

TOLEDO PLANNING COMMISSION MINUTES

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

Staff present: Contract Planner (CP) Justin Peterson, City Attorney (CA) David Robinson, and Secretary Arlene Inukai.

VISITORS: None

APPROVAL OF THE NOVEMBER 13, 2019, MINUTES:

It was moved and seconded (Learned-Ellis/Wilkie) to approve the November 13, 2019, minutes as circulated and reviewed by the Planning Commission. The **motion passed**, noting the absence of Warfield.

WORKSESSION: ACCESSORY DWELLING UNIT STANDARDS:

CP Peterson provided updates from the Planning Commission's suggestions last month. In response to Commissioner Ryerson's inquiry, he also explained the definition of accessory dwelling units (ADUs) and the necessary changes, due to new State requirements. The ADUs only affect the residential zone, and not commercial properties. CP Peterson reviewed the updates and Commissioners discussed the updated language, as summarized below:

- The Planning Commission public hearing will be held in January and City Council will hear the issue in February.
- The State eliminated the option to require ADU parking and owner-occupancy in local ordinances. After January 1st, if someone applies for an ADU before the parking and owner-occupancy language is removed from the code, the City will have to follow the State's requirement and exempt the two standards.
- The square footage/percentage is the middle calculation of DLCD's recommendation.
- New to this draft is proposed language that prohibits manufactured homes as an ADU structure. This was presented after staff reviewed if other communities allow manufactured dwellings as an ADU. Commissioners reviewed the definition of manufactured homes and pre-fabricated structures. Commissioners discussed if the proposed language should be removed, modified, or remain in the draft. It was noted that manufactured homes may not meet the remaining standards, such as square footage or design standards. It was suggested that if manufactured homes are allowed for ADUs, there should be placement standards. Commissioners discussed keeping the proposed language for one year and after that point, determine if there is a public need to allow manufactured homes as ADUs.
- The "material" term was removed from the design standards, but similar "color" and "appearance" remain in the standard. There should be clear and objective standards, but appearance may be hard to define. Commissioners discussed different architectural styles. Various styles already exists house-to-house. Neighborhood character is an important conversation for ADUs, but the neighborhood is already affected because of the existing styles in an area. Commissioners suggested removing the design standards entirely and only keep the requirement that ADUs must meet fire/life safety requirements.

- New language was included to clarify the minimum lot size in the RG Zone of 6000 square feet and 1800 square feet for each "multi-family" unit. ADUs would be exempt from the 1800 square feet requirement. Many RG properties are 6000 square feet or smaller and ADUs will be allowed on those lots.
- The updates and staff report will be presented in January. The Planning Commission makes a recommendation to City Council. The Council has final authority on ordinance amendments.

DISCUSSION ITEM: TREE CITY USA 2019 APPLICATION:

Secretary Inukai explained that as part of the Tree City USA renewal application, the City must have an annual tree plan for the upcoming year. Commissioners reviewed the 2019 plan and noted the ambitious activities. Commissioners would like to see a leaf pick-up event, public education for the benefits of composting leaves, an ivy-pull event, tree identification presentation, book donation to the Library, and a group tour of the Olalla Slough pedestrian trail/park site. CA Robinson offered to contact the Library for assistance with the books and children's events. The City has been performing a lot more tree maintenance work since the acquisition of the bucket truck.

STAFF COMMENTS:

Secretary Inukai wished all a good holiday.

COMMISSIONER COMMENTS:

Commissioner Ryerson apologized for missing the last couple meetings.

Commissioners asked for an update on the Olalla Slough trail/park project. CP Peterson reported that a wetlands delineation may cost at least \$5000. This study determines where and what type of wetlands are on the site. Commissioner Ryerson reported on the challenges with creating a new park, especially when identifying the parking needs and location. She questioned how the river and potential flooding could impact the area. President Michels noted the three phase approach: first the path to the school, next the nature trail, with the ball field and park as the third phase. There is existing funding available that could go towards the project. Commissioners discussed parking and the need for a wetlands study to move forward with a project. Once the wetlands review is completed, the study is good for five years, so action has to occur soon. CP Peterson would like to have a meeting with DSL, Mayor Cross, and staff to get a better idea for the project needs and challenges. This may occur in January. Commissioner Learned-Ellis would like to view the floodplain maps and a photograph of the existing pedestrian bridge.

CP Peterson spoke with the Safe Routes to Schools grant program contact. Because the program is funded by State gas tax, it restricts projects to streets. Therefore, the grant would only be for the actual crossing, such as signals or street improvements. A separate Safe Routes to School grant allows the agency to visit the school and view the barriers in the area. They may then suggest other features, such as sidewalks or lighting, to assist with the crossing. Oregon Parks and Recreation grant could be submitted for the trail or park system. Commissioner Duprau stressed that something needs to happen at the school, since more trucks are on the road and kids need to be safe.

There being no further business before the Commission, the meeting was adjourned at 7:55 pm.

Secretary

President