	
Mellissa Sumner	Commissioner	Present	

Chair Baker welcomed the two new commissioners - Melissa Sumner and Robert Vincent. Commissioners Sumner and Vincent each introduced themselves. The rest of the commissioners introduced themselves to the new commissioners.

2. AGENDA CHANGES OR REVISIONS

3. MINUTES

3.1. Planning Commission - Regular Meeting - Aug 17, 2021 6:00 PM

MOTION:	Approve the August 17, 2021 meeting minutes
MOVER:	Kim Blackerby, Commissioner
SECONDER:	MacNeale Smith, Commissioner
AYES:	Baker, Blackerby, Nelson, Schlesinger, Smith, Vincent, Sumner
RESULT:	Passed

4. FINAL ORDERS, RESOLUTION, & WRITTEN COMMUNICATIONS

None

5. PUBLIC HEARINGS/DELIBERATIONS

None

6. OLD BUSINESS

None

7. NEW BUSINESS

7.1. Planning Director Introduction and Goals

Planning and Community Development Director Anne Marie Skinner addressed the commissioners. She said that she thought it would be a good opportunity to get together and review her thinking related to goals and plans for the Planning Department and the Planning Commission.

The Comprehensive Plan needs to be updated. The last time it was done was in 1984. The very first thing per state law - Goal #1 - is citizen involvement. The first thing to do before you write a draft is to involve the public. Ms Skinner said that we will hopefully be back to in-person meetings in the next couple of months, and we would like to start having public workshops with the Planning Commission. It would be nice to do those in the Council Chambers or someplace else where there is room to spread out. However, if we are still in this situation by the end of the year I will be rethinking that. She said that the delay also gives her the next couple of months to get all of the processes streamlined in the Planning Department. All of the applications need to be redone to reflect the procedures ordinance that was adopted last year and went into effect at the beginning of 2021. This is necessary so that our current development and consultants have what they need. In our small jurisdiction our planners do both current and long-range planning, unlike large jurisdictions that have entire groups that do each. Because our department is small, we do double duty. Ms Skinner said that she does not want to hinder current development and wants those processes to be as smooth and time efficient as possible so that she can concentrate completely on future planning. She said that she would like the commissioners to think about how you they would like to divide up the goals - there are 19 Statewide Planning Goals, but we are not mandated to address them all, and not every one needs to be revised.

Commissioner Nelson pointed out that big chunks of the Comprehensive Plan were updated in the 1990s. Ms Skinner agreed, saying that it is not like nothing has been done since 1984 - we have new documents such as the 2017 Housing and Economic Needs Analysis, the Transportation System Plan, and the Stormwater Plan. Those components need to be looked at in relation to the chapter in the Comprehensive Plan that deals with it in the context of the goals and objectives. Those objectives have not been touched. Even though we have the 2017 housing analysis, if you go to the housing goal of the Comprehensive Plan, the objectives listed are the same ones that were put there in 1984. The goals and objectives need to be updated to reflect the analysis. She said that she is also looking into having the housing needs analysis updated. With all the emphasis on housing and the shortages in workforce housing, it is important to have that analysis updated.

Ms Skinner said that she will e-mail the 19 Statewide Planning Goals (there are 3 or 4 that do not apply to Lincoln City), and asked that for the next meeting the commissioners think about which ones we should focus on - should we focus on all of them or on elements of each one - so we can put a framework together of how we are going to approach the public.

Commissioner Schlesinger brought up the 2018 visioning effort. Ms Skinner replied that the visioning document has been adopted and we can use it to incorporate into the Comprehensive Plan revision, but it was too short-reaching and did not provide enough long-term vision, and mostly focused on commercial and how we want it to look. When we redid the design standards, we pulled a lot from that visioning. She said that she would like to expand on the 2018 visioning and see what we want Lincoln City to look like in 20 years. It may be that 1-2 work sessions will be enough and we can put together bullet points and that will be enough. It may not take 6 months to get public input, but we need to start with that.

Commissioner Blackerby brought up feedback on a draft Comprehensive Plan that was given to the previous Planning and Community Development Director. He said that a lot of feedback was given both at meetings and submitted by e-mail, so he hopes that Ms Skinner has access to it somewhere. Ms Skinner replied that if commissioners still have the feedback they provided to the previous director to feel free to e-mail it to her and she will sift through it and at the next meeting will have a plan based on the feedback. Commissioner Blackerby clarified that the draft Comprehensive Plan they were giving feedback on was confusing at best and was footnoted in a strange way. He said that he would like to restart the feedback as Ms Skinner had suggested previously, but wanted to make sure that she also had access to what had already been done.

