

TOLEDO PLANNING COMMISSION MINUTES

A regular meeting of the Toledo Planning Commission was called to order at 6:30 pm by President Anne Learned-Ellis. Commissioners present: Cora Warfield, Ruthanne Morris, Jonathan Mix, Ricky Dyson, Terri Neimann, and Brian Lundgren.

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 AUGUST 11, 2021 AND SEPTEMBER 8, 2021, MINUTES:

It was moved and seconded (Dyson/Mix) to approve the August 11, 2021, and September 8, 2021, minutes as circulated and reviewed by the Planning Commission. The **motion passed** unanimously.

DISCUSSION ITEM: UPDATES AND REPORTS:

HOUSING CODE UPDATES:

CP Peterson reported that the proposed code updates were approved by the City Council last week. There were some additions to the findings to Goal 10 included in the approval. Also, a small addition was included in the Single-Family Residential Zone language. Based on comments from Oregon Department of Land Conservation and Development (DLCD) and the need to have clear and objective standards, staff updated the language for the density standard in the lot size section (TMC 17.08.050). The addition states density level may be increased beyond outright permitted uses (single-family, duplexes, ADUs) following the conditional use or planned unit development process. The maximum density in the R-S is 25 units/acre. The updated language can be sent to Planning Commissioners for review.

Commissioner Morris asked about enforcement of the standards. CP Peterson noted that the standards will be implemented at the building permit review process. If building occurs without a permit or does not meet the standards, the City's Code Enforcement Officer can assist with the complaint. If an owner is in violation and the problem is not corrected, they could be cited. Commissioners discussed the code enforcement program and it was noted that the City will soon have a full-time Code Enforcement Officer. Commissioner Morris reported the use of RVs throughout the City and other code violations. Commissioners acknowledged the frustration of the residents and hope that the added code enforcement hours will help bring property owners into compliance.

HOUSING NEEDS ANALYSIS GRANT FOR THE COMPREHENSIVE PLAN:

The City was awarded the DLCD grant to complete a Housing Needs Analysis. ECONorthwest has been assigned as consultants for the project. The Planning Commission will be involved with this project. City staff will be meeting with the consultants next week to review the scope of work and timeline. It is expected that the project will take approximately one year. As part of the project, an updated buildable lands inventory will be prepared that can exclude certain constraints, such as

slopes and wetlands.

DLCD TECHNICAL ASSISTANCE GRANT FOR THE COMPREHENSIVE PLAN:

The City applied for a Technical Assistance grant from DLCD to complete the Comprehensive Plan updates. This is a more competitive grant program and the announcements should be expected in one month. The project would include updates to most of the Comprehensive Plan chapters which is a long process. Planning Commission involvement is needed with this project for multiple workshops and public outreach.

SAFE ROUTES TO SCHOOL GRANT UPDATES:

CP Peterson reported that the City received a grant for a plan to address infrastructure needs at Toledo Elementary School. The grant is in partnership with Lincoln County School District and Lincoln County. The consultants will perform a site visit on November 10th. The recommended improvements can then be used for construction grants. If improvements are recommended on campus, the School District can apply and if the improvements are on the public side, the City can apply. It was noted that there are more walkers, bikers, and pick-up vehicles than buses this school year, which increases congestion at the site. This is a beneficial project that will increase safety at the school.

STAFF COMMENTS:

CP Peterson expects one public hearing and an update on the Technical Assistance grant in November.

CM Richter announced the Town Hall on October 16th from 5-7 pm. This was rescheduled due to weather and she distributed a handout for the meeting. She thanked the Commissioners who recently attended an online training class and she is still interested in holding an in-person class. It was noted that email issues need to be addressed.

COMMISSIONER COMMENTS:

President Learned-Ellis voiced that the training opportunities are good. She wished all a safe Halloween.

Commissioner Dyson reported he will not attend the November meeting.

Commissioner Mix announced the State adopted the defensible space standards to reduce wildfire risks. Mapping will begin at the State level and then County, and City. Commissioners discussed fire prevention methods, inspections, and insurance concerns. CM Richter reported the Toledo Fire Department can look at a site and offer suggestions and provide information to reduce risks. This is a free service for Toledo and East Lincoln County Fire District residents.

There being no further business before the Commission, the meeting was adjourned at 7:00 pm.

Secretary

President