



**CITY OF LINCOLN CITY
PLANNING COMMISSION
MINUTES OF THE MEETING**

April 21, 2026, 6:00 pm

Commissioners Present: Erick Albretsen – Chair
Patrick Dunne – Commissioner
Margaret Powell – Commissioner
Trisha Kannan--Commissioner

Commissioners Absent: Michael Redman—Commissioner (excused)
Carol Seeley—Commissioner (excused)

Staff Present Richard Townsend - Planning & Community Development Director
Andrea Riner - Planning Project Manager
Daniel Hunter – City Manager

The final minutes for this meeting are supplemented by an electronic recording of the meeting, which may be viewed online at www.lincolncity.org/publicmeetings. The staff reports and other documents related to this meeting are also available at the same location. This meeting is rebroadcast on Cable Channel 4. (See *Channel 4 guide on the hour at www.lincolncity.org/publicmeetings.*)

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

Vice Chair Erick Albretsen called the meeting to order at 6:00 pm.

B. ELECTION OF OFFICERS

Motion:	Nomination of Erick Albretsen for Planning Commission Chair
Moved By	Patrick Dunne - Commissioner
Seconded By	Margaret Powell - Commissioner
Ayes (4):	Erick Albretsen - Commissioner, Patrick Dunne - Commissioner, Margaret Powell - Commissioner, and Trisha Kannan-- Commissioner
Motion:	PASSED (4 to 0)

Motion:	Nomination of Patrick Dunne for Planning Commission Vice Chair
Moved By	Margaret Powell - Commissioner
Seconded By	Trisha Kannan--Commissioner
Ayes (4):	Erick Albretsen - Commissioner, Patrick Dunne - Commissioner, Margaret Powell - Commissioner, and Trisha Kannan-- Commissioner
Motion:	PASSED (4 to 0)

C. CONSENT AGENDA

C.1 Planning Commission Regular Meeting Minutes April 7, 2026

Motion:	Approve Consent Agenda
Moved By	Margaret Powell - Commissioner
Seconded By	Trisha Kannan--Commissioner
Motion:	PASSED VIA VOICE VOTE

D. FINAL ORDERS & FINAL RECOMMENDATIONS

D.1 Final Order 2026-01

Motion:	Approve Final Order 2026-01
Moved By	Margaret Powell - Commissioner
Seconded By	Erick Albretsen - Commissioner
Ayes (4)	Erick Albretsen - Commissioner, Patrick Dunne - Commissioner, Margaret Powell - Commissioner, and Trisha Kannan--Commissioner
Motion:	PASSES BY ROLL CALL VOTE (4 to 0)

E. PUBLIC HEARINGS/DELIBERATIONS

E.1 CUP 2026-02 Helping Hands

Chair Albretsen opened the public hearing at 6:08 pm and read the required statements.

Commissioner Kannan disclosed that she had received the notice of public hearing as she lives within 500' of Helping Hands and is familiar with the site. She stated that she did not have a bias in the matter.

Planning Director Richard Townsend provided the applicable substantive criteria, GC, Conditional Uses, Modification of Approved Plans, Applications and Conditions of Approval.

Director Townsend provided a brief presentation describing key components of the staff report for CUP 2026-02. The presentation included several photographs of the subject property and its surroundings. Director Townsend described the criteria and staff findings, specifically noting issues relating to security and screening.

Director Townsend cited the comment received in opposition to the modification from representatives of the Ashley Inn. He pointed out that the fence along the north property line would do nothing to screen views from the site towards the hotel.

Commissioner Powell contended that the vegetation on the adjacent property could be removed in the future. She also expressed concern that Helping Hands had ample time to comply with the original conditions.

Director Townsend stated that the applicants had known about the condition since the CUP was approved in 2019.

Commissioner Dunne stated that he saw no relation between the fence and views to the Ashley Inn.

Chair Albretsen asked for additional information about the rationale for requiring the solid fence on just a portion of the site. He also wondered if the chain link fence would need to be removed.

Director Townsend stated that he felt it might have been a carry-over from a previous iteration of the project. He added that the chain link fence would need to be removed and replaced by the wood fence required by the CUP.

Lincoln City City Manager Daniel Hunter represented the applicant as the City of Lincoln City. He stated that the City is currently considering waving the rent so that Helping Hands can expand their services at this site. He stated that he assessed the property in relation to the fence and determined that a solid wood fence would likely be unsuccessful.

Responding to a question from Commissioner Dunne, City Manager Hunter stated that there may be property surveys but that it was reasonable to assume that the existing fence was on the property line.

Commissioner Powell asked if there were any additional assessments of the subject property's capacity for supporting the fence. Mr. Hunter stated that geotechnical analysis would likely be required prior to construction of a new fence.

