Toledo City Hall
Council Chambers*
206 N. Main St. Toledo OR
October 9, 2019
7:00 pm

AGENDA

TOLEDO PLANNING COMMISSION

1. CALL TO ORDER

2. VISITORS: (A time set aside to speak with the Planning Commissioners about issues not on the agenda)

3. APPROVAL OF THE JUNE 12, 2019 AND JULY 10, 2019 MINUTES as circulated and reviewed by the Planning Commission.

4. PUBLIC HEARING: Minor Partition to create two parcels for property located at 1606 NW Nye Street (File #MP-2-19), requested by David and Tami Howard

5. DISCUSSION ITEMS:
   a. Olalla Slough Pedestrian Trail and Park Project, Presented by Mayor Rod Cross
   b. Updates and Reports

6. STAFF COMMENTS

7. COMMISSIONER COMMENTS

8. ADJOURNMENT

* The Toledo City Hall Council Chambers are accessible to persons with disabilities. A request for special accommodations for persons with disabilities should be made at least 48 hours in advance of the meeting date by calling the Toledo Planning Department at 541-336-2247.

City Hall
Council Chambers
June 12, 2019

TOLEDO PLANNING COMMISSION MINUTES

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

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

VISITORS: Jim Chambers, Patricia Timme, Lisa Phipps, Brian Timme, Alex Martin, and Sheryle Martin

Lisa Phipps introduced herself to the Planning Commission. Ms. Phipps serves as the North Coast Representative for the Department of Land Conservation and Development (DLCD). She started with DLCD one year ago and has already met with City staff. Most recently, she has been working with the City and Lincoln County on the housing strategy project. Ms. Phipps offered training opportunities, which could cover a range of topics from planning goals, planning commissioner training, or for a specific issue affecting Toledo. Commissioners welcomed Ms. Phipps and confirmed that training courses would be beneficial.

APPROVAL OF THE APRIL 10, 2019, MINUTES:
It was moved and seconded (Ryerson/Michels) to approve the April 10, 2019, minutes as circulated and reviewed by the Planning Commission. The **motion passed** unanimously, noting the absence of Learned-Ellis.

PUBLIC HEARING: COMPREHENSIVE LAND USE PLAN AND ZONING MAP AMENDMENT TO REZONE A PORTION OF PROPERTY AT 565 NW ASPEN STREET/2040 NW ELM STREET FROM GENERAL RESIDENTIAL TO SINGLE-FAMILY RESIDENTIAL (FILE #PA-1-19/RZ-1-19), REQUESTED BY MARYAN CHAMBERS ESTATE (AUTHORIZED AGENT JIM CHAMBERS):
President Wilkie opened the public hearing by stating the nature and purpose. There were no declarations of ex parte contact, bias, or conflict of interest reported. The statements of rights and relevances and rights to appeal were then read.

Staff Report: CM Martin reviewed the staff report as on file at City Hall. The request is for a Comprehensive Land Use Plan Map amendment and a zoning map change. Upon review of the request, the Planning Commission should make a recommendation to the City Council for approval, approval with conditions, or denial. The City Council has the final decision for this request.

CM Martin explained that the applicant submitted a request for a lot line adjustment between 2040 NW Elm Street (Tax Lot 1102) and 565 NW Aspen Street (Tax Lot 3100), which was approved on May 7, 2019. Tax Lot 3100 is designated Single-Family Residential (RS) and Tax Lot 1102 is General Residential (RG). The lot line adjustment allowed for the transfer of approximately .29

acres from Tax Lot 1102 to Tax Lot 3100. Therefore, newly configured Tax Lot 3100 would contain two different zone designations (RS and RG). A stipulation of the lot line adjustment was for the newly transferred portion to Tax Lot 3100 to complete a map amendment and zone change, based on the Toledo Municipal Code standards. According to the code, when a boundary line is changed by more than 20' involving another zone designation, an application must follow the rezone procedures. If the boundary change is less than 20', the rezone request would not be required.

