

BRIEFING NOTES

NAME OF GROUP:	PLANNING COMMISSION
DATE, TIME AND PLACE OF MEETING:	Wednesday, July 20, 2016, 11:30 a.m., Bill Luxford Studio, Room 113, County-City Building, 555 South 10 th Street, Lincoln, Nebraska.
MEMBERS IN ATTENDANCE:	Michael Cornelius, Chris Hove, Dennis Scheer and Lynn Sunderman; (Tracy Corr, Maja Harris, Jeanelle Lust, Ken Weber absent).
OTHERS IN ATTENDANCE:	David Cary, Paul Barnes, Mike Brienzo, Brandon Garrett, Kellee Van Bruggen, Stacey Groshong-Hageman and Teresa McKinstry of the Planning Dept. and Rick Haden of Felsburg Holt & Ullevig.
STATED PURPOSE:	Briefing on “LPlan 2040 and Long Range Transportation Plan (LRTP) Update

Acting Chair Michael Cornelius called the meeting to order and acknowledged the posting of the Open Meetings Act in the back of the room.

David Cary stated that staff is almost ready with the Comprehensive Plan update. We won't be rewriting all the chapters, just updating. Staff will also be giving an update on the LRTP today. The Technical Memo was taken to the Technical Committee and Officials Committee. This gives the main direction where we are going. We are working on the Hybrid Scenarios and finalizing the material for the public in September of this year. We hope to brief Planning Commission in August. We will bring Chapter 10, Transportation, of the Comprehensive Plan along at that time.

LONG RANGE TRANSPORTATION PLAN (LRTP)

Mike Brienzo stated that Commissioners have seen most of the information addressed in the Technical Memo. The funding outlook might be new information. Page 5 addresses how the funds are split up. There is 2.4 billion dollars over 24 years. It is comparable to the status quo in the plan today. One third of those funds are not flexible. They are tied to Railroad Transportation Safety District (RTSD), safety, transit and trails projects. This is the basis of the financial analysis. There are three scenarios that the memo addresses; the Status Quo, Hybrid Scenario A and Hybrid Scenario B. The highest priority focuses on maintaining the existing system. The memo reviews committed projects and capital projects. More resources are being applied to rehabilitation and technology. Out of 72 projects, 28 are listed that are potentially funded under Status Quo. Under Hybrid Scenario A, 15 are funded. Under Hybrid Scenario B, 8

projects are funded. The Technical Committee and Officials Committee noted that fewer projects are done under Scenario B, but you have to do more rehabilitation with less new projects being done. Some revisions have been made to the scope of some projects. On Highway 2, we are saying we want to take a closer look at making the highway six lanes. Other projects like N. 84th Street and two projects on O Street reconsidering the six lanes. There is the possibility of enhanced intersections or other improvements that would lower the cost instead. We don't have a preferred scenario. There is still a question on how the rehabilitation will work. Under enhanced rehabilitation, we are aiming at a system of fifty percent or more roads at fair or better condition. We are taking a closer look at the return we get for rehab projects. Then we can have a bigger discussion on funding. We are working with the State on the Build Nebraska Act. We have limited funds, so this plan will be more strategic on how we address the needs of the system. More technology will be involved.

Cary stated we will bring more information back to the Planning Commission before this goes out to the public. We don't want to discount there are other needs out there, but we need to have a fiscally constrained plan.

Brienzo pointed out that over the next five years, we have projects with committed funds in the Transportation Improvement Program (TIP) and Capital Improvement Program (CIP). We are talking about projects beyond the five year program. This is the urban element. We also have a county element. We are working with the County Engineer.

Hove wondered if staff feels that the state doesn't have the funds or we aren't getting our fair share. Brienzo replied that the state works year to year. They don't have a long term plan. Cary believes that since the Build Nebraska Act came online, we have funds for projects now. They were in a preservation mode previously. Part of our job and Lincoln delegation in general, which includes the Chamber, is making sure we get our fair share, which includes the Beltway. This is where state projects come into play.

Hove questioned if the state takes accidents or other issues into consideration. Brienzo replied yes. They are looking at cutting back on some things and putting resources where the needs are. The South Beltway is on the list for consideration. Cary stated it is pretty well known that the projects on our list have been there for years. The East Beltway is on the list as well.

LPLAN 2040 UPDATE

Paul Barnes stated that all chapters have been updated with the exception of the transportation chapter. That will be driven by the LRTP update. Information for the update comes from many different sources. Some items are driven by the FIRE request from the CIP, the Comprehensive Plan proposals, city departments and the Planning Commission.

Brandon Garrett believes another way to look at this is the work has been done. A bullet point list has been provided which summarizes the changes in each chapter. Staff has updated all the chapters, the data and updated the maps to reflect changes that have occurred.

