



AGENDA

Lincoln City Planning Commission
Tuesday, May 21, 2024, 6:00 PM
Council Chambers,
801 SW Highway 101 - 3rd Floor, Lincoln City, OR 97367

1. **CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE**
2. **WELCOME NEW PLANNING COMMISSIONER**
3. **CONSENT AGENDA**
 - 3.1. Planning Commission - Regular Meeting - Apr 2, 2024 6:00 PM
4. **COMMENTS FROM THE PUBLIC**
5. **DIRECTOR'S REPORT**
 - 5.1. Lincoln City Climate Action Plan
 - 5.2. Technology Transitions
 - 5.3. Permitting Transitions
6. **COMMENTS BY PLANNING COMMISSIONERS**
7. **ADJOURN**

Individuals wishing to attend via Zoom must email planning@lincolncity.org no later than noon on the meeting day. The email must include the person's name and the screen name the person intends to use for the meeting. Instructions will be emailed to the person requesting Zoom attendance. Persons attending via Zoom will need to leave the microphone muted and camera off.

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 request information in an alternate format or other assistance, please contact the City's ADA Coordinator, Kevin Mattias, at 541-996-1013 or kmattias@lincolncity.org. Visit the [ADA Accessibility | City of Lincoln City, OR](#) webpage to view how the City continues to remain in compliance with Title II of the Americans with Disabilities Act regarding City programs, services, processes, and facilities.

The Lincoln City Planning Commission reserves the right to add or delete items as needed, change the order of the agenda, and discuss any other business deemed necessary at the time of the meeting.

Agendas and Agenda packet items for this meeting are available at www.lincolncity.org under "Government" then select "Public Meeting Agendas, Packets & Videos". This meeting is being streamed live at <https://www.lincolncity.org/government/media-streaming> and will be available there for viewing after this meeting concludes. This meeting will be televised live on Channel 4.

Individuals wishing to provide verbal testimony for a public hearing agenda item need to please sign the sign-in sheet for that item. Sign-in sheets are located on the table near the entrance door to the Council Chambers. Individuals who signed in on the sheet will be called to testify during the public testimony portion of the public hearing. When making your oral testimony, please speak clearly and directly into the microphone.

**LINCOLN CITY PLANNING COMMISSION
MINUTES
April 2, 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	
Kim Blackerby	Chair	Present	
Margaret Powell	Commissioner	Present	
Patrick Dunne	Commissioner	Present	

2. WELCOME NEW PLANNING COMMISSIONERS

Chair Kim Blackerby welcomed the two new Planning Commissioners and asked them to introduce themselves.

Commissioner Patrick Dunne stated that he had been a resident of Lincoln City for more than 20 years and provided an overview of his background. He emphasized his skills in analysis, and a desire to learn how things work so that he can help to make things work better.

Commissioner Margaret Powell shared that she had become a permanent resident of Lincoln City in 2018 and that she was interested in the opportunity to learn more about the community and to volunteer after retiring from a career in the entertainment industry as a costumer.

- A. Patrick Dunne
- B. L. Margaret Powell

3. CONSENT AGENDA

3.1.

Commissioner Brian Bunnett asked for clarification regarding the discussion on public involvement, and whether or not the Planning Commission had been given specific direction. Chair Blackerby stated that the City Manager had explained that she would require direction from City Council.

Commissioner Erick Albretsen moved to approve the minutes of the March 19, 2024 Planning Commission. Commissioner Jason Corso seconded the motion. The motion was approved 4-0, with Commissioners Dunne and Powell abstaining.

MOTION:	Planning Commission - Joint City Council/Planning Commission Meeting - Mar 19, 2024 6:00 PM
MOVER:	Erick Albretsen, Commissioner
SECONDER:	Jason Corso,
RESULT:	Passed

4. PUBLIC HEARINGS/DELIBERATIONS

None.

1. None.

5. FINAL ORDERS AND RECOMMENDATIONS

None.

A. None.

6. SPECIAL ORDER OF BUSINESS

6.1. Public Notifications

Planning Director Richard Townsend provided an overview of the various types of land use procedures, including the decision-making authority and the minimum required public notification for each.

Responding to a question from Commissioner Powell, Director Townsend stated that the notification processes also described required time frames for when notices must be mailed and published in the newspaper. For example, notices of public hearings are required to go out a minimum of 20 days before the public hearing, and the newspaper must publish the notice at least 10 days but not more than 20 days prior to the public hearing.

Commissioner Dunne asked where people could go onto the City website to learn more about the types of procedures and notification processes. Director Townsend stated that the procedure types and required notifications were described within the zoning code. There is a link on the Planning department's home page for the zoning code.

Commissioner Bunnett asked about the costs associated with increasing the notification radius, and whether there was additional detailed cost estimates for various types of notices. Director Townsend stated that the Department had an overall budget for printing and for postage, but that the staff costs were not included and were often a significant factor in considering the resource needs of additional mailings.