CM Martin reviewed the criteria, staff analysis, and proposed findings listed in the staff report. Any decision shall be based on findings and how the application complies with the criteria. Staff recommends approval, because the request is consistent with the Comprehensive Land Use Plan Goals and Objectives, Toledo Municipal Code, and Oregon Statewide Planning Goals. Neighborhood circumstances have changed, due to the approved lot line adjustment and there is a public need because of the split zone for Tax Lot 3100. The request will meet housing goals, since both residential zones allow various housing options. According to the Oregon Statewide Planning Goals, zone changes are minor in nature because they are site specific and considered implementation measures for carrying out the goals and plans. CM Martin read an excerpt from the applicant's letter supporting the request, focusing on the history of the area, topography, potential development of Tax Lot 1102, and the desire to provide a buffer between the two properties. Because of the difficulty to develop the transferred area, the applicant requested the RS Zone designation, which matches the existing zone at Tax Lot 3100.

Notice of the public hearing went out to surrounding property owners, public agencies, DLCD, and published in the newspaper. No comments have been submitted.

Staff recommends approval of the request and drafted findings supporting approval. The Planning Commission should evaluate the proposal and testimony before taking action on the two requests (Comprehensive Plan Map amendment and zone change). The Planning Commission decision will be a recommendation to the City Council.

Applicant Testimony: Jim Chambers of 565 NW Aspen Street, Toledo, reported he has wanted to make this request for a long time and he should have applied before his mother passed. The property is now in an estate and he and his sisters all agree upon the change. The area transferred in the lot line adjustment application provides some privacy and a buffer from noise and light from Tax Lot 1102. The RG Zone allows 21 dwelling units per acre, so there is great potential for redevelopment at Tax Lot 1102.

Mr. Chambers reviewed the history of Tax Lot 1102, including original development strategies, logging activities, and eventual dividing and selling the properties for residences. The 1.43 acre property has the potential for future development, which will add to the traffic on Aspen Street and Skyline Drive. His request provides some privacy and natural vegetation to remain, protecting his property from future impacts.

Proponent Testimony: None.

Opponent Testimony: None.

Other Interested Parties: None.

Applicant Rebuttal: None.

Questions by Commission: None.

Deliberations: The public hearing was closed and the Commission entered into deliberations. Commissioners reviewed the exact location of the proposed zone change, based on the map in the staff report. Commissioner Duprau asked for clarification on why the applicant is making this specific request and the applicant's future plans for the rezone area.

Based on the request for new information from the applicant, the Commission re-opened the public hearing to allow the applicant to respond.

Questions by Commissioners: Mr. Chambers answered Commissioner Duprau's inquiry, reporting that the area transferred to him in the lot line adjustment application would be used as an expanded backyard and blackberry patch. He has been using this area for years, because he had an agreement with his mother, who owned Tax Lot 1102. The terrain varies and there is vegetation at the site. Also, there is a drainage system in the general area which collects stormwater from the Skyline Drive area. The area provides a buffer between the two properties, but could also be used for a future garage site for 565 NW Aspen Street. Mr. Chambers noted that the transferred area would not meet criteria for a new lot, because it does not meet street standards. There are options for future residential development of Tax Lot 1102 and this area provides a buffer between the properties. His property at Tax Lot 3100 is currently in the RS Zone, therefore, he requested the same zone designation for the newly transferred area.

Deliberations: The public hearing was closed again and the Commission entered into deliberations. Commissioner Duprau voiced that the request makes sense and meets criteria. CM Martin provided edits to the recommended motion, specifically, correcting the hearing date.

It was moved and seconded (Warfield/Ryerson) that based on the testimony received, the staff report, and the evidence and arguments before the Planning Commission at the public hearing on June 12, 2019, the Planning Commission determines that the request by Maryan Chambers Estate (authorized agent Jim Chambers) for applications PA-1-19 and RZ-1-19 for an amendment to a zoning map and a Comprehensive Plan map amendment, complies with the criteria identified in Toledo Comprehensive Land Use Plan, Oregon Statewide Planning Goals, and Toledo Municipal Code, Chapters 17.80, 17.12, 17.08, including the criteria identified in Toledo Municipal Code, Section 17.80.050. The Planning Commission hereby adopts the staff report and other evidence in the record as findings supporting its decision and recommends to the City Council approval of application PA-1-19 and RZ-1-19, and the adoption of the proposed ordinance, and allowing for the correction of typographical and grammatical errors.