Chapter 1: Vision & Plan.

Garrett stated that the numbers were updated related to the “planning period” and population and dwelling units. LPlan 2040 Advisory Committee was changed to Planning Commission. The square miles of Tier I, II and III were updated, along with the City and County future land use map and the Growth Tiers map.

Cary added that the next update of the plan will be a major update. That process will take longer. We will be looking at the expansion of the future service limit at that point. By starting to fill in more Tier I area, it will be pushing this to capacity. Garrett added that with this update, the future service limit is not moving and the horizon year is not moving. We are still working on the same projections. We will come back around with the 2050 plan in five years and make new projections and make adjustments to the future service limit at that time.

Chapter 2: The Community.

Garrett stated that this chapter contains information on the community such as household size, employment data and the size of Lincoln. Population figures were updated. The “plan period” was updated to 24 years. “Millennials” were added as a generation born after 1995. We clarified that a drop in household size will mainly be due to increase in single person households. The infill number was updated to 20%, employment data was updated, along with the size of Lincoln to 95 square miles.

Chapter 3: Environmental Resources.

We gained a lot of good information from the Mayor’s Environmental Task Force. Language was added about the recent decreases of pollinator species. We added in some language for controlled burning, updated the list of threatened and endangered species and removed reference to a Habitat Conservation Plan for the Salt Creek Tiger Beetle. A strategy was added to promote development of new wooded areas. The percent of agricultural land was updated. We added “habitat for wildlife” to the list of uses for greenways and open space and removed reference to the Parks Master Plan Map under county-wide open space strategy.

Chapter 4: Placemaking.

Language was added regarding joint reviews by design review boards. A map was updated to include historic districts. The word “update” was added to language developing landscape standards principle. The words “periodically update” were added to subarea plan language. We changed the tense of the wayfinding system and of the Public Arts Master Plan. The photo was updated for Figure 4.1 and a map was updated.

Chapter 5: Business and Economy.

A new section was added on Technology under Economic Development. We added entertainment to the list of Downtown's mix of activities. We changed "theaters" to "screens" in the Downtown section. The South Haymarket Neighborhood Plan was added. We changed the percentage of agricultural land use from 78% to roughly 75%. The commercial and industrial centers maps were updated. The name of Gateway Mall was updated. We updated the acres of vacant commercially zoned land and how much square footage vacant land and approved not yet built would translate to.

Chapter 6: Mixed Use Redevelopment.

There weren't a lot of changes to this chapter. We clarified that special needs housing should be encouraged to be located along arterials and in closer proximity to "transit" in addition to other areas already specified. We updated the year to 2016.

Chapter 7: Neighborhoods and Housing.

The Housing Trends section was updated with dates and data and low income was added as an example of special needs housing. The density map was updated. Assisted living facilities was added as an example of special needs housing under Developing Neighborhoods. The acres of vacant residential land was updated to 333 acres. A sentence was changed to encourage increased density, including within existing apartment complexes.

Chapter 8: Community Facilities.

Environmental was added to the Guiding Principles. Some language was tweaked to Health Care to encourage them to be more broadly disbursed. We added a sentence about the Little Free Libraries. New fire stations to be built or relocated with the ¼ cent sales tax were added, along with correcting the name to Lincoln Fire and Rescue. We added the Adult Detention Facilities and updated information about the Municipal Services Center. Under Education, we updated some dates, numbers and other information, along with revising language under Community Colleges and satellite campuses.

Chapter 9: Parks, Recreation and Open Space.

The number of parks was updated. Updates were made to future park sites and we also updated the level of service numbers. The strategy for 98th St. and Adams was updated. We added FUNctional Landscapes, strategies for the Emerald Ash Borer and strategies for additional parking lot trees. Some language was clarified with regard to the Breslow Ice Center, community gardens and standards, the shooting complex, Pinnacle Bank Arena and the Dog Use Facilities Master Plan. Pickle ball, foot golf, flying disc golf and bike parks were added to the list of emerging recreation activities. The lists of recreation areas managed by Nebraska Game and Parks and LPSNRD were updated.

Chapter 10: Transportation.

This chapter will be addressed with the Long Range Transportation Plan (LRTP).

Chapter 11: Energy and Utilities.

The maps were updated. Language was added under Guiding Principles to add conservation design and enhance recycle efforts. Language was added under Energy updating the Cleaner Greener Lincoln program, electric vehicle charging stations, LES Sun Shares, their expansion of renewable energy, the City's increased effort in recycling and Lincoln's effort with Green Light Lincoln. Updates were made to the various sections to reflect current policies and numbers.

Chapter 12: Plan Realization.

