

**LINCOLN CITY PLANNING COMMISSION
MINUTES
October 4, 2022**

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

Attendee Name	Title	Status	Arrived
Steve Griffiths	Commissioner	Present	
Mellissa Sumner	Commissioner	Present	
Marci Baker	Commissioner	Present	
Robert Vincent	Commissioner	Present	
Kim Blackerby	Chair	Present	
Charlsy Affuso	Commissioner	Present	
Miles Schlesinger	Commissioner	Present	

2. AGENDA CHANGES OR REVISIONS

Director Skinner stated that the presentation from the Oregon Department of Land Conservation and Development, Planning Commission Training Item 7.1, would be moved to be the first item on the agenda.

3. MINUTES

3.1. Planning Commission - Regular Meeting - Aug 16, 2022 6:00 PM

MOTION:	Accept the minutes for the August 16, 2022 meeting as written
MOVER:	Vincent
SECONDER:	Griffiths
AYES:	Griffiths, Sumner, Baker, Vincent, Blackerby, Affuso, Schlesinger
RESULT:	Passed

4. FINAL ORDERS, RESOLUTION, & WRITTEN COMMUNICATIONS

4.1. FR 2022-16 for CPA ZC 2022-07

The Planning Commission voted to approve Final Recommendation 2022-16 for CPA ZC 2022-07 Spyglass Ridge, 6-1. Commissioner Griffiths opposed the motion, stating that he did not feel the application met the Transportation goal.

MOTION:	Approve FR 2022-16 for CPA ZC 2022-07 as written
MOVER:	Vincent
SECONDER:	Baker
AYES:	Sumner, Baker, Vincent, Blackerby, Affuso, Schlesinger
NAYS:	Griffiths
RESULT:	Passed

4.2. FR 2022-17 for ZOA 2022-09

The Planning Commission voted to approve Final Recommendation 2022-17 for ZOA 2022-09 revising the definition of tiny house and changing the review procedure for a time extension. The motion passed unanimously.

MOTION:	Approve FR 2022-17 for ZOA 2022-09 as written
MOVER:	Sumner
SECONDER:	Griffiths
AYES:	Griffiths, Sumner, Baker, Vincent, Blackerby, Affuso, Schlesinger
RESULT:	Passed

5. PUBLIC HEARINGS/DELIBERATIONS

5.1. ZOA 2022-10 Special Event Accessory

Chair Blackerby opened the public hearing at 6:53 PM, introduced the application, read the required statements, and explained the order of proceedings for the hearing. No one was excused for conflicts of interest and no challenges were offered. Director Skinner presented the Staff Report. She stated that the purpose of the amendment was to make the provisions for Special Events in Title 17 consistent with the provisions of Title 5 (Business Taxes, Licenses, and Regulations), to clarify the definitions of hotel, motel, and resort and add a definition for a "boutique inn" as requested by the City Department of Economic Development, add an option for properties with split zoning, and to make the setbacks in Multiple-Unit Residential (R-M) zoning consistent with other residential zones.

Responding to a question from Commissioner Baker, Director Skinner stated that special events are a permitted use in non-residential areas. City Attorney Appicello noted that Special Event permits will still be required.

Responding to a question from Commissioner Griffiths, Director Skinner stated that the boutique inn definition was added at the request of the Economic Development Department in anticipation of allowing the use in relevant zones in the future, and further clarified the difference between the definitions of hotels, motels, and boutique inns.

Several planning commissioners commented that motels and other lodging types include cooking facilities and wondered if there was a reason to specifically exclude cooking facilities in the revised definitions. The Planning Commission recommended revising the proposed wording to say that each of the lodging types may be provided with or without cooking facilities.

Responding to a question regarding split zoning, Director Skinner stated that the changes proposed will give property owners a second option for development that remains consistent with the intended zoning.

Responding to a question from Commissioner Griffiths, Director Skinner stated that the revisions to the R-M setbacks were made to ensure consistency with other portions of the zoning code, and other residential zones.

Responding to a suggestion from Commissioner Baker, Director Skinner agreed to amend the minimum street side setback requirement to 5 feet in the R-M zone.

Responding to questions from Commissioner Griffiths, Director Skinner stated that the landscaping component was removed in order to eliminate redundancy with the chapter on landscaping and the pedestrian amenity requirements were removed due to the fact that the requirement could not be met by any properties.

Commissioner Sumner moved to close the public hearing, seconded by Commissioner Affuso, and approved by the remainder of the Planning Commission.

Commissioner Sumner moved to recommend to City Council approval of ZOA 2022-10 with the recommended changes relating to cooking facilities within the lodging definitions and the revised 5-foot street side setback in the R-M zone. The motion was seconded by Commissioner Vincent and passed unanimously.

MOTION:	Recommend to City Council approval of ZOA 2022-10 Special Event Accessory with two changes: add “with or without cooking facilities” in lodging type definitions and a minimum 5-foot street side setback in the R-M Zone
MOVER:	Sumner
SECONDER:	Vincent
AYES:	Griffiths, Sumner, Baker, Vincent, Blackerby, Affuso, Schlesinger
RESULT:	Passed

6. OLD BUSINESS

6.1. Status Update 2043 Comprehensive Plan

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.

7. PLANNING COMMISSION TRAINING

7.1. Presentation from Oregon Department of Land Conservation and Development (DLCD)

Brett Estes, the North Coast Regional Representative for DLCD, introduced himself and gave a brief presentation regarding the history of statewide planning in Oregon, an overview of the Oregon Statewide Planning Goals, as well as the role of DLCD staff and the Land Conservation and Development Commission and the policies and processes they are responsible for, especially those that include work with local governments, such as the Comprehensive Plan.

Mr. Estes provided the following information in response to questions from various planning commissioners:

The geographic territory covered by the North Coast Regional Representative extends from Newport north to Astoria and to counties along the western portion of the Columbia River. Measure 56 established a special notification process for zoning code amendments that may have the potential to impact property values. Director Skinner noted that although it is infrequent, Measure 56 notification processes have been followed by Lincoln City planning staff whenever warranted. For zoning code amendments, jurisdictions must notify DLCD a minimum of 35 days prior to the first local evidentiary public hearing to provide DLCD an opportunity to comment.

The Planning Commission thanked Mr. Estes for his information.

8. REPORTS AND COMMENTS

Director Skinner asked the Planning Commission for their feedback regarding joint meetings with the City Council. The Planning Commission was in favor of such meetings occurring in a quarterly basis. The Planning Commission also supported scheduling regular work sessions to address a range of planning issues, such as public involvement.

City Attorney Appicello was on hand to respond to Commissioners questions and to clarify a recent communication to all staff, elected officials, and committee members regarding political activity. He emphasized the need to take a conservative approach in these instances in order to avoid even the appearance of a questionably ethical action. He cautioned strongly against any individual advocating for or against a candidate or a measure on a ballot while presenting oneself as a Planning Commissioner. Chair Blackerby closed by requesting that future communications be provided with an introduction more targeted to a non-attorney audience.

9. FUTURE AGENDA ITEMS & NEXT MEETINGS

The October 18th regular planning commission was canceled for a lack of agenda items. The schedules for November and December are pending. If held they will be conducted via Zoom as the audio-visual system for the Council Chambers is being updated to facilitate hybrid meetings starting in January 2023.

10. ADJOURN

Chair Blackerby closed the meeting at 7:52 PM

Respectfully submitted,

Anne Marie Skinner
Planning & Community Development Director

Kim Blackerby
Chair