The **motion passed** unanimously, noting the absence of Learned-Ellis.

PUBLIC HEARING: MINOR PARTITION TO CREATE TWO PARCELS FOR PROPERTY LOCATED AT 1999 NW SUNSET DRIVE (FILE #MP-1-19), REQUESTED BY DAVID AND PATRICIA TIMME:

President Wilkie opened the public hearing by stating the nature and purpose. There were no declarations of ex parte contact, bias, or conflict of interest reported. President Wilke stated that he

viewed the property in the past, but not recently. The statements of rights and relevances and rights to appeal were previously read.

Staff Report: CM Martin reviewed the staff report as on file at City Hall. The request is for a minor partition to create two parcels on existing land. The existing property is approximately 181,851 square feet. Proposed Parcel 1 would be 35, 931 square feet and Proposed Parcel 2 would be 145,920 square feet. The property is in the Single-Family Residential (RS) Zone and there are no zoning issues for the proposal. There are some topographical constraints, but the property contains a flat area for development. City water and sewer services are available to the property. Public hearing notices were sent to property owners and published in the newspaper. The Planning Commission has the authority for this decision, but it can be appealed.

CM Martin reviewed minor partition criteria and noted that the proposal meets the code standards. The property contains an existing home and garage at 1999 NW Sunset Drive. Development of the new lot must conform with the RS Zone standards. The proposal provides adequate frontage for access. Because Sunset Drive is not a collector street, sidewalks are not required. The impacts are not proportional to require a fully developed street.

CM Martin read the proposed facts and findings presented in the staff report. City water is located in NW Sunset Drive and the sewer line is immediately south of Tax Lot 200, available to serve the new parcel. The application was reviewed by Toledo Public Works, Police, and Fire Departments and all recommend approval of the request. One neighbor requested information on the location of the sewer connection for the new construction, but did not express any opinion on the partition request. Commissioner Ryerson noted that the new lot is a good size, but asked it if could be further divided. CM Martin clarified that the new lot could be developed in the future, following this same process. He answered Commissioner Warfield's question, stating that access is available to NW Sunset Drive and the newly proposed lot has approximately 94' of frontage along the street.

Applicant Testimony: Pat Timme of 1999 NW Sunset Drive, Toledo, reported there is a steep canyon on the property, which could not be used for development. Brian Timme of 1560 N. Nye Street, Toledo, clarified that there is a flat area suitable for a future homesite, avoiding the canyon. An area was recently cleared for a new home and shop. If the property is partitioned in the future, access may need an alternate option, possibly from the southwest.

Proponent Testimony: None.

Opponent Testimony: None.

Other Interested Parties: None.

Applicant Rebuttal: None.

Questions by Commission: None.

Deliberations: The public hearing was closed and the Commission entered into deliberations. Commissioners reviewed the proposed conditions, topography, and permits for future construction. The developer must obtain the necessary permits and meet utility line installation standards.

It was moved and seconded (Ryerson/Michels) that based on the testimony received, the staff report, and the evidence and arguments before the Planning Commission at the public hearing on June 12, 2019, the Planning Commission finds that the request by Patricia and David Timme (MP-1-19) complies with the criteria identified in Toledo Municipal Code Title 16, including the criteria identified in Toledo Municipal Code Section 16.08.070. The Planning Commission hereby adopts the staff report as findings, as well as the following conditions of approval for MP-1-19, and allowing for the correction of typographical and grammatical errors.

1. Partitioning of the property shall be in compliance with the proposed partition plan as described in the application and drawing submitted and included in Exhibit A of the staff report.