Commissioner Blackerby expressed his support for adding on-site signage as part of required notification procedures.

Commissioner Dunne asked about how the City might increase the use of electronic media. Director Townsend stated that this was the type of work that the ad hoc committee would be considering as they looked to update the public involvement program.

RESULT: ANNOUNCED

6.2. Statewide Planning Goals

Director Townsend stated that, in response to recent comments from the Planning Commission, he had provided a link to the Statewide Planning Goals in the packet. In addition, the ten Citywide goals established in the Comprehensive Plan were provided to each of the commissioners.

RESULT: ANNOUNCED

3. Lincoln City's String of Pearls Overview

Urban Renewal and Economic Development Director, Alison Robertson, provided an historic review of the urban planning concept behind Lincoln City's Pearls, including Wecoma Beach, Oceanlake, Delake, Nelscott, Taft and Cutler City. Director Robinson presented a chronology of efforts beginning in 1988 with the adoption of an urban renewal plan titled "The Year 2000 Development Plan", and describing the range of actions taken by the City in Taft starting in 1999, Oceanlake in 2001, Nelscott in 2006, and in Cutler City in 2008. These actions included visioning, planning and design, and implementation of special projects. More recently, she stated, the direction from City Council has been to consider more Citywide pedestrian and aesthetic improvements, with less focus on the individual pearls.

Director Townsend added that the community engagement components of these projects had been very well done, and the input from national and international design experts had been a great experience. He also stated that the historic statements created for each of the pearls were excellent resources, and that they could be found on the City website.

Commissioner Albretsen shared that he found the concept very compelling, and wondered if there was still energy around the individual pearls. Director Robertson stated that several of the urban renewal programs had sunset, and that some site-specific challenges had prevented more full realization of the original vision.

Responding to a question from Commissioner Powell, Director Robertson stated that there was nothing in the foreseeable future that would include the Planning Commission.

7. COMMENTS FROM THE PUBLIC

None.

8. DIRECTOR'S REPORT

Director Townsend stated that he had nothing to report beyond the fact that this would be his last planning commission meeting as Interim Director, although he would be returning in a part time capacity to work on some special projects. Responding to a question from Commissioner Blackerby he stated that there had been no decision on another Interim Director. He added that the second April meeting would likely be cancelled. Chair Blackerby thanked Director Townsend for his work as interim.

Chair Blackerby asked about the Planning Commission vacancy. Director Townsend stated that the City had received an official resignation from Ms. Sumner and that the vacancy had been posted. Chair Blackerby also stated that the erosion control measures at Lincoln Palisades were still not in place and that he had advised the City. He reminded commissioners to complete their ethics paperwork.

9. PLANNING COMMISSIONER TRAINING

Director Townsend provided the new commissioners with a brief overview of the Planning Commission training regarding Ex Parte conversations relating to applications under consideration by the Commission within public hearings. He urged Planning Commissioners to send any questions to staff, and that if necessary, staff would respond to all Commissioners to ensure that everyone had the same information upon which to make decisions. He emphasized that the commissioners' role was to serve more as judges of information provided by others, and not investigators or pollsters.

Chair Blackerby underlined that the planning commission could not send group emails or group texts.

10. COMMENTS BY PLANNING COMMISSIONERS

Commissioner Dunne asked how to provide input regarding non-Planning Commission discussions, such as the routes construction vehicles were taking through neighborhoods. Director Townsend stated that it should be in the capacity of an individual community resident, and to use the online code enforcement portal.

Commissioner Albretsen thanked staff for the various presentations and a great meeting.

Commissioner Dunne stated that he felt very welcomed by staff and the rest of the Planning Commission.

11. ADJOURN

Chair Blackerby adjourned the meeting at 7:13 PM.

Respectfully submitted,

Daphnee Legarza
City Manager

Kim Blackerby
Chair

City of Lincoln City PLANNING COMMISSION COMMUNICATION

Lincoln City Climate Action Plan

Meeting Date: May 21, 2024
Department: Planning & Community Development
Staff Contact: Andrea Riner
Phone/Email: ariner@lincolncity.org
541-996-1232

ISSUE STATEMENT

The development of a climate action plan is an objective cited in the Lincoln City Comprehensive Plan 2043 under two different goals, including Natural, Scenic and Historic Resources and Community Resiliency. The Lincoln City Sustainability Committee has also been a strong proponent of a climate action plan, and are in the early stages of developing a work plan with City Administrative staff and a project consultant.

ACTION REQUESTED

None. For information only.

BACKGROUND INFORMATION

The first meeting of the Project Management Team is scheduled for May 16, 2024. The agenda includes preliminary discussions of the following objectives:

- Establishing key project questions;
- Identifying data and resource needs and sources;
- Creating a schedule/timeline for project deliverables; and
- Developing outreach strategies.

