

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: Robert Duprau, Geoffrey Wilkie, Todd Michels, Ruthanne Morris, and Cora Warfield (arrived at 7:05 pm). Excused was Terri Neimann.

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

VISITORS: None.

APPROVAL OF THE NOVEMBER 12, 2020, MINUTES:

It was moved and seconded (Michels/Wilkie) to approve the November 12, 2020, minutes as circulated and reviewed by the Planning Commission. The **motion passed** unanimously, noting the absence of Neimann and Warfield.

CP Peterson took a moment to thank Commissioners for the attempt of a hybrid meeting last month (in-person and virtual attendance). It appears that the meetings will need to continue on the virtual platform for some time before in-person meetings can resume.

DISCUSSION ITEMS: RESIDENTIAL CODE UPDATES:

CP Peterson provided updates to the residential code standards. Updates focused on cottage clusters and the Main Street Overlay District. Information on tiny homes was also included in the packet. The City received a \$5000 grant to update the residential code and to begin the scope of work on an updated Buildable Lands Inventory. Commissioner Warfield entered the meeting at this time.

Cottage Clusters are defined as not more than 1200 square foot units (removed gross square footage language), 3-12 units on the property, and having a common space. They would be listed as a Conditional Use Permit in the Single-Family Residential (RS) Zone and outright in the General Residential (RG) Zone. Language was added to allow community buildings, for example, a laundry room or exercise room can be included in the development. Fire access standards would need to be met. Open space of 2000 square feet is necessary and parking spaces/required yards are not included in the open space formula. One parking space is needed per unit. If interior fencing is placed, it shall not exceed 3' tall between units. Perimeter fencing, along the outside of the development can be over 3' tall. Language was included to allow an existing building that is over 1200 square feet to remain if the property is re-developed into cottage clusters. Cottage cluster development must be connected to City sewer, no septic systems.

The Commercial Zone language for an accessory residential unit was modified, to avoid confusion with an "accessory dwelling unit". The terminology was updated to "live work accessory dwelling unit" and requires an active commercial use/business license on the site. Multi-family is a Conditional Use Permit in the Commercial Zone and cottage cluster was also included as a Conditional Use. One parking space per unit is also needed for a cottage cluster in the Commercial Zone.

The Main Street Overlay District map was provided to show the properties within the district. Updates to the Main Street Overlay District include no residential parking allowed on Main Street. Residents would have to park on-site or on side streets. New language was also included to prohibit the main floor (store front area abutting Main Street) to be used for residential, unless approved through the Conditional Use Permit process. The ground-floor commercial units along Main Street should maintain a commercial use. Residential units could be in the upper floors, basement, or along side streets. Pre-existing units would be considered non-conforming. All residential units must comply with building and fire life/safety codes.

Commissioners discussed the parking issue and if there is a current problem with residents parking on Main Street. Parking concerns were brought up at a recent City Council/Planning Commission worksession, but there was no consensus on how to address Main Street parking. Some businesses want to reserve on-street parking for customers, while some store owners or employees utilize the on-street parking space to work downtown. Balancing owner/employee parking with customers and residents has been an ongoing concern with several businesses. Many other communities experience this similar problem. The group discussed enforcement if the new parking standards are added to the code. The Planning Commission makes a recommendation to the City Council for the proposed amendments, but the Council could decide to remove this standard. Commissioners discussed limiting residential tenants to park on the side streets or on-site. President Learned-Ellis voiced that she likes the proposed language, but would discuss further if there were any objections.

CP Peterson reviewed existing parking spaces in the downtown area, reporting there are 63 spaces along Main Street. Approximately 13 spaces are available in the public parking lots in the downtown area. There are private parking lots or private parking spaces located behind the buildings, but this was not calculated. There are over 90 spaces along the side streets.

Tiny home regulations were included in the packet. Cottage cluster developments could place tiny homes, but they must meet building codes, be placed on a foundation, and are permanent units. There is a market for temporary/transitional construction options, but this type of construction would not be allowed through the cottage cluster option. Commissioners discussed the definition of cottage cluster and permanent placement vs. temporary. A permanent structure would be on a foundation and meets building code. The City is not required by the State to add cottage cluster to the code, but it allows one more housing option. Commissioners discussed house boats and it was noted that they would have to meet ORS requirements for construction standards and waste management. CP Peterson provided an illustration of a cottage cluster development on a 10000 square foot lot, containing three units. It would be difficult to fit more than three cottages on 10000 square feet, while still maintaining setbacks, providing parking and open spaces.

Commissioners agreed that it will be good to have a Buildable Lands Inventory to be able to see the larger lots and areas of potential development. Topography will also be considered.

Commissioners voiced appreciation for the work and illustrations, agreeing that the standards are coming together and getting better.

DISCUSSION ITEM: BUILDING PERMIT AND LAND USE ACTIVITY:

An updated report for building permits and land use activities was included in the Planning Commission packet. Commissioners reviewed a couple of the listed applications.

DISCUSSION ITEM: UPDATES AND REPORTS:

CP Peterson reported that DLCD can provide a training presentation at either the January or February meeting.

STAFF COMMENTS:

CP Peterson will provide edits to the Housing Chapter of the Comprehensive Land Use Plan for the next meeting.

COMMISSIONER COMMENTS:

Commissioner Morris reported she attended the League of Oregon Cities elected official training. CM Richter added that it is good to see Commissioners attending the sessions and noted that the League has several more training dates available and there may be information available on their website. She announced that there will be vacancies on the Planning Commission.

President Learned-Ellis received confirmation that virtual meetings will continue at this time.

Secretary Inukai thanked Commissioner Wilkie for his Planning Commission service, as his term expires at the end of December and he will not seek re-appointment. She also thanked Commissioner Michels for his service as Planning Commissioner and congratulated him on his election win to serve on the City Council. All echoed appreciation to Commissioners Wilkie and Michels.

There being no further business before the Commission, the meeting was adjourned at 8:05 pm.

Secretary

President