



AGENDA

Lincoln City Planning Commission
Tuesday, February 7, 2023, 6:00 PM
Council Chambers,
801 SW Highway 101 - 3rd Floor, Lincoln City, OR 97367

1. **CALL TO ORDER, PLEDGE OF ALLEGIANCE, & ROLL CALL**
2. **MINUTES**
 - 2.1. Planning Commission - Regular Meeting - Jan 17, 2023 6:00 PM
 - 2.2. Planning Commission - Workshop - Jan 19, 2023 1:30 PM
3. **FINAL ORDERS & FINAL RECOMMENDATIONS**
4. **PUBLIC HEARINGS/DELIBERATIONS**
 - 4.1. SUB 2022-01_P NW 40th subdivision CONTINUED to 2/21/223
5. **DIRECTOR'S UPDATE**
 - 5.1. Director's Update
6. **FUTURE AGENDA ITEMS & NEXT MEETINGS**
7. **ADJOURN**

All information for this meeting is available on the City of Lincoln City website at www.lincolncity.org, and this meeting will be televised live on Charter Channel 4 Lincoln City and rebroadcast at various times. Planning Commission meetings are streamed live on the Internet through a link on the City of Lincoln City website, and can also be viewed following the meeting. 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 the City Recorder, at 541-996-1203.

**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

**LINCOLN CITY PLANNING COMMISSION WORK SESSION
MINUTES
January 19, 2023**

I. CALL TO ORDER

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

II. DISCUSSION ITEMS

2.1. Components of Comprehensive Plan Update

Director Skinner opened the discussion to review draft components of the Comprehensive Plan, starting with the Introduction. Commissioner Blackerby offered a few relatively minor edits. Commissioner Baker supported a more thorough review, and provided a revised draft that was copied and distributed to all in attendance. A lengthy discussion of each of the sections followed, with general consensus in favor of the suggested revisions. The results of the discussion are reflected in the final draft of the Introduction.

The Planning Commission next discussed the draft chapter on Housing. Suggested revisions included reducing redundant policies/objectives regarding affordable housing and providing additional examples relating to sustainability. The results of the discussion are reflected in the subsequent draft of the Housing component.

Next steps will be to finalize the Housing chapter and to move on to the Transportation component.

Commissioner Bunnnett asked if the document editing process was typical of a Planning Commission work session. Director Skinner stated that Commissioners can determine their preferred outcomes at each work session, with a reminder that they have set a goal to have a draft Comprehensive Plan ready to present for a public hearing at the end of 2023. She added that this update is not intended to be a complete overhaul of the full plan, but one that is focused on a handful of key topics identified by the Planning Commission in 2021.

Commissioner Baker asked whether it was better to have a few broad policies within each Chapter, or if staff preferred to have more narrowly defined and specific objectives. Director Skinner did not indicate a preference in either direction, that the Planning Commission was free to take either approach as they see fit.

III. ADJOURNMENT

Chair Vincent adjourned the meeting at 3:30 PM. The next work session is scheduled for 3:00 to 5:00 PM on Tuesday, February 7, 2023.

Respectfully submitted,

Anne Marie Skinner
Planning Director

Robert Vincent
Chair

Planning Commission Communication

SUB 2022-01_P NW 40th subdivision

Meeting Date: February 7, 2023 Primary Staff Contact: AnneMarie Skinner
Department: Planning Commission E-Mail: ASkinner@lincolncity.org
Secondary Dept: Secondary Contacts:
Approval: Estimated Time:

SUB 2022-01_P is continued to February 21, 2023.

Planning Commission Communication

Director's Update

Meeting Date: February 7, 2023 Primary Staff Contact: AnneMarie Skinner
 Department: Planning Commission E-Mail: ASkinner@lincolncity.org
 Secondary Dept: Secondary Contacts:
 Approval: Estimated Time:

Update on Land Use Applications

Update on Department Projects

Yearly Attendance Report

Lincoln City Municipal Code 2.06.030 Meetings and attendance.

Unless otherwise provided by law, the number of meetings related to business needs of a city appointive body may be set by the body. All members are expected to attend all regularly scheduled meetings, study sessions and special meetings when applicable. If a member will be absent from a meeting the member must notify the chair or the staff liaison at least two hours prior to the meeting. Unexcused absences can lead to the declaration of a vacancy (below). Attendance shall be reviewed by the appointive body annually (e.g., at first meeting in January) with a report sent to the city recorder advising of the need for appointment or reappointment, if necessary.

The annual review of attendance for 2022 did not take place at the first meeting of 2023, so it is being done at the second meeting of 2023.