A number of partner agencies have been contacted as part of the data collection phase, including Northwest Natural Gas, Pacific Power, and North Lincoln Sanitary Services.

NEXT STEPS

Planning staff have been included as part of the Project Management Team. We will provide the Planning Commission with status reports throughout the project, including opportunities for comment.

ATTACHMENTS

None.

City of Lincoln City PLANNING COMMISSION COMMUNICATION

Technology Transitions

Meeting Date: May 21, 2024
Department: Planning & Community Development
Staff Contact: Daphnee Legarza
Phone/Email: dlegarza@lincolncity.org
541-996-1200

ISSUE STATEMENT

We began vetting software vendors late last year to replace our Agenda and Minutes product (MinuteTraq) which is soon to be no longer supported. After several months of demos, we selected eSCRIBE. eSCRIBE was very competitive in their pricing and the overall cost is significantly less than Granicus (their main competitor) and only slightly more year to year than we have been paying for the MinuteTraq/IQM2 product suite. We feel this is a win for the City both in modernization of our meeting management process and our financial commitment. We are preparing for an implementation date of July 2024.

ACTION REQUESTED

For information only.

BACKGROUND INFORMATION

There are many advantages to using eSCRIBE. One is that the public will be able to find the Agendas, Minutes, Videos and/or Audio of all the meetings on the Lincoln City Administration website page rather than going through a third-party website. Additionally, we are setting up the ability for the public to make public comments directly through the published Agendas (on applicable categories) on the City administration website in addition to the current available email option to dedicated public comment email addresses. This will help facilitate simpler access for the community to provide their input.

Every published Agenda will have a html version that is fully compatible with internet Screen Readers for ADA compliance generated automatically.

Another advantage of eSCRIBE is the ability to timestamp videos for City Council, Urban Renewal Agency and Planning Commission Meetings for every Agenda item presented to allow for easier review by the public without resorting to manually searching through the video to the Agenda Item they are interested in.

Initially, we anticipate City Council, Boards, Committees and Planning Commission to be provided Notice of the Meeting the same way as they do currently. The Media Notice will also be handled the same way and the City Administration website homepage calendar will continue to have the meeting dates listed for quick and easy public viewing.

Features of eSCRIBE such as real-time voting results during Council and Planning Commission meetings will be a focus in the future once the internal staff and Council and other Committees are comfortable and familiar with the eSCRIBE public meeting process.

NEXT STEPS

We anticipate creating every meeting for the remainder of 2024 in eSCRIBE during the last end of May and first week of June with an expected go-live date in July 2024. This will help all staff to create and publish Agendas, conduct meetings and publish minutes in June as applicable to help determine if there are any issues that require fixes. Our initial focus is on having a smooth transition from MinuteTraq to eSCRIBE for internal staff responsible for the City Council, Boards, Committees and Planning Commission meetings.

As we move into July, we will phase out MinuteTraq and focus on publishing all meetings through eSCRIBE and open the new Public Meetings webpage to the public.

Our plan is to notify the public of these changes in the June City Council Newsletter, Media Release and Social Media with the Executive Assistant to the City Manager, Michael Phillips' contact information available for anyone who has questions.

ATTACHMENTS

None.

City of Lincoln City

PLANNING COMMISSION COMMUNICATION

Permitting Transitions

Meeting Date: May 13, 2024
 Department: Planning & Community Development
 Staff Contact: Andrea Riner
 Phone/Email: ariner@lincolncity.org
 541-996-1232

ISSUE STATEMENT

Currently, Lincoln City manages **building/structural** and **mechanical** permits. **Electrical** and **plumbing** permits, even for properties within the City limits, are managed by Lincoln County. This has presented a challenge for customers and for our building department, and has required communication and outreach to assist contractors and homeowners navigate the bifurcated permitting process.

ACTION REQUESTED

None. For information only.

BACKGROUND INFORMATION

Lincoln City went to an entirely on-line building permit process even before the pandemic, using the statewide portal called ePermitting. All applications are digital, and supplemental documents are required to be converted to pdf's and uploaded into the ePermit. For more information about our current permitting system, you are encouraged to visit the Planning & Community Development Department's permitting website via the link below:

[Building Permits/Inspection Information | City of Lincoln City, OR](#)

Effective July 1st, 2024, Lincoln County will no longer accept applications for electrical and plumbing permits for properties in Lincoln City and our Building staff and contract personnel will be responsible for those permits and inspections. Since the County also utilizes the ePermitting portal, we are hopeful that the transition will appear fairly seamless. While the Department anticipates a few hiccups, the end result will be a more simple and unified permitting process for Lincoln City residents and contractors.

NEXT STEPS

Staff will be conducting outreach to contractors and ePermitting users over the next several weeks to make everyone aware of the coming changes.