Language was added for existing low density residential areas within the future service limit. The City and County land use maps were updated along with information on village comprehensive plans. The Growth Tiers Map and Future Land Use Map were updated. Language was updated regarding the two year budget cycle and the list of subarea plans with current plan dates.

Barnes noted that in Chapter 11 there are some items that are still coming in from other departments. Kellee Van Bruggen added that we are still waiting on some numbers from the Health Department and information from Broadband.

Cary stated that there will be no briefing on August 3, 2017 but staff hopes to finish off the LRTP on August 17, 2016 and August 31, 2016. Staff intends to have the third major outreach of the plan in September, 2016 and to finalize the draft plan with the approval process in the fall of this year. The goal is to have this all done before Thanksgiving.

There being no further business, the meeting was adjourned at 12:30 p.m.

BRIEFING NOTES

NAME OF GROUP: PLANNING COMMISSION

DATE, TIME AND PLACE OF MEETING: Wednesday, July 20, 2016, 2:05 p.m., Bill Luxford Studio, Room 113, County-City Building, 555 South 10th Street, Lincoln, Nebraska.

MEMBERS IN ATTENDANCE: Michael Cornelius, Tracy Corr, Chris Hove, Dennis Scheer, Lynn Sunderman and Ken Weber; (Maja Harris and Jeanelle Lust absent).

OTHERS IN ATTENDANCE: David Cary, Steve Henrichsen, Paul Barnes, George Wesselhoft, and Amy Huffman of the Planning

STATED PURPOSE: Briefing on **“Transition to Digital Agenda”**

Director of Planning, David Cary, called the meeting to order and welcomed Commissioners. This is an exciting transition, especially for Staff. Today, we will share the materials that have been set up for Commissioners to view and utilize in an online format.

Steve Henrichsen of the Planning Department announced the Open Meetings Act posted at the back of the room. He went on to introduce new Planner, George Wesselhoft. He will be taking over the Planning area in the central part of the city from east to west, bounded by Vine Street on the north and Van Dorn Street on the south.

Wesselhoft said he is originally from Indiana. He began his planning career in the mid-1990s, served as a consultant in Kansas City, and spent the last 16 years in Pella, Iowa where he was the Principal Planner and then the Zoning Director. He is excited to work for this unique department that covers both City and County jurisdictions.

Henrichsen said the Planning Department is very glad to have him and his many years of experience.

Commissioners welcomed Mr. Wesselhoft.

Cary stated there are many benefits to going digital. Commissioners will have access to the agenda and all materials sooner in the process. The agenda is posted online every Thursday afternoon at 3:00 p.m. If there are updates made after the agenda is posted, those changes will be reflected almost immediately. This allows Commissioners more time and convenience in getting through the materials for the upcoming meeting.

Ryan Axmann, Systems Software Integrator for Planning, stated the online version of the agenda has been available but has recently been modified and improved. Beginning with the City of Lincoln home page at www.lincoln.ne.gov, Commissioners and members of the public can type "PC" into the search box. That will take you directly to the agenda page. Links to the agenda dates are to the right hand side of the page. At the top, we have added a link to "Tips for Using the Online Agendas". That link provides key highlights of the web agenda. Please contact Planning if you find anything missing or would find any additional information helpful.

Axmann said that one key improvement is a direct link to the Staff Report. All pdf files are available to save on your own device which then opens up further options for taking notes and easier printing, if necessary. It should be noted that there could be slight differences in the appearance of things depending on which web browser is used.

Also included in the online agenda is a link to the Planning Application Tracking System or, "PATS". There is a wealth of information within that system including details of the associated request and access to all documents, including the original application and letter, site maps, and any public correspondence, among other things.

Henrichsen added that Commissioners will still be notified via email of anything that comes in after the agenda is published but before the Wednesday hearing.

Geri Rorabaugh, Administrative Officer, stated that emails will be sent as usual, but new items also get uploaded to the PATS documents section almost immediately. On the day of meetings, paper copies of any information received that day will still be handed out at the meeting. PATS is extremely useful for viewing all individual letters of support or opposition, additional memos, and revisions that come in between the time the agenda is published and the public hearing. All of the latest information will be there.

Axmann stated that those are the basics of the online agenda. The complete packet is still available as a pdf file. It is located near the top of the page for each meeting date. If you click on the link, it will open in the web browser. All browsers are a little different in terms of where the toolbar shows up. Click the Adobe Reader tool. From there, the pdf file can be saved to your local machine. That will provide more capability for taking notes directly within the document. Axmann reviewed several available tools including the use of bookmarks, zoom features, highlighting, and multiple ways of taking and finding notes.

