

**Planning Commission
Regular Meeting Minutes
April 16, 2025**

The Lowell Planning Commission held a regular meeting on April 16, 2025. The meeting location was Lowell City Hall Community Room at 70 N. Pioneer Street, Lowell, OR 97452. Max Baker called the meeting to order at 6:01 pm.

Planning Commissioners present:

Chair Suzanne Kintzley, Bill George, John Petrie.

Planning Commission absent:

None.

Staff present:

City Administrator Max Baker, Associate Planner Henry Hearley.

Others Present:

Mayor Maureen Weathers

For the applicant:

Jerry Valencia, Owner

Approval of the agenda:

Commissioner Kintzley moved to approve the agenda, which Commissioner George seconded. APPROVED: 3-0.

Appointment of chairperson and vice-chairperson:

Max Baker explained that as it was the first meeting of the year, they needed to select a chairperson and vice chairperson from among the three members present, as per Lowell City Code 2.61.

Commissioner George moved to appoint Suzanne Kintzley as chairperson, which Commissioner Petrie seconded. APPROVED: 3-0.

Commissioner Kintzley moved to appoint Commissioner Petrie as vice-chairperson, which Commissioner George seconded. APPROVED: 3-0.

New business:

Review City Land Use File # LU 2025 01, "Variance to Setback Requirements in residential zone." – Discussion / Possible action

Chairperson Kintzley opened the public hearing at 6:09 PM for land use file LU 2025 01, a variance for setback requirements in the residential zone.

Henry Hearley, Associate Planner from Lane Council of Governments, presented the staff report. He explained that the applicants, Jerry and Julie Valencia, were requesting a variance to place a home and garage, needing 3 feet into the setback. The parcel is irregularly shaped, narrowing along the western property line. Staff recommended approval because other homes in the area have garages, and without the variance, the homeowner would likely not be able to use the garage properly.

Henry noted that notices were sent to adjacent properties and affected governmental agencies, with no relevant comments received except from the building official, who had no issues as long as there were no eaves or other projections into the 3-foot setback. The city engineer also had no issues from an engineering standpoint.

The applicant, Jerry Valencia, stated that they were building the home for his wife's son to be closer to his grandson.

There were no comments from those in favor or opposed to the application.

Chairperson Kintzley closed the Public Hearing at 6:15PM

Commissioner George moved to approve LU 2025 01, which Commissioner Petrie seconded. Approved: 3-0.

Food Truck Ordinance Discussion – Maureen Weathers

Mayor Maureen Weathers presented a proposal for creating a mobile food vending ordinance. She explained that she had been looking into allowing food trucks on private and public property and found out it needed to come through the planning commission.

Maureen proposed setting up an ad hoc committee consisting of herself (representing the city council), Bill George (representing the planning commission), Brittney Hunt (a food cart vendor from Lonnie Moku), Meesa Anders (from Blackberry Jam Parks Committee), and Kristen (owner of Stomping Grounds Coffee).

The goal is to create an ordinance that wouldn't be a cost to the city and wouldn't require managing a food court. Maureen mentioned they would be using language from the Coburg ordinance, which Henry had written.

Max Baker added that a citizen had approached Parks and Recreation Committee about doing a "jam in the park" event that would include food trucks. He noted that this ordinance would allow for both public and private events.

Commissioner Petrie moved to approve the formation of an ad hoc committee to explore mobile food vendor ordinances, with the members as presented, which Commissioner Kintzley seconded. Approved: 3-0

Other Business

Suzanne inquired about the development behind the meeting location. Max Baker and Henry Hearley provided clarification on the process, explaining that the previous application had expired, and a new application went through a type 2 review process. They assured the commission that the process was followed correctly and transparently.

Max Baker also provided updates on other developments in the area, including a 16-lot subdivision, a mixed-use development, and an ADU project that was ready to break ground.

Adjourn

The meeting was adjourned at 6:43 PM.

APPROVED:

Suzanne Kintzley, Chair

ATTEST:

Max Baker, City Recorder