

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, Todd Michels, Cora Warfield, and Terri Neimann. Absent were Robert Duprau and Ruthanne Morris.

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

INTRODUCTION OF NEWLY APPOINTED PLANNING COMMISSIONER RUTHANNE MORRIS:

The City Council just appointed Ruthanne Morris to fill a vacant Planning Commissioner position. Commissioner Morris was not yet in attendance, but all welcomed her to the Planning Commission.

VISITORS: None.

APPROVAL OF THE OCTOBER 14, 2020, MINUTES:

It was moved and seconded (Wilkie/Warfield) to approve the October 14, 2020, minutes as circulated and reviewed by the Planning Commission. The **motion passed** unanimously, noting the absence of Duprau and Morris.

DISCUSSION ITEMS: RESIDENTIAL CODE UPDATES:

CP Peterson provided an updated draft, showing the edits in redline/strikeout. The updates were reviewed and discussed:

- Definitions: New terms need to be added and defined.
- Cottage Cluster: Newly included and needs a definition. The maximum square footage should be around 1200 square feet per cottage, removing the 'gross floor area' reference. Cottage Cluster is added to the R-S Zone and Commercial Zone conditional use list and outright in the R-G Zone. Standards would be in place, such as minimum lot size and parking. Commissioners discussed the minimum lot size standard and how many units could reasonably be placed on a 10000 square foot lot. CP Peterson offered to provide illustrations to help show the number of units that could be placed on various lots, still having to address setbacks, parking, and lot coverage standards. If there are 12 units proposed, the property would need to be larger than 10000 square feet.
- R-S Zone Purpose Statement: Commissioners may want to address the term "disturbing activity." Commissioners reviewed other terminology, but agreed to delete language after "...low-density residential living." If a use results in traffic, noise or other, it should be considered a conditional use and have a higher level of review. Commissioner Wilkie asked that the term "which go along with those" in the first sentence be revised to be clearer.
- Duplex Standards: New standards for a duplex to be allowed outright use in the R-S Zone.
- Single-Family Dwelling: Sets the minimum size to 850 square feet in the R-S Zone. Expanding the conditional uses to address site-built homes below 850 square feet.
- Lot size: R-S Zone lot size reduced from 7000 to 6000 square feet. R-G Zone lot size reduced from 6000 to 5500 square feet.
- Setbacks: Reduced in both residential zones.

- Lot Coverage: Can be reduced. The 'principal building' language will be removed.
- Main Street Overlay District: A map will be provided at the next meeting to show the properties in this district. Because of recent code enforcement issues and violations, CA Robinson suggested there be no residential use on the main floor (commercial units) in the Main Street District. There have been several violations with people illegally converting commercial units to residential space. Commissioners discussed the desire to maintain commercial storefronts and balancing the need for more housing options. Commissioners asked that this item be discussed further and it was suggested that the Fire Department provide comments about the struggle with residential units meeting fire codes and providing fire exits. Any newly constructed/renovated residential space still needs to comply with fire and building codes and residential units would still be an option for the other stories or other access points away from the front of the building. Commissioner Michels added that the safety standards outweigh the housing needs.

CP Peterson will bring back updates and revisions for the next worksession. The amendments could start in the public hearing phase at the first of the year.

DISCUSSION ITEMS: PLANNING COMMISSION TRAINING SESSION:

Lisa Phipps with Department of Land Conservation and Development will provide a training session either January or February to cover land use basics, public hearings, and special topics that the Planning Commission might be interested in. This training opportunity will be on the Planning Commission meeting night, but will probably be scheduled earlier than the regular meeting time.

The League of Oregon Cities will be hosting webinars for elected officials in December. Commissioners expressed appreciation for the training opportunities.

DISCUSSION ITEM: UPDATES AND REPORTS:

CP Peterson noted that the building permit update will be provided at the next meeting.

The City applied for and received the League of Oregon Cities grant for development code updates. The \$5000 grant will be used to work on the residential code updates, maps, and develop a scope of work for a Buildable Lands Inventory (BLI). It is expected that a complete BLI could cost in the range of \$30000-40000. Right now, the residential codes are in process, maps will be updated, but the BLI is more complex and will need public hearing and State recognition. Commissioners voiced the need and importance of a BLI. Commissioners discussed the BLI project and potential buildable properties.

STAFF COMMENTS:

CM Richter announced a Covid-19 testing site will be at the Toledo Foursquare Church on November 13th from 9 am-12pm.

COMMISSIONER COMMENTS:

President Learned-Ellis wished all a nice Thanksgiving.

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

Secretary

President