Cary said that once a person has used this format a few times, it becomes easy and convenient. Staff is always available to answer questions while you are finding a way to use the online version that works best for you. People may not need the full pdf version of the agenda, and may rather go through one item at a time. We have shown that there are several options for accessing the agenda and taking digital notes.

Hove wondered if there is a way to send out a link only to the packet. Henrichsen said the full pdf version of the packet is always available at the top of each agenda and is the same version that was sent out in paper form, so it will look very familiar. He finds it useful to simply pull up the pdf version. The only drawback of that method is having to scroll through the document. Rorabaugh noted that by using the "Control + F" keyboard shortcut [On a Mac OS, the keyboard shortcut is "Command + F"], the "find" box will open. Axmann said there are also direct links within the pdf. Simply click the page number to the left of each item. There are multiple ways to access all of the information.

Axmann went on to show that if notes are made within the pdf file, there is an option on the print screen to summarize all comments. A new page will be inserted just after the page where comments are made if the document is printed out.

Rorabaugh asked for more information about navigating the electronic agenda during the meetings.

Axmann said one good way would be to open the bookmarks. Then it is easy to click back and forth between sections of the agenda such as the Staff Report, Map, and any attachments. Each user will have their own preferences.

Axmann went on to show other useful features available on the Planning website. From the PATS page, it is possible to look up any application by choosing the "selection screen". There are several search options there, like searching by application number or date range.

There is also a "Zoning Actions Signs" map that is automatically updated when the planner enters a "sign posted" date. As a user zooms in on the map, the boundary of the application area appears and there is an option to click for more information.

There is also the "Applications Overview Map" where you can zoom in on any quarter section to find out the history of what has gone on in that particular area. Those results can be sorted multiple ways to enhance your search.

Cary wrapped up by saying there is a wealth of information available online. This has been an evolution for the Planning Department. For us, it is a way to get even more information to Commissioners and the public.

Henrichsen said anyone is still welcome to call the planner anytime with questions. But this way, if anyone is reviewing on a weekend or in the evening, or if there was a similar application from the past that they would like to review, the information is accessible to everyone.

Cary noted that this transition also has a budget impact on the department by saving thousands of dollars on copies, paper, and postage.

Cornelius said that this has been his work process for some time. It works very well and he is happy with it. He is also glad to see that this approach has so many benefits.

Henrichsen said that, as someone who has been with the department for many years and was used to the paper version, you do get used to the digital format with time. It is positive to eliminate the huge stacks of agendas that were previously mailed out.

Cary said the expectation is for everyone to have their devices open and used during the meetings; we view it as equivalent to having the paper packet now. If anyone is truly more comfortable with the paper version, the full pdf document is provided to make it easy to print. The intent here is that we all get to a point of using less paper.

Scheer said he thinks this is great and he commends the department for taking this initiative.

Cary also wanted to take the time to make sure that the Planning Commissioners were made aware that Planning is proposing a new fee schedule with an overall increase of 14.8% to the regular fees, and the introduction of a 10% technology fee. A change like this requires a separate City Council action. We are currently in the middle of getting responses from the development community. There is a general understanding for the need to increase fees, especially the technology fee.

Hove asked how often fee updates occur. Cary said changes were made in 2000, 2003, 2008 and 2012 with varying ranges of percentage changes; one year included a 20% increase. This is the fourth year out from the last change, so we feel it is appropriate and necessary. We do not know where the final numbers will land.

Paul Barnes asked if today's presentation will be available online. Axmann replied that he has taken the majority of today's presentation and condensed it to "Tips for Using the Online Agendas". Most of the information from the PowerPoint slides is included in the form of "callout" reminders.

Weber wanted to be sure that a clear explanation of the need for the fee increase is provided, especially to the development community.

Cary said it is tricky because the department fees only cover about 10% of costs, and are not a costs recovery system. That is partly why there is a legislative process in place for approving fee increases such as these. All of the revenue generated by fees goes back the City and County general fund. The department gets credit for that revenue. In last full year that was analyzed, approximately \$190,000 in fees was raised. The proposal is based on overall average increases in City-wide budgets over the last 4 years, which is a 3.5% increase. Planning is very personnel

dependent. Every year, positions increase approximately 3.5%. Feedback from the Consumer Price Index for the Midwest increases around 4% every year.

Weber noted that since the department is part of the City-wide budget, it is important for people to understand why fees exist and are increasing.

Cary said the tech fee increases are more specific since the Department pays specific amounts in fees for upgrades and maintenance of systems. In the last 2 years, the department invested around \$50,000 in required upgrades of the crucial ProjectDox system. That is also an \$18,000 per year cost just to maintain that service with the vendor. The proposed tech fee alone would provide an additional \$19,000, which provides some perspective on how the increases will contribute.

There being no further business, the meeting was adjourned at 2:50 p.m.