Commissioner Nelson said that, when it comes to the housing thing, it seems that the Planning Commission and the City Council have removed most of the restrictions on anything that you could build. So we are down to economics, which is not the focus of the planning commission. Ms Skinner replied that the City has an Economic Development Department and we will rely on them heavily for those sections. Chair Baker added that she does not think that the Planning Commission will be dealing with the implementation of the Comprehensive Plan as much as facilitating that conversation with the public on the overall vision of how we want housing to look like rather than how we are going to build it. Ms Skinner agreed, saying that the vision comes from the public (eg we want to see tiny house developments that are within x ft of these services). When we draft the goals and objectives for the housing chapter, those goals and objectives are based around the vision of the community. The Comprehensive Plan is goals and objectives, rather than rules that say "this goes here and this is that height." It is the overall vision and has those goals and objectives broken down on how to get to that vision. And the zoning ordinance is the rules.

Chair Baker asked Ms Skinner to also send out a link to the existing Comprehensive Plan when she sends out the Statewide Planning Goals.

Commissioner Schlesinger asked if there is a section in the Comprehensive Plan on transportation. Ms Skinner said that there is a Transportation Master Plan that was recently updated. There were also portions on transportation included in the Nelscott Gap Plan, which was also adopted. So most of the effort for transportation in the Comprehensive Plan will be around incorporating the Transportation Master Plan and the Nelscott Gap Plan. Commissioner Schlesinger replied that he really thinks that the transportation component is important, and that he would like to include the effort to get a secondary route through Lincoln City. If there was ever a catastrophic event here, the bridge over the D-River could be destroyed and that would cut off the community's ability to get around. Highway 101 alone is not adequate anymore.

Ms Skinner said that Zoom meetings will continue for the foreseeable future.

There are no cases scheduled for the next [October 5, 2021] meeting. Two cases - a variance and a conditional use permit (CUP) - were just deemed complete on Friday, so they will not be ready in time for the next meeting, and so the first meeting in October will be canceled. The second meeting in October [October 19, 2021], there will be a variance, and a conditional use permit. There will also be a hearing for the lighting ordinance. For the variance and the CUP, you as the Planning Commission make the decision to approve or deny. For the lighting ordinance, the Planning Commission makes a recommendation to City Council. For the variance and the CUP (this is just a reminder for current commissioners and the benefit of the new commissioners when cases come before the Planning Commission), your decision has to be based on the criteria in the code. A variance has a certain number of criteria, and each of those has to be met to approve it,

and if each of those is not met, then we break our code, and we cannot do that. It can be difficult because many times a case will come before you and you think it is great and like whatever it is and would like to approve it, but it doesn't meet the criteria and you have to deny it even though your personal opinion is that you like it. The CUP - there is a little bit more subjectivity to it. There are criteria, but they are a little bit more subjective. This one is for a dock, and the criteria for a dock are pretty black and white. Either you meet the distance or you don't. There will be a staff report in your packet to review. You are welcome to ask me [Ms Skinner] any questions prior to the meeting. Do it individually - you don't want to talk to anyone about the case before the hearing. The staff report will be briefly presented at the beginning of the hearing. There is an opportunity for the applicant to present, and then anyone who is in favor, neutral, or against will give testimony, and then the applicant has an opportunity to offer a rebuttal. Often there is no testimony so there is nothing to rebut. There is an entire script that staff prepares and gives to Chair Baker - she will keep us on task. Once you've closed public testimony and the record, you cannot ask any more questions. Any of your questions you will have to ask before you close the record.

Commissioner Vincent asked about talking to other commissioners as long as they don't form a quorum. Ms Skinner responded that it could cause problems, so it is better not to, and that if any of the commissioners have questions when they get the packet, that they can always contact her.

Commissioner Vincent asked whether the packet can be printed. Commissioner Blackerby said that during the period that Ms Skinner was gone, the commissioners were discouraged from making hard copies, and were told that they would have to produce any notes that they made on the hard copies. Ms Skinner said that she will check with the City Attorney and will send an e-mail to the commissioners.

Commissioner Blackerby asked about previous requests from commissioners to see traffic studies that staff reports were based on, but the studies were never provided. He said that the commissioners were told Public Works would come, and nobody ever showed up. He suggested that Public Works might come and explain how they do traffic studies. Ms Skinner replied that typically the City Engineer does not attend the Planning Commission. Typically the only staff at the Planning Commission meeting are from the Planning Department. Commissioner Blackerby clarified that it is a one-time presentation that he is asking for.

Commissioner Blackerby asked if there was an update on the City Manager position. Ms Skinner said that the posting closed, and applications have been received, and that she believes there is a work session in October to go through the applications.

- 8. PLANNING COMMISSION TRAINING**
- 9. REPORTS & COMMENTS**
- 10. FUTURE AGENDA ITEMS & NEXT MEETINGS**
- 11. PLANNING STAFF REPORT**
- 12. ADJOURN**

The meeting was adjourned at 6:55 PM

Respectfully submitted,

James White
Assistant Planner

Marci Baker
Chair