

**LINCOLN CITY PLANNING COMMISSION
MINUTES
February 6, 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	
Mellissa Sumner	Commissioner	Absent	
Kim Blackerby	Commissioner	Present	

2. NEW BUSINESS

A. Election of Chair and Vice Chair

Director Townsend requested nominations for the office of Chair. Commissioner Brian Bunnett nominated Commissioner Kim Blackerby, citing a desire for experience through the transition to a new Planning Director and new City Attorney. Commissioner Corso seconded the motion, which was approved unanimously.

Chair Blackerby nominated Commissioner Bunnett for Vice Chair, seconded by Commissioner Corso, and approved unanimously by the entire Commission.

3. CONSENT AGENDA

3.1.

The Commissioners voted to approve the minutes of November 7, 2023.

MOTION:	Planning Commission - Regular Meeting - Nov 7, 2023 6:00 PM
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4. PUBLIC HEARINGS/DELIBERATIONS

4.1. CUP 2023-02 Lincoln Palisades Ph VI

Director Townsend announced that the applicant had contacted staff earlier in the day requesting a continuance for the Lincoln Palisades public hearing until March 5th.

Chair Blackerby opened the public hearing for CUP 2023-02 Lincoln Palisades Phase VI at 6:05 PM.

Commissioner Albretsen moved to approve the requested continuance until March 5th at 6:00 PM in Council Chambers. Responding to questions from the Commissioners, Director Townsend stated that public testimony would need to wait until after the applicant's presentation and the presentation of the staff report. Commissioners expressed their apologies to those members of the

community that were prepared to speak at the public hearing and encouraged them to return for the March hearing.

Commissioner Bunnett seconded the motion which was approved by all of the Commissioners.

Responding to a question from Commissioner Corso, Director Townsend stated that state law requires that the application review, approval, and appeals process be completed within 365 days of the date the application was deemed complete. Director Townsend clarified that written testimony provided prior to the hearing would be carried forward, and that additional materials will likely be submitted by the applicant. This may also require an update to the staff report. Any new materials will be available on line with the meeting packet.

Chair Blackerby welcomed the newest member of the Planning Commission, Erick Albretsen and asked him to introduce himself. Commissioner Albretsen has recently returned to Oregon from the Salt Lake City area. He is an experienced home designer and an eye care professional, and he is excited to participate in the work of the planning commission.

Chair Blackerby also took the time to thank former Planning Commission Chair Robert Vincent and Commissioner turned City Councilor Marci Baker for their service to the planning commission and the community.

5. COMMENTS FROM THE PUBLIC

None.

6. DIRECTOR'S REPORT

6.1. Planning Annual Report

Director Townsend directed the Commissioner's attention to the Annual Report in the packet. In addition to the completion of the Comprehensive Plan, he noted the approval of a 10-unit tiny home development, one of the few privately developed projects to create housing that is more affordable. He also noted there were a significant number of zoning ordinance amendments processed in 2023.

Chair Blackerby reiterated the ongoing desire to receive periodic updates regarding projects that had been before the Commission, such as subdivisions, planned developments, and conditional use permits. Director Townsend provided an update regarding the Copeland Lumber project which is breaking ground.

Chair Blackerby asked if there had been any progress regarding the Planning Director position. Director Townsend stated that the position had not yet been posted.

Commissioner Bunnett expressed his interest in revisiting a joint meeting with the City Council, especially in relation to the development of Citywide goals and priorities. Chair Blackerby echoed this interest.

Commissioner Bunnett asked about the status of Commissioner Sumner, expressing his concern about the impact on the planning commission. Director Townsend stated that staff was aware of the issue, and that it was a topic of some concern. He expects some action in the near future.

7. PLANNING COMMISSIONER TRAINING

Director Townsend presented the training, defining legislative vs. quasi-judicial procedures and ex parte communication (information obtained outside of a formal public hearing). He emphasized the importance of disclosure of ex parte communication, including visiting the site, hearing from neighbors, or having special knowledge. It is important that these disclosures are made within the public hearing to allow for a challenge from the public or a rebuttal from the applicant, and to ensure that disclosures are included in the meeting record.

The second part of the training addressed how to apply the right approval criteria to the facts in order to form a decision on a land use application. Director Townsend noted that there must be substantial evidence in support of each element of the applicable criteria.

Responding to a question from Commissioner Albreetsen, Director Townsend clarified that members of the Planning Commission could talk to staff in relation to land use cases. In addition, they are free to discuss topics that are general in nature and not specific to a land use case coming before the Commission.

Commissioner Corso requested that staff provide information regarding all of the preceding phases of Lincoln Palisades for the March 5th public hearing. Chair Blackerby requested that future PowerPoint presentations be provided as a hard copy to the planning commission. He also suggested having maps available at meetings.

8. COMMENTS BY PLANNING COMMISSIONERS

Commissioner Corso offered a suggestion to create a large display of the Statewide Planning goals and the goals from the Comprehensive Plan.

Chair Blackerby shared that the Planning Commission is also the Lincoln City Committee for Citizen Involvement (CCI), and reiterated the commission's ongoing interest in building this program beyond the minimum requirements for notification.

Chair Blackerby stated that he was interested in maintaining a more formal meeting structure moving forward. He also emphasized the importance of coming to meetings prepared, having read the materials, and ready to ask questions and deliberate.

9. ADJOURN

Chair Blackerby adjourned the meeting at 7:19 PM.

Respectfully submitted,

Richard Townsend
Planning Director

Kim Blackerby
Chair