2. The applicant shall provide a final minor partition plat, prepared by a registered surveyor and meeting the plat standards of the City of Toledo, and including an approval signature line for the City Manager's signature. The applicant shall submit the final plat to the Lincoln County Surveyor for review, and to the City of Toledo to review for compliance with conditions of approval prior to recording. The applicant shall record the approved final plat with the Lincoln County Surveyor. A copy of the recorded plat shall be submitted by the applicant to the City of Toledo.

3. Any driveway modification, in accordance with the standards specified in the Public Infrastructure Design Standards Manual, may be required as determined by the Public Works Director. If required, it shall be completed within one year of approval of this application, or a deferred development agreement entered into, to address this requirement. Determination will be made when a construction permit has been submitted that identifies the location of proposed construction and length of its driveway, to ensure that the development of Parcel 2 will comply with Public Infrastructure Design Standards and Fire, Life, Safety standards.

4. Protect all existing easements (in addition to being noted on the plat) and, as appropriate, record any new easements to serve the proposed parcels for driveway access and utilities, and comply with the Public Infrastructure Design Standards Manual, before construction permits will be issued.

5. In accordance with TMC Chapter 16, the final partition plat shall be recorded within one year from the effective date of the Planning Commission approval. One extension of time, not to exceed one year, may be granted to complete the partition if an application for an extension of time is made in writing prior to the expiration date.

The **motion passed** unanimously, noting the absence of Learned-Ellis.

Commissioner Ryerson complemented both applications and thanked staff for the information, explanation of the standards, and presentation. CM Martin thanked Secretary Inukai for preparing the staff reports.

DISCUSSION ITEMS: UPDATES AND REPORTS:

CM Martin reported that FEMA's floodplain maps have been finalized and the City will soon need to adopt the new maps and flood hazard ordinance to stay in compliance with the flood insurance

program. There could be a slight impact for properties and several properties were added or removed from the maps. The State provided outreach materials for newly affected property owners. Ms. Phipps announced that a workshop will be held for insurance agents. CM Martin added that the maps can be viewed online.

STAFF COMMENTS:
CM Martin suggested a combined Planning Commissioner and City Council training opportunity if Ms. Phipps is available at a future meeting date.

COMMISSIONER COMMENTS:
Commissioner Warfield asked about the different types of Planning Commission decisions and authority. CM Martin noted that there are quasi-judicial decisions and legislative decisions. The Planning Commission has the authority to decide on a quasi-judicial request, such as a minor partition. The Planning Commission makes a recommendation on legislative decisions, which the City Council must decide. Legislative decisions, such as a rezone or Comprehensive Plan amendment sets standards or City-wide policies. The group discussed various hearing processes.

Commissioner Ryerson reported that during a past flood event, her bridge was taken out. Because it is a private driveway, FEMA would not cover the cost for repair. She also encouraged Planning Commission training opportunities in the near future.

Commissioner Duprau noted that the Comprehensive Plan is called the "2020 Vision for Toledo" and asked if the document needs to be updated. CM Martin replied that it should be updated to serve the community for several more years, but based on Toledo's population, the State does not require the update.

Commissioner Duprau also asked for an update on the pedestrian bridge project. CM Martin reported that the project would typically be considered a parks project, rather than a Planning Commission duty, but Planning Commissioners have expressed interest in seeing the project completed. There are funds for the Olalla Slough pedestrian bridge crossing and trail. Facilities projects are under the direction of the Public Works Director, however, tomorrow is the last day for Public Works Director Mike Adams, who is leaving the City for the private sector. CM Martin suggested that when the City Planner returns, this project can be assigned to the Planner.

President Wilkie asked about the revised flood maps and the Planning Commission's role. CM Martin suggested community outreach. Ms. Phipps noted that the time period is too limited, but there could be long-term conversations if there are areas that continually suffer losses that could be a consideration for buyout.

There being no further business before the Commission, the meeting was adjourned at 8:40 pm.

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Secretary President

City Hall
Council Chambers
July 10, 2019

TOLEDO PLANNING COMMISSION MINUTES

A regular meeting of the Toledo Planning Commission was called to order at 6:30 pm by President Geoffrey Wilkie. Commissioners present: Cora Warfield, Penny Ryerson, Todd Michels, and Robert Duprau. Excused was Anne Learned-Ellis.

