

**LINCOLN CITY PLANNING COMMISSION
MINUTES
January 7, 2020**

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

Attendee Name	Title	Status	Arrived
Lenny Nelson	Commissioner	Present	
Patti Kroen	Chair	Present	
Miles Schlesinger	Commissioner	Present	
Joshua Brainerd	Commissioner	Present	
Marci Baker	Commissioner	Present	

2. AGENDA CHANGES OR REVISIONS

Add an update on the open positions and their status at the beginning of new business.
Postpone the training until the two positions are appointed.

3. MINUTES

3.1. Planning Commission - Regular Meeting - Dec 17, 2019 6:00 PM

MOTION:	Chair Patti Kroen provided several grammatical corrections to the recorder
MOVER:	Lenny Nelson, Commissioner
SECONDER:	Marci Baker, Commissioner
AYES:	Nelson, Kroen, Schlesinger, Brainerd, Baker
RESULT:	Passed

4. FINAL ORDERS, RESOLUTION, & WRITTEN COMMUNICATIONS

1. CPA ZC 2019-04 Sutton zone change

4.1.1. Final Recommendation for CPA CZ 2019-04 Sutton Rezone

MOTION:	Final Recommendation for CPA CZ 2019-04 Sutton Rezone
MOVER:	Marci Baker, Commissioner
SECONDER:	Miles Schlesinger,
AYES:	Nelson, Kroen, Schlesinger, Brainerd, Baker
RESULT:	Passed

2. ZOA 2019-14 ADU

4.2.1. Final Recommendation ZOA 2019-14 ADU Cleanup Ordinance

MOTION:	Final Recommendation ZOA 2019-14 ADU Cleanup Ordinance
MOVER:	Lenny Nelson, Commissioner
SECONDER:	Joshua Brainerd, Commissioner
AYES:	Nelson, Kroen, Schlesinger, Brainerd, Baker
RESULT:	Passed

3. ZOA 2019-03 Mobile Food Units

4.3.1. Final Recommendation for ZOA 2019-03 Mobile Food Units

Requested language prohibiting Class 1 and Class 2 food units was not included in the final recommendation as provided. The motion and vote were based on the final order with the addition of such a prohibition. City Attorney Richard Appicello added the requested language to the document for the Chair's signature.

MOTION:	Final Recommendation for ZOA 2019-03 Mobile Food Units
MOVER:	Marci Baker, Commissioner
SECONDER:	Joshua Brainerd, Commissioner
AYES:	Nelson, Kroen, Schlesinger, Brainerd, Baker
RESULT:	Passed

4. ZOA 2019-16 RCC Zone Creation

4.4.1. Final Recommendation for ZOA 2019-16 RCC Zone Creation

MOTION:	Final Recommendation for ZOA 2019-16 RCC Zone Creation
MOVER:	Joshua Brainerd, Commissioner
SECONDER:	Miles Schlesinger,
AYES:	Nelson, Kroen, Schlesinger, Brainerd, Baker
RESULT:	Passed

5. NEW BUSINESS

Planning and Community Development Director, Anne Marie Skinner, explained that we have two open positions. Commission Griffiths' term ended and he chose to not continue. The position was posted and there was one application. The applicant will be interviewed by City Council at the January 13, 2020 meeting. Commissioner McFarland resigned in December. Has been posted and one application has been received. There has been one application so far for that position. A reminder to the commissioners that if you know ahead of time that you are not going to be at a meeting until we have a full commission, please let us know because we will not have a quorum and will have to cancel.

The applicant being interviewed on 1/13 could potentially be seated by the next PC meeting.

5.1. Election of Chair and Vice Chair

Commissioner Kroen entertained nominations.

Commissioner Nelson said that she is very happy with the current chair. Commissioner Schlesinger said that he would like to see Commissioner Kroen continue as Chair. Commissioner Nelson nominated Commissioner Kroen as Planning Commission Chair for 2020. Commissioner Nelson moved to close nominations and Commissioner Baker seconded the motion. All voted in favor.

Commissioner Baker moved to appoint Commissioner Kroen as Planning Commission Chair for 2020. Commissioner Kroen abstained from the vote. All else voted in favor.

Commissioner Brainerd nominated Commissioner Schlesinger as Planning Commission Vice-Chair for 2020. Commissioner Schlesinger declined the nomination. Chair Kroen nominated Commissioner Baker as Vice-Chair. Commissioner Nelson moved to close nominations and Commissioner Brainerd seconded. All voted in favor. Chair Kroen voted to appoint Commissioner Baker as Vice-Chair for 2020 and Commissioner Nelson seconded. All voted in favor.

2. Training

Training was deferred to the January 21, 2020 meeting of the Planning Commission.

5.2.1. Quasi-Judicial Training

3. Overview of 2019 Planning

Ms Skinner, presented the overview of 2019 planning. The department had quite a number of changes during 2019. Ms Skinner described her background. There was some conversation about Ms Skinner's intentions for filling the Senior Planner position that was vacated when she was appointed as Planning Director. There were three new commissioners and three resignations in 2019.

Ms Skinner reviewed the cases that were brought in front of the Planning Commission in 2019. She suggested that 2020 already looks like it will be a busy year.

5.3.1. Overview of 2019 Planning

5.4. 2020 Work List

Ms Skinner presented the 2020 Work List. She started with Department projects. A major task is reviewing processes to eliminate inefficiencies and increase transparency. Ms Skinner has already met with other city departments and now needs to meet with staff to flowchart the process. The goal is to have applications, checklists, and instructions replaced by the end of the year. She invited the commissioners to make a note of specific items that they are interested in adding to a process or to the processes and we can discuss in the context of ordinance revisions. She added that she will be asking for Planning Commission feedback on things to explore in work study sessions and in cleanup of things.

