

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, Jonathan Mix, Ruthanne Morris, Terri Neimann, Ