

TOLEDO PLANNING COMMISSION MINUTES

A regular meeting of the Toledo Planning Commission was called to order at 7:00 pm by President Anne Learned-Ellis. Commissioners present: Geoffrey Wilkie, Cora Warfield, and Bill Hansen. Excused was Penny Ryerson.

Staff present: City Manager (CM) Craig Martin, City Attorney (CA) David Robinson, and Secretary Arlene Inukai.

VISITORS: Duane Ellis

APPROVAL OF THE MARCH 19 AND APRIL 2, 2018, MINUTES:

It was moved and seconded (Warfield/Wilkie) to approve the March 19, 2018, and April 2, 2018, minutes as circulated and reviewed by the Planning Commission. The **motion passed** unanimously, noting the absence of Ryerson.

DECISION ITEM: EXTENSION TO THE DEADLINE DATE FOR A MINOR PARTITION AND LOT LINE ADJUSTMENT APPROVAL (FILE #MP-1-17/LLA-1-16/LLA-2-16), REQUESTED BY CLIFF MARTIN:

CM Martin reviewed the memorandum in the agenda packet, stating that the code establishes a process to consider deadline extensions for land use decisions. Mr. Cliff Martin submitted a written request in April asking for an extension to the deadline dates. He was unable to attend tonight and submitted a second letter (dated May 5, 2018 and distributed tonight), explaining the delays with recording the plats. The lot line adjustment decision expired November 3, 2017, and the minor partition decision will expire May 10, 2018. CM Martin explained that the Planning Commission can grant an extension for up to one year or deny the request. The code states that if the survey plat is not finalized within one year, the decision expires and the applicant must reapply, unless an extension is granted.

President Learned-Ellis noted the amount of work already handled by the attorney and the complicated process to finalize the project. She would like to extend the deadline date, but open to an interpretation if they should. CA Robinson reported the written request was filled prior to the minor partition expiration date, but not the lot line adjustment. Commissioner Warfield noted that the survey work has been on-going for some time. Commissioner Hansen questioned why the Commission would not want to grant the request.

It was moved and seconded (Warfield/Wilkie) to grant an extension for lot line adjustments #LLA-1-16 and LLA-2-16, and minor partition #MP-1-17 with a deadline date to record the plats by November 30, 2018. The **motion passed** unanimously, noting the absence of Ryerson.

DECISION ITEM: EXTENSION TO THE DEADLINE DATE FOR A PLANNED DEVELOPMENT APPROVAL (FILE #PD-1-17), REQUESTED BY MICHAEL AND JUDITH GIBBONS:

CM Martin reviewed the request to extend the deadline date for the approved planned development project. The applicants submitted the written request in May to extend the June 14, 2018, deadline.

The municipal code allows an extension for up to 12 months. Relevant code sections were included in the memorandum in the agenda packet.

It was moved and seconded (Hansen/Warfield) to grant an extension for planned development #PD-1-17 with a deadline date to submit a final plat by June 14, 2019. The **motion passed** unanimously, noting the absence of Ryerson.

DISCUSSION ITEMS: UPDATES AND REPORTS:

CM Martin announced DLCD has an upcoming planning grant opportunity for a housing needs analysis. He will be talking with the City of Siletz and the Siletz Tribe to determine their interest in partnering on the project. A housing needs analysis will identify different housing types that could be lacking in the community. The grant application should be out soon and the City would like to apply. Hopefully, a full-time City Planner will be on board in July.

CM Martin reported he and Commissioner Wilkie attended a regional housing meeting. Commissioner Wilkie reported that housing was also the topic for today's Leadership Lincoln meeting. CM Martin reviewed the housing rehab program and available funding options for renovations. Lincoln County Economic Development Alliance will meet at the end of May. A Regional Accelerator and Innovator meeting will soon be held at Depoe Bay.

The City has a new Code Enforcement Officer, Jason Johnson. Mr. Johnson is with TCB Management and provides service two days a week. Commissioners discussed the code violation notice and citation process. President Learned-Ellis suggested information on some common code violations (such as vegetation or vehicles) be included in the City newsletter.

CM Martin reported there are new owners of the Toledo hotel. They will be refurbishing the property and would like to reopen the hotel with a few studio apartments. Commissioner Warfield stated it would be nice to have a tour of the facility when the work is done. CM Martin noted that he recently had a walk-through with the Fire Chief and Building Official to address possible issues. Commissioner Hansen stated that the adjacent building, the old Gaither Motors, is for sale.

STAFF COMMENTS:

None.

COMMISSIONER COMMENTS:

All received the invitation for OSU's upcoming forestry tour. CM Martin handed out the Tree City USA newsletter. Commissioners discussed the City's newsletter and that many have missed seeing the monthly update. CM Martin would like to reinstate the newsletter and may have an electronic/online option. Planning Commissioners could help contribute information if needed.

President Learned-Ellis wished all a good month and Mother's Day.

There being no further business before the Commission, the meeting was adjourned at 7:25 pm.

Secretary

President