In conjunction with IT and the city recorder, all departments have been requested to get their records in order so that we have backups and everything is easily searchable. Historic records for

the department are in a state of disarray. We are working very hard to get those organized to be able to easily get fingers on records.

There are a number of department-initiated and City Council-requested amendments:

- a revision of the tree ordinance;
- a landscaping ordinance revision - not necessarily to change content or requirements but to reorganize. It is difficult to navigate and is not currently very user friendly;
- a minor change to the parking ordinance at the request of Urban Development;
- completion of the revision to the sign ordinance that was started last year;
- an ordinance adopting annexation procedures;
- in most other jurisdictions in Oregon and Washington application procedures are broken down into Type 1-4, which makes processing applications and explaining the application type to individuals much easier. This is not a change of content. It is organizing procedures because the code is not currently user friendly;
- an ordinance adding special events in the school zone. Currently Title 17 has a lot of places that rely on the Director's interpretation and puts too much power in the hands of the planning director. There needs to be more clear and concise language in the ordinance when a decision is subjective, it needs to come to a decision-making body like the planning commission;
- an ordinance to create the Resort Neighborhood zone that implements the Resort Mixed-Structure designation; and
- general cleanup of Title 17 to make it easier for staff to administer and make it easier for developers and residents and real estate agents to navigate the code.

Chair Kroen asked about the previously discussed major effort to revise the comprehensive plan. Ms Skinner replied that revision of the comp plan is probably going to be a bigger undertaking than any of the past staff had anticipated - especially when looking at the State-wide Planning Goals, and especially with relation to the natural resources. Many of the existing inventories are very old. Those types of assessments are complicated, and that will take time and budget. Chair Kroen asked about plans for public participation in the comprehensive plan revisions. Ms Skinner replied that public participation is an important part of the process and that with planning commission's direction she envisions establishing a comp plan revision committee with different aspects of the community, and creating sub-committees to address the various State-wide Planning Goals.

Commissioner Schlesinger asked about the time required to finish the plan revisions. Ms Skinner answered that a good comp plan revision takes at least two years, and that she does not see these revisions taking any less than that. Commissioner Nelson added that the natural resources goal in the existing plan took five years to complete. Mr. Appicello explained that there is a section in the Planning Commission rules allowing the Planning Commission to serve as the Committee for Citizenship Involvement. The rules do not say that the Planning Commission has to be the CCI, but that they can. The Planning Commission can recommend to the City Council to form an ad-hoc Committee for Citizenship Involvement.

Chair Kroen said that the Planning Commission is looking forward to the revisions to the comp plan. That it's time. Ms Skinner replied that she hopes some of the cleaning up processes will help make the comp plan update more efficient, and that she expects that there will be major revisions to Title 17 after the comp plan update is completed.

Ms Skinner mentioned that, based on feedback from various department directors, it looks like we will have a couple of zone changes at the initiation of the city.

Ms Skinner explained that she has been approached about the Planning Commission's thoughts on removing residential uses from the GC and RC zones. Chair Kroen asked if that would limit vacation rental dwellings in those zones. Mr Appicello explained that a VRD is typically residential construction -that a couple of years ago we split VRDs as a commercial use. You would have to build basically a hotel, which would be contrary to what we wanted to do to direct VRDs to the commercial zone. Chair Kroen asked if removing residential uses would affect the development of work-live with commercial on bottom and residential on top. Ms Skinner replied that it was her understanding from where the topic was brought up that mixed-use would remain.

Ms Skinner asked the Planning Commission for their thoughts on reducing the residential parking requirement. The requirement currently is 1.5 parking spaces per unit. The request would be a change to 1:1. Chair Kroen responded that it is a hard question - that philosophically she would like to see people get rid of cars, but that we live in a place that people come to, and they come in cars. Often in multiple cars. She said that parking is a problem here anyway. Commissioner Baker agreed that it seems like there is already a problem with parking.

At the conclusion of Ms Skinner's presentation of the 2020 Work List, Chair Kroen said that she would like to see the Planning Commission step boldly into the next century and recognize climate change with the tree ordinance, while also being cognizant of the difficulty that a heavily wooded lot presents to a developer. Maybe credit to a developer for saving trees of a certain size. She said that she would like to see the Planning Commission acknowledge and start putting value on native vegetation. Maybe look into the issue of parks in the multi-family residential zone. She also mentioned the fireworks issue in town - that there had been a group looking at solutions to the illegal fireworks that we have. One of the three prongs of the approach has been education. She said that she would like to see something in the VRD license requirements for education about the illegality of fireworks - to be more proactive in educating our visitors in what is legal and illegal.

Commissioner Baker expressed curiosity about the possibility, with City-owned land, of offering individuals the opportunity of ownership. She has seen it done in other places through land trusts. You own your house but not the land as an alternative option to developers building affordable apartments. Ms Skinner replied that she will be meeting in a week or two with the Economic Development Director to put together an affordable housing presentation to update suggestions to give to City Council, and that she will include the idea as a suggestion to give to City Council.

6. REPORTS & COMMENTS

None

7. FUTURE AGENDA ITEMS & NEXT MEETINGS

The next meeting of the Planning Commission is scheduled for January 21, 2020. There are two cases on the schedule. There is a CUP from Devils Lake RV Park and an appeal on a VRD land use decision. The property was an accessory VRD until a spot came open on the wait list and the owner applied to become a regular unlimited use VRD. It was that notice of decision that sparked the appeal. Also, the record was left open for the bluff setback ordinance with deliberations on January 21, 2020.

8. ADJOURN

7:05

Respectfully submitted,

James White
Assistant Planner

Patti Kroen
Chair