2022 Planning Commissioner Attendance:

Glen Johnson and Lenny Nelson - Deceased in 2022

Charlsy Affuso was appointed middle July 2022; attended all meetings after appointment

Present 4
 Excused 0
 Late 0
 Work Session Present

Marci Baker
 Present 13
 Excused 1
 Late 1
 Work Session Present

Kim Blackerby
 Present 14
 Excused 1

Late 0
Work Session Present

Steve Griffiths was appointed middle July 2022; attended all meetings after appointment (term ended 12/31/2022)

Present 4
Excused 0
Late 0
Work Session Present

Miles Schlesinger (term ended 12/31/2022)

Present 14
Excused 1
Late 0
Work Session Present

Mellissa Sumner

Present 11
Excused 4
Late 0
Work Session Present

Robert Vincent

Present 15
Excused 0
Late 0
Work Session Present

NOTE: Meetings on June 7th and June 21st were canceled due to lack of quorum. Meetings on August 2nd, September 20th, November 1st, and November 15th were canceled due to no agenda items. The meeting on December 20th was canceled by the commissioners due to proximity to holiday.

Brian Bunnnett was appointed beginning 2023. There is still one vacancy on the Commission.

2.08.035 Qualifications.

To be eligible for appointment to and continued service on the planning commission, a person at the time of appointment and throughout his or her term of service must be a qualified elector within the meaning of the state Constitution and reside in the city. Notwithstanding the provisions of this section, the city council may appoint two members to the commission who are qualified electors and reside in the urban growth boundary of the city, but do not reside in the city; provided, that the other five commission seats are filled by city residents. No more than two voting members of the commission may engage principally in the buying, selling, or developing of real estate for profit as individuals, or be members of any partnership, or officers or employees of any corporation, that engages principally in the buying, selling, or developing of real estate for profit. No more than two members shall be engaged in the same kind of occupation, business, trade, or profession. The members of the commission shall serve at the pleasure of the council.

Attachments:

Status of Land Use Applications (DOCX)

Planning Commission Summation of Comprehensive Plan To Date (DOCX)

**Status of Land Use Applications
(Type III Conditional Use, Planned Development, Subdivision, Variance)**

2020

Conditional Use Permits

- CUP 2020-01 Northwest Natural new facility
 - Construction completed on the facility and certificate of occupancy has been issued
- CUP 2020-02 Devils Lake Water Improvement District Dredging
 - No dredging has taken place to date; Expires May 19, 2030

Subdivisions/Planned Developments

- PUD 2020-01 SUB 2020-01_P The Cove Phase III
 - Time extension gives until October 12, 2024 to record final plat
 - No final engineering plans have been submitted for review or approval
 - All infrastructure construction must take place prior to submitting for final plat and the infrastructure construction can't take place until final engineering plans have been submitted to the city for review and approval
- SUB 2020-02_P Overlook
 - Preliminary plat approval expires July 20, 2023 unless final plat is recorded or extension application filed
 - Site development permit for infrastructure construction has been obtained
- PUD 2020-02 Lincoln Palisades Phase V
 - Final plat recorded April 2022
 - Permit applications have been made for house construction

Variances

- None

2021

Conditional Use Permits

- CUP 2021-01 3000 NE 26th deck
 - Deck construction complete

Subdivisions/Planned Developments

- SUB 2021-01_P PUD 2021-02 Lincoln Palisades Phase VI
 - Has until January 18, 2024 to record final plat or file for extension

Variances

- VAR 2021-02 Excellence Inc
 - Approved; project is under construction
- VAR 2021-03 4930 SW Coast
 - Denied

2022

Conditional Use Permits

- CUP 2022-01 Resnikoff dock
 - Denied
- CUP 2022-02 Rainbow Villa multi-unit dwelling development

- Expires May 17, 2024
- No permit applications for construction have been submitted to date
- CUP 2022-03 Taft High School electronic display center
 - Installation complete
- CUP 2022-04 SE Lee pump station
 - Construction in progress

Planned Developments

- None

Subdivisions

- SUB 2022-01_P
 - Public hearing February 21, 2023

Variances

- VAR 2022-01 Griswold street side setback
 - Denied
 - The front deck and stairs have been removed and the site is now in compliance
- VAR 2022-02 Olson natural resource development
 - Approved
 - No building permit applications submitted to date
- VAR 2022-03 Weston deck setback
 - Withdrawn
- VAR 2022-04 Hatch natural resource variance
 - Application incomplete has until 2/27/2023 to make a complete application or submittal expires
- VAR 2022-05 Kirk Rucker wetland development
 - Approved
 - No development review or structural permit applications have been submitted to date

