

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, Bill Hansen, and Penny Ryerson.

Staff present: City Manager (CM) Craig Martin, City Recorder (CR) Lisa Figueroa, and Secretary Arlene Inukai.

ELECTION OF OFFICERS:

Commissioner Ryerson moved to nominate existing officers, President Learned-Ellis and Vice President Wilkie to serve in their current office for 2018-2019. President Learned-Ellis reported she will have surgery in February and asked if Vice President Wilkie is willing to serve as president for the coming year. After hearing the affirmation from Vice President Wilkie, Commission Ryerson withdrew her motion.

It was moved and seconded (Ryerson/Hansen) to nominate Geoffrey Wilkie as Planning Commission President. The **motion passed** unanimously.

It was moved and seconded (Ryerson/Hansen) to nominate Anne Learned-Ellis as Planning Commission Vice President. The **motion passed** unanimously.

At this time, the meeting and gavel were handed to newly elected President Wilkie.

VISITORS: None.

CM Martin introduced the new City Recorder, Lisa Figueroa. CR Figueroa started in May, coming from the City of Silverton. CR Figueroa, 206 N Main Street, Toledo, introduced herself to the Planning Commission. Commissioners welcomed her and thanked her for attending the meeting.

APPROVAL OF THE MAY 9, 2018, MINUTES:

It was moved and seconded (Learned-Ellis/Warfield) to approve the May 9, 2018, minutes as circulated and reviewed by the Planning Commission. The **motion passed** unanimously.

DISCUSSION ITEM: DLCD PLANNING GRANT – LINCOLN COUNTY HOUSING STRATEGY IMPLEMENTATION:

CM Martin reported the City applied for a DLCD planning grant, but did not get past the second round of review. A lot of applications were submitted, showing the housing needs state-wide. The housing grant was awarded to Lincoln County and it will include cities and unincorporated areas. A copy of the draft Memorandum of Understanding (MOU) between DLCD and Lincoln County was included in the Commissioner packet for review of the project. Toledo may receive good information on the existing shortfalls and the type of housing options which could meet the needs. The project may also include recommended updates to the existing zoning code.

Commissioner Learned-Ellis pointed out that the project should be completed by May, 2019.

According to the MOU, the Comprehensive Plan is becoming out of date and there are zoning code barriers that need to be reviewed. CM Martin reported it would be good to have participants from Toledo, especially a Planning Commissioner, work with the committee. There should be a policy-level review and a technical advisory committee. A consultant has not yet been determined. The Commission questioned the type of community input needed for the project, time commitment to serve on the committee, 'final products' for review, and potential recommendation coming from the project. CM Martin noted that reliable information must be prepared, in order to determine the needs and housing types, then a recommendation on the City's particular code standards could be considered for amendment. They may look at jobs, population trends, and types of housing options (accessory dwelling units, cluster cottages, etc.). Commissioners discussed the current housing market in Toledo and housing options in the mid-range price. Commissioner Ryerson noted that if Toledo is more involved in the process, the City can benefit from the project.

Commissioners discussed a Lincoln City development project and potential annexation at Arcadia Drive. It was noted that the Arcadia Drive site may not be an easy area to annex and develop. At this time, CM Martin does not recommend forced annexation, especially when properties have good well/septic systems and public infrastructure is not available.

CM Martin provided an update on the Toledo hotel, noting that the new owners have experienced several challenges in getting the hotel open, including financial issues and difficulty with retrofitting/upgrading the fire alarm system. The building must be safe before occupancy can be approved. The owners indicated there will be a mixture of both transient rooms and long-term rental units at the site. There are some loans for this type of development.

DISCUSSION ITEM: HOUSING REHABILITATION PROGRAM UPDATE:

CM Martin reviewed the housing rehab loan program and the desire to reinstate the program. Funding is available, but an administering agency must be found. There is a possibility to start a local/regional program with Lincoln County, Lincoln City, and Newport. Willamette Neighborhood Housing Services could expand to provide the administration for the Lincoln County region. Rehabilitating property is a piece of the housing puzzle, since it allows people to improve the home in order to stay in the house longer and then pay back the loan when the property sells. CM Martin hopes to have an update on the program soon.

DISCUSSION ITEM: TREE CITY USA PROGRAM:

CM Martin reported a 2019 tree plan was included in the Commissioner packet. An ivy pull event was suggested by the City Council when the Business Highway 20 tree trimming work occurred. If the Commission is interested, the City can look at organizing an event in the spring, which can also be partnered with a tree seedling event. CM Martin stated that the 2019 plan identifies an inventory of park trees, but he suggested a tree inspection and inventory of Main Street trees. Commissioners discussed the possibility of combining an Earth Day event with an Arbor Day celebration. Commissioner Learned-Ellis stating she would like to help with a tree activity at the Summer Reading Program. Commissioners discussed a leaf pick-up event, but noted Dahl Disposal now provides a yard debris pick-up service. Another option could be providing information for composting. Commissioners discussed partnering with a community garden group and establishing a community clean-up day.

Commissioners voiced a complaint about the overgrown rhododendrons at the Toledo Post Office and the need to trim them for safety.

DISCUSSION ITEM: OTHER UPDATES AND REPORTS:

CM Martin provided the following updates on several projects:

- The Yaquina estuary area was the beneficiary of the EPA brownfield grant. Approximately \$600,000 is available for projects. There are two sites that, hopefully, will benefit from the grant, the King Salvage site and the Siletz Tribe's former STEDCO mill site. Commissioners discussed potential housing at the STEDCO site and annexing the entire property into the City.
- The City and Port of Toledo are working on an agreement for the water line relocation and Altree Lane property transfer for the boatyard expansion project.
- Several community and County meetings have been held regarding the distribution of biosolids in the Siletz River area. Lincoln County is working with DEQ to make sure compliance is met.
- Invitations to "Tour of Toledo Industry" were handed out to Planning Commissioners. The November 7th tour will include visits to Georgia Pacific and the Port of Toledo boatyard.

Commissioner Ryerson asked about City Attorney/City Planner Mike Adams. CM Martin reported that his service orders have been extended for one additional year. This was expected and the City funded a full-time City Planner position in the budget. Commissioner Learned-Ellis noted that a lot of work will benefit having a full-time planner, especially the housing project. CM Martin included the work to re-establish the Main Street program and begin economic development projects.

STAFF COMMENTS:

CM Martin announced the annual Trick or Treat Halloween event on Main Street. Also, there is a vacancy on the City Council to fill former Councilor Deanne Dunlap's unexpired term.

COMMISSIONER COMMENTS:

Commissioner Learned-Ellis asked about the Planning Commission quorum and if fewer members can be a quorum, since there are two Commission vacancies. It was noted that the two positions must be filled by residents inside the City limits. Commissioner Ryerson reported she may know one potential applicant. Commissioner Warfield suggested promoting the Planning Commission, since some people may be afraid that the position is hard or time consuming.

Commissioner Ryerson stated it is good to have the meetings resume again. She announced that she recently lost her partner and apologized for missing meetings during this time.

President Wilkie reported on an interesting new trend of reverse diagonal parking spaces. Commissioner Ryerson explained she does not like the parking lots with reverse diagonal spaces.

President Wilkie announced he attended the marine technology summit in Newport, joined the Yaquina Bay Economic Foundation, and recently attended the Cascade Head project discussion in Lincoln City. He asked for an updated zoning map be placed in the Council Chambers, noting that the existing map is dated October 10, 2012.

There being no further business before the Commission, the meeting was adjourned at 8:10 pm.

Secretary

President