Michelle Gaylor, the Facility Director for Helping Hands, spoke in favor of the application. She clarified that one segment of the hill is eroding already, so there is clear evidence of poor soil stability. She reported that they've not received any complaints from neighbors, including the Ashley Inn over the past 2-1/2 years that she has been working there. In response to the question of timing, Ms. Gaylor stated that last year Helping Hands was under the impression that the previous City Manager had already made the decision to approve the final Certificate of Occupancy.

In response to a question from Commissioner Powell, Ms. Gaylor stated that Helping Hands had recently been in front of City Council as part of a discussion to wave the rent. Helping Hands leases the property from the City.

Ms. Gaylor reiterated that there were limited views from the Helping Hands property to the Ashley Inn.

Judy Casper, Helping Hands Board Member, shared background information about the programs and services provided by Helping Hands and the various locations they serve throughout the state. Through her work supporting the development of the Lincoln City Hope Center she has worked with 3 city managers, 4 planning directors and 2 attorneys, leaving gaps in the City's institutional knowledge about the project. Ms. Casper added that it has been her experience that community members always will have concerns at the outset of these types of projects, but most come to recognize the value to the community after the programs are established. She urged the Planning Commission to support the modification.

Danielle Minton and Ashley Sandoz participated via Zoom, representing the ownership and the management company of the Ashley Inn & Suites. She stated that they had provided written comments, but that they were unaware that the site-obstructing fence was proposed for the northern property line. They had been under the impression that the fence was to be located directly opposite hotel.

Responding to a question from Commissioner Powell, Ms. Minton stated that they were withdrawing their objection to the CUP modification removing the condition to construct a fence.

Motion:	Close the hearing and the record
Moved By	Margaret Powell - Commissioner
Seconded By	Patrick Dunne - Commissioner
Motion:	PASSED VIA VOICE VOTE

Motion:	Approve CUP 2026-02 Helping Hands
Moved By	Margaret Powell - Commissioner
Seconded By	Trisha Kannan--Commissioner
Motion:	PASSES BY ROLL CALL VOTE (4-0)

F. COMMENTS FROM THE PUBLIC

None.

G. DIRECTOR'S REPORT

G.1 ANNUAL REPORT TO CITY COUNCIL

Director Townsend reminded the Planning Commission that the Planning Commission Annual Report will be presented to the City Council. This item had previously been scheduled for May 11th, but the revised schedule has the presentation on the agenda for June 8th.

Chair Albretsen asked if there were notes about the ideas former Chair Brian Bunnett had put forward at the previous meeting. Director Townsend stated that those ideas were in the minutes and included a request for statistics regarding such things as housing and short-term rentals.

Director Townsend suggested that in addition to a review of 2025 that the report also share information about what is anticipated for the coming year, including the North Lincoln Refinement Plan funded by the Transportation and Growth Management (TGM) Grant, the Local Wetland Inventory Update, and several significant land use ordinance amendments. He also suggested reporting on the Housing Capacity Analysis and ENGAGE Lincoln City.

Chair Albretsen supported the inclusion of a discussion on ENGAGE Lincoln City.

In other matters:

- The City Council approved CPA/ZC 2026-01 at their April 13th meeting;
- A system to assist hearing impaired individuals has been installed in Council Chambers

Director Townsend ended his report by announcing that he was retiring for the third time, and he would resign as Planning Director effective July 15, 2026.

H. ENGAGE Lincoln City

Planning Project Manager Andrea Riner updated the Planning Commission on the development of the ENGAGE Lincoln City Community Engagement Plan. She stated that the April meeting of the Ad Hoc Committee was cancelled due to scheduling conflicts with the City Council. Ms. Riner used the extra time to complete three more chapters for review at the May 12th meeting. The new chapters include objectives and strategies relating to the goals for listening, decision-making, and evaluation.

Responding to a question from Commissioner Kannan, Ms. Riner encouraged members of the public to attend any of the Ad Hoc Committee meetings which are typically held on the 2nd Tuesday of each month from 6 to 8 pm at the Cultural Center.

I. PLANNING COMMISSION TRAINING

None.

J. COMMENTS BY COMMISSIONERS

Chair Albretsen stated that he would do his best in serving as Chair for the remainder of 2025. He added that he appreciated all of the members who attended, and that he hopes more will attend the next meeting. In light of the vacancy left by Brian Bunnnett, he encouraged anyone interested to apply for committee/board vacancies.

K. ADJOURN

Chair Albretsen adjourned the meeting at 7:12 pm.

Erick Albretsen - Chair

Richard Townsend - Planning Director