2023

Conditional Use Permits

- None submitted to date

Planned Developments

- None submitted to date

Subdivisions

- None submitted to date

Variances

- None submitted to date

Planning Commission Summation of Updated Comprehensive Plan, To Date

September 21, 2021 Planning Commission Meeting

- Director goal to proceed with updating Comprehensive Plan and asked Commissioners to identify top their 5 statewide planning goals for focus in the update

October 19, 2021 Planning Commission Meeting

- See portion of Minutes under Planner Comments; reminder to identify top 5 statewide planning goals
 - Ms. Skinner reported that she e-mailed the commissioners the items that were promised last meeting – the statewide planning goals and the current comprehensive plan. Although there are 600 pages or so, the actual Comprehensive Plan document is only the first 50 pages. The rest is amendments, studies, etc. For the statewide planning goals, Ms. Skinner asked that the commissioners choose their top 5 in priority to address in the Comprehensive Plan update. She also asked that if the commissioners have any of the comments they made to the previous director on the previous draft, to please send them to her. She said that she had received Commissioner Blackerby's comments.

November 2, 2021 Planning Commission Meeting

- Reminder to Commissioners to identify top 5 statewide planning goals

November 16, 2021 Planning Commission Meeting

- Reminder to Commissioners to identify top 5 statewide planning goals

January 18, 2022 Planning Commission Meeting

- See portion of minutes under Reports and Comments
 - Anne Marie Skinner asked the Planning Commission their thoughts on having public workshops for updating the comprehensive plan, considering that we are still meeting on Zoom. Commissioner Sumner wondered if the meetings can't be in person. Ms. Skinner replied that we are not doing in-person meetings at this time. Commissioner Sumner then replied that it would be good to get started.
 - Chair Blackerby wondered about input from the Commissioners about the top five statewide planning goals. Ms. Skinner noted that she had received Blackerby, Vincent, Sumner, and Schlesinger, that she didn't have Baker or Nelson and Johnson is new. Ms. Skinner stated that she would email the goals to the individuals who still need to get her the goals. She also stated that she would put together some type of schedule, perhaps two goals per meeting. Commissioner Baker wondered if it was the top five most important goals to the city overall, or the top five of the plan needing updated Ms. Skinner recommended that Commissioner Baker send both prioritization lists.
 - Commissioner Johnson wondered if he had the comprehensive plan in the bundle of information he received. Ms. Skinner said she didn't know, but that it is online and that she would send him the link and a pdf of the first 56 pages, that the first 56 pages are what will be amended.

- Commissioner Schlesinger wondered about waiting for public input and if there is a way by mail to mail a questionnaire because he feels that we will be on Zoom for the foreseeable future. Ms. Skinner noted that Commissioner Schlesinger's comment is a good comment and that's why she asked for input from the Commissioners. Ms. Skinner's intent is to receive public comment through the Planning Commission special meetings. She also noted that there is at least one survey she is going to put together that will be available on the city's website, the city's Facebook page, the library, etc., and solicit comments through the newsletter and various other methods.

February 1, 2022 Planning Commission Meeting

- See portion of minutes under Future Agenda Items & Next Meetings
 - Director Skinner advised the Commission that the Comprehensive Plan Update process will be underway soon. The current schedule will be to initiate public outreach at the Planning Commissions last meeting in March 2022, with approximately one meeting per month to follow until adequate public input data is received.
 - Based on input from each of the Planning Commissioners, the top five goals of the Comp Plan Update will address the following, in order of priority:
 1. Housing;
 2. Public Facilities and Services;
 3. Transportation;
 4. Coastal Shorelands; and
 5. Ocean Resources tied w/ Open Spaces, Scenic & Historic Areas, & Natural Resources.
 - Director Skinner stated that she is excited to start working with the Commissioners on the plan update, and that the public notification process would begin shortly

March 15, 2022 Planning Commission Meeting

- See portion of minutes under New Business
 - Director Skinner reminded the Commissioners that they identified Housing as one of their top priority goals to address within the Comprehensive Planning Update. She shared that the public had been invited to attend and provide feedback, but that the lack of attendance indicated a need to reconsider the community engagement program moving forward.

April 19, 2022 Planning Commission Meeting

- Public Outreach Schedule announced

May 17, 2022 Planning Commission Meeting

- See portion of minutes under Reports and Comments
 - Director Skinner provided a status update on outreach efforts for the development of the Comprehensive Plan Update. Staff are continuing to receive completed community

questionnaires, primarily via the online version. Specific materials have been developed and distributed for outreach to the Hispanic community, high school students, and senior adults. Responses to the questionnaire will continue to be tallied through the end of May, at which time results will be published on the City website and shared with the Planning Commission, likely at one or both of the July meetings.