Staff present: City Manager (CM) Craig Martin and Secretary Arlene Inukai.

VISITORS: Mikel Johnson, Ron Knemeyer, Lisa Figueroa

Ron Knemeyer of 450 NE Andie Lane, Toledo, reported on the high fees for new water and sewer connections and asked for an explanation on the costs. CM Martin explained that the City Council establishes the System Development Charges (SDCs) and connection fees for new development. The SDC Methodology is based on the costs for capital improvements for the infrastructure and the SDCs are designed for new development projects to pay a contributing cost into the various systems. CM Martin offered to meet with Mr. Knemeyer to further explain the fees. He reported that some communities are adjusting their SDCs for a square footage formula rather than a flat rate for single-family dwellings. The City Council may consider modifying the charge and re-evaluating the SDC Methodology. This topic is not scheduled for consideration at the upcoming Council meeting, but could be expected at a future date.

Mr. Knemeyer also reported on the poor condition of Andie Lane. The City once maintained the street, but is no longer taking care of it. He asked that the City recognize the issues and take responsibility of Andie Lane. Mail is no longer getting delivered on the street and there are drainage issues along the road. Recent surveys have shown confusion of the location of the road and property lines. CM Martin reported a portion of Andie Lane is on private property. Mr. Knemeyer stressed that the street should be looked at and a decision made for the street. CM Martin provided Mr. Knemeyer with his contact information in hopes to continue the conversation.

ELECTION OF OFFICERS:
CM Martin explained that the ordinance specifies that new officers be elected each year, in July. This is for one-year position of chair and vice chair of the Planning Commission.

It was moved and seconded (Michels/Warfield) to nominate Todd Michels as Planning Commission President. The **motion passed** unanimously, noting the absence of Learned-Ellis.

The gavel was then handed over to President Michels.

It was moved and seconded (Ryerson/Warfield) to nominate Penny Ryerson as Planning Commission Vice President. The **motion passed** unanimously, noting the absence of Learned-Ellis.

STAFF COMMENTS:
CM Martin announced that new flood insurance rate maps will take effect this fall. The City is working with the Department of Land Conservation and Development for the proposed changes and

an updated ordinance will be available soon.

The City Council would like the Planning Commission to look into the Olalla Slough pedestrian bridge project. This item will be presented at future meetings.

COMMISSIONER COMMENTS:
Commissioner Wilkie reported that Leadership Lincoln will be starting up in August and he has information if anyone is interested in the upcoming session.

There being no further business before the Commission, the meeting was adjourned at 6:45 pm to go into a Planning Commission/City Council joint work session.

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Secretary President

City Hall
Council Chambers
July 10, 2019

TOLEDO PLANNING COMMISSION AND CITY COUNCIL
MINUTES OF THE JOINT WORKSESSION

The City of Toledo Planning Commission/City Council joint worksession was called to order at 7:00 pm by Planning Commission President Todd Michels.

City Councilors present: Jackie Kauffman, Bill Dalbey, Heather Jukich, Betty Kamikawa, and Stu Strom. Excused were Mayor Rod Cross and Josh Smith.

Planning Commissioners present: President Todd Michels, Geoff Wilke, Cora Warfield, Robert Duprau, and Penny Ryerson. Excused was Anne Learned-Ellis.

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

VISITORS: Mikel Johnson, Lisa Phipps

TRAINING: LAND USE BASICS, PRESENTED BY LISA PHIPPS OF OREGON DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT (DLCD):
CM Martin introduced DLCD North Coast Representative Lisa Phipps, who offered to provide a land use planning course, which may be a refresher to some or new information to other members.

Ms. Phipps asked for introductions of Planning Commissioners and City Councilors. She reviewed her role at DLCD and provided some of her background and experiences on the coast, including her roles at Tillamook County, Tillamook Estuaries Partnership, former mayor of Rockaway Beach and municipal court judge. DLCD can provide a series of training, ranging from basic courses or topic-specific sessions.

Ms. Phipps provided a PowerPoint presentation for land use training, highlighting the following topics:

- History of land use, zoning standards, private land owner rights, and Statewide Planning Goals.
- Sequence of laws from Oregon Administrative Rules, Statewide Planning Goals, Oregon Revised Statutes, to local comprehensive plans and ordinance, used to reaching a local decision.
- Reviewed responsibilities from local land use policies to 'big picture' issues.
- Resources available to cities for assistance.
- Periodic Review is required for cities with a population greater than 10,000. Toledo does not have to do it, based on the population, but the plans and policies should still be updated to represent the community.
- DLCD has small grants available for staff assistance or technical support.
- Reviewed city responsibilities, focusing on citizen involvement (Goal 1) and the important role planning commissions and city councils provide for citizens. Public involvement is important in all phases of the development process. Diversity, equity, and inclusion, are important factors to make sure citizens are involved and heard.
- The comprehensive plan document sets the vision and establishes goals and polices. The zoning

ordinance is the implantation tool and must match the comprehensive plan. Amendments to the comprehensive plan and development ordinances must go to DLCD and must meet State rules. There are a lot of good reasons to re-visit the comprehensive plan to make sure the goals and objectives are up-to-date.

- Types of decisions: Ministerial action has defined criteria and staff can reach the decision. Quasi-judicial are site specific, requires notices that could impact properties, and may need more discretion to reach the decision. Legislative decisions impact policies city-wide.
- Reviewed a typical quasi-judicial public hearing format.
- Any decision should have good findings to support the decision. They need to address the criteria, include facts of the request, and provide substantial evidence. Good findings are less likely for a successful appeal. Also, good findings are needed to show a nexus for conditions.
- Ex parte contact, site visits, and conflict of interest (actual or perceived) were reviewed. An actual conflict of interest is about making or losing money due to the decision. A perceived conflict of interest could be where a member may become financially affected. The member only needs to declare an actual conflict of interest. If the member has an actual conflict of interest, then the member has to refrain from the decision, unless they are needed to make the quorum. Ex parte contact needs to be disclosed and included in the record.
- Bias is if a member cannot make a fair decision, regardless of the facts. A member can declare a bias and still participate in the vote. The member could be challenged, and therefore, should know when they should not participate in the vote. There could be bias for legislative decisions, especially when it affects policies and regulations city-wide.
- The planning commission and city council meetings are where citizens can be involved. Citizen participation should be encouraged and they should be heard during the decision process. If a citizen asks for a continued hearing, the record must be left open for 7 days, and then the applicant has 7 days to respond to the new information.

DLCD can provide other training topics, such as comprehensive plan updates/workshops, flood hazard management, and various housing topics. DLCD can provide assistance during the flood hazard ordinance updates. They are hosting a workshop for insurance agents on August 27th to review the new flood hazard maps and insurance program impacts.

Councilor Strom asked about UGB amendments and if DLCD could be a resource. Ms. Phipps noted that the agency could provide some information or guidance.

Ms. Phipps provided handouts for all participants.

DISCUSSION AND INFORMATION ITEMS: LINCOLN COUNTY HOUSING STRATEGY PLAN UPDATE:

CM Martin reported the Lincoln County Housing Strategy Plan has just been finalized and will soon be adopted by the County. There may be some funding available for implementing some of the strategies. Future topics of discussion should be housing--incentivizing housing development, Urban Growth Boundary (UGB) expansion, Buildable Lands Inventory update, and extending City services into the UGB area.

Ms. Phipps noted there is a regional solutions team, including Business Oregon, DEQ, ODOT, DSL, housing authority, which may help find funding.

The City should review the zoning standards and Comprehensive Plan to encourage housing development. A Buildable Lands Inventory and Housing Needs Analysis are needed before the Comprehensive Plan's housing policies are changed. It will be a lot of work and expensive to update the plans, but very important. Community participation will be very important in the process. DLCD has technical assistance grants available for planning projects. Consultants could be used to take on the project over the course of a couple years.