July 5, 2022 Planning Commission Meeting

- See portion of minutes under Future Agenda Items & Next Meetings
 - Commissioner Baker asked when the Planning Commission might get an update on the results of the Comprehensive Plan public outreach. Director Skinner responded that the schedule for the July 19 Planning Commission meeting would include this summary. In addition there will be a zoning ordinance amendment to discuss, the Housing Needs Analysis, and the public feedback from the input sessions and the survey. Planning Commission will be asked to provide direction on how to reflect these findings in the Comprehensive Plan Update.

July 19, 2022 Planning Commission Meeting

- See item 6.2 in Minutes
 - Director Skinner described the public outreach thus far, including the numerous public meetings and the community questionnaire completed by over 220 participants. The results of the questionnaire were included in the Planning Commission packet. Commissioners were asked to consider the findings and how they might inform the development of policies, goals, and objectives for the Comprehensive Plan Update. Director Skinner added that the Parks Master Plan and the Transportation System Plan will remain the guiding documents for those programs and incorporated as such into the updated Comprehensive Plan, as will be the findings of the visioning work from 2018 and the 2019 tsunami studies.
 - Responding to comments from Commissioner Vincent about the significance of the affordable housing issue, Director Skinner provided information regarding the local supply of multiple unit housing and the relatively high number of existing affordable units in Lincoln City. Most apartment complexes are specified as affordable, although almost all report long wait times for openings. Several multiple unit developments are under permit review, including the IHI affordable housing project that is a cooperative effort with the City.
 - In response to Commissioner Griffiths, staff provided an overview of the types of outreach conducted to various groups within the community, and pointed to the participant demographics on packet page 62 for reference.
 - Commissioner Baker commented on the number of participants that selected "I don't know" responses, and how that likely indicates a need for additional environmental education relating to shoreland protection, impacts to existing natural resources, and access to open space. She supported adding an education goal into the updated Comprehensive Plan relating to natural resources.
 - Commissioner Griffiths suggested that the updated Comprehensive Plan should address the issue of climate change impacts, such as rising sea level, and increased coastal

erosion. Director Skinner responded that this item had not been identified by the Planning Commission as a priority goal for this particular update, and the level of data and work required to do it justice was likely outside of the current scope. She agreed that contacting the National Oceanic and Atmospheric Administration (NOAA) for any available data would be useful.

- Commissioner Blackerby noted the number of survey respondents that identified “improving community appearance” as a high priority. Director Skinner stated that this was primarily a private property issue and that the City has no policies that discourage or prevent owners from conducting general upkeep or upgrading their landscaping. New construction such as Oceanlake Veterinary Clinic, Pelican Brewing, and O'Reilly Auto Parts are evidence that the design standards are having a positive impact on new commercial construction.
- Commissioner Vincent noted that the questionnaire reflected a general disinterest in the needs of tourists. Commissioner Baker added that the issue of local retail vs. large-scale retail was evident in the findings, and that there is a need for more affordable retail serving local residents basic needs. Commissioner Affuso added that we need to consider the basic needs of local residents for a truly sustainable community economy. Director Skinner stated that she would look to draft a goal to support affordable retail services for long-term economic sustainability.
- Commissioner Griffiths noted that survey participants mentioned preserving the natural beauty of our area and maintaining the historic character of our community, and suggested including this in the update.
- Commissioner Baker noted participants desire for improved community walkability and supported the potential for neighborhood commercial, and the need for alternative transportation. She added that participants also emphasized the needs of families, including affordable child care and indoor and outdoor recreation.
- Director Skinner thanked the commissioners for their feedback, and that future meetings would likely review draft goals and strategies on a goal-by-goal basis, starting with housing.
- Annette Guido stated that she worries about the lack of a comprehensive public comment program. She did not see any of the meeting notices, and that the Roads End neighborhood association would have appreciated additional opportunities for input and explanation of next steps. She also felt that the timeline for public meetings was not the same as she had understood from a March City Council meeting. She added that she had no idea if the number of participants in the community questionnaire was valid or not for the critical nature of this process, but that there is no downside to over communicating.
- No other members of the public commented.

August 16, 2022 Planning Commission Meeting

- See item 5 in Minutes
 - Director Skinner shared additional public outreach underway, including participation in National Night Out on August 1st, issuing a revised community survey, and mailing to apartment and rental addresses. Director Skinner also met with the Public Arts

Committee and will meet with the Parks Board on August 17th. The Public Arts Committee supported historic preservation goals, and the creation of a cultural district that would provide an area for cultural events and possibly housing for artists and craftspeople. They also suggested pursuing designation as a Main Street City.