DISCUSSION AND INFORMATION ITEMS: OLALLA SLOUGH PEDESTRIAN BRIDGE PROJECT:

CM Martin reported that the City Council recommended the Planning Commission be involved with the pedestrian bridge project on Olalla Slough. He reviewed the history of the project, noting that the bridge would provide a link from Sturdevant Road to East Slope Road. The bridge was designed and purchased and is currently at the City Shops, awaiting placement. Effort was made to secure easements and utilize existing abutments, but neither were finalized. Another private property owner was approached for the link, but communication broke down. New abutments may be necessary and an alternative route considered. The City has funds for the project and there may be other resources, such as the bike/pedestrian program, safe route to schools, or OWEB. Councilor Kamikawa added that Lincoln County may have funding for viewing wildlife on private land. Councilor Strom noted that the City will also need to consider the ongoing maintenance and policing necessary for the trail.

The group discussed the area, suggesting an alternate route may be considered, funding opportunities, possible wetlands in the area, partnering agencies, and parking options. It was noted that it would be good to move students off of Sturdevant Road, onto a safer trail. There are no sidewalks along Sturdevant Road from the elementary school to the high school, which is a designated truck route.

Commissioner Duprau sees a need for the crossing and would like to move forward with completion. Discussion continued on challenges of the project, including funding, wetlands regulations, wetlands mitigation and location. A need for a pedestrian link in the Sturdevant Road area was included in Toledo's Transportation System Plan.

CITY COUNCILOR AND PLANNING COMMISSIONER COMMENTS:

Commissioner Ryerson noted the beneficial conversations and good presentation by DLCD.

Councilor Jukich reported on the town clean-up day on July 13th, starting at 10 am. She congratulated newly elected Planning Commissioner president and vice president and thanked previous officers.

Commissioner President Michels asked about the Planning Commission's role in park projects and if they can begin to work with staff to establish a priorities list for City Council review. CM Martin suggested it as a preliminary step for a Park Master Plan. Councilor Dalbey clarified that it would be good to see specific projects and for staff to work with the Planning Commission on a Parks Master Plan. Park maintenance is through the Public Works Department, as the City does not have a Parks Department. The group discussed the need for a Parks Master Plan. There may be State funds to create the plan. Public participation and comments are key, but the City needs to make sure projects are viable. A parks inventory should be presented to the Planning Commission.

Commissioner Warfield stated that if improvements are made to the City, it could encourage growth and make annexation more attractive.

Commissioner Ryerson suggested a town hall meeting to get information into the community. She would like to see opportunities for growth, adding that it is sad to see the streets bare on the weekends. Councilors stated they have discussed a proposed town hall meeting, possibly in August or September. The meeting can be advertised through the water bill insert, Facebook, or signs/reader board.

CM Martin reported on the City Council's goal to enhance community communication. There will be an information booth at the Toledo Summer Festival, and volunteers are needed.

Commissioner Ryerson expressed appreciation of CM Martin and voiced that he has been an asset to the community.

There being no further business, the worksession was adjourned at 9:20 pm.

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Secretary Planning Commission President

CITY OF TOLEDO

Architect rendering, 1938

To: Toledo Planning Commission

From: Wes Hare, City Manager Pro Tem

Date: October 3, 2019

Re: October 9, 2019, Public Hearing Item – Minor Partition Request MP-2-19

The Planning Commission agenda contains a Minor Partition request (MP-2-19) from David and Tami Howard for property at 1606 N Nye Street, Toledo. The request was submitted on September 10, 2019. Notices were sent to property owners and public agencies on September 19th and published in the Newport News-Times on September 25 and October 2, 2019, announcing the request and public hearing date.

In preparing the staff report for the request, staff asked that the applicant supply additional information to specifically address the minor partition criteria for the proposed flag lot. The applicant is expected to submit a response to the criteria standard, but until staff receives additional information on how the proposal meets the criteria, the public hearing should be continued.

It is staff recommendation for the Planning Commission to continue the public hearing to November 13, 2019, at 7:00 pm. This will provide the applicant sufficient time to address Toledo Municipal Code criteria standards or allow an opportunity to amend the proposed partition plat as submitted.