- Other activities underway include the commercial, industrial, and residential lands inventories, tsunami hazard planning components, climate change data, and draft goals for discussion at the upcoming Planning Commission work sessions scheduled for October.
- Responding to a question from Commissioner Griffiths, Director Skinner stated that the results from the revised survey would be presented separately from those compiled earlier so that comparisons between the two could be generated.

October 3, 2022 Planning Commission Work Session

- See minutes

October 4, 2022 Planning Commission Meeting

- See 6 in Minutes
 - Director Skinner shared that she would be attending the October meeting of the Parks & Recreation Board to obtain their input on relevant components of the Comprehensive Plan. Assistant Planner Andrea Riner stated that over 140 people had completed the updated community questionnaire, and the Planning Commission voted to close the survey in order to begin the data collection process. Director Skinner announced that the two additional work sessions scheduled for October were canceled, and worked with the commissioners to schedule a November 10th work session from 1:30 to 3:30 PM, to be held in the Northwest Conference Room. Based on feedback from the Planning Commission, the next work session will include consideration of the overall vision for the Comprehensive Plan and a continuation of the Housing component to finalize it. Commissioner Baker requested that staff provide materials in advance of the meeting to create a more structured discussion at subsequent work sessions, and to allow for commission members to come to the meetings more fully prepared

November 10, 2022 Planning Commission Work Session

- See Minutes
 - Director Skinner presented several pieces of background information as resources for the Planning Commission in their discussion of Goal 10 Housing. These included data from the Imagine Lincoln City visioning process, the existing Comprehensive Plan, the August 2022 Lincoln City Housing Policies and Tools presentation, staff analysis of existing apartments, homes and second homes, and a draft Tsunami Evacuation Facilities Improvement Plan.
 - The Planning Commission proposed the following to inform the development of housing objectives.
 - Assess the impact of hazards such as tsunamis on our buildable lands inventory and the availability of land for potential housing;
 - Address the lack of available and affordable housing for people of all income levels;

- Consider increasing allowable building heights with consideration for preserving public and private view sheds;
- Recognize the four key segments of our community: tourism; retirees; second home owners; and the non-tourism basis of our workforce;
- Expand the definition of a livable community to include walkability and creating more neighborhood-level services and commercial uses;
- Reduce reliance on the automobile;
- Incentivize the development of Accessory Dwelling Units as long-term rentals;
- Balance the value of short-term rentals (or VRDs) with the need for permanent housing and/or long-term rentals;
- Incorporate partnerships with other agencies, including Lincoln County to reflect the reality of people commuting from rural areas;
- Consider historic preservation elements into the Comprehensive Plan; and
- Develop overarching statements that link the various goals together.

December 6, Planning Commission Meeting

- See minutes under Item 6.1
 - Director Skinner stated that she will be completing the recommended changes to the Introduction and the Housing goal soon, and asked the Commissioners how they would like to proceed. Based on their input Director Skinner will schedule a work session in January 2023 to complete these two components and to begin discussions regarding additional goals.

January 19, 2023 Planning Commission Work Session

- Director Skinner opened the discussion to review draft components of the Comprehensive Plan, starting with the Introduction. Commissioner Blackerby offered a few relatively minor edits. Commissioner Baker supported a more thorough review, and provided a revised draft that was copied and distributed to all in attendance. A lengthy discussion of each of the sections followed, with general consensus in favor of the suggested revisions. The results of the discussion are reflected in the final draft of the Introduction.
- The Planning Commission next discussed the draft chapter on Housing. Suggested revisions included reducing redundant policies/objectives regarding affordable housing and providing additional examples relating to sustainability. The results of the discussion are reflected in the subsequent draft of the Housing component.

Drafts:

Intro draft has been prepared and taken to two Planning Commission work sessions. The Intro draft has been and is posted on the website. The Intro draft has been sent to department heads, City Council, planning staff, and DLCD for review. Comments received have been incorporated into the latest draft. Comments received are also posted on the website. The Planning Commissioners took the vision in the introduction directly from the 2018 Vision Statement document.

Housing draft has been prepared and taken to two Planning Commission work sessions. The Housing draft is posted on the website. The Housing draft has been sent to department heads, City Council, planning staff, city manager, and DLCD for review. Comments received have been incorporated into the latest draft as applicable. Comments received are also posted on the website. The Housing draft was prepared based upon the feedback received in public outreach. The Planning Commission extrapolated main issues from the feedback. The Housing draft also took into account the Housing chapter in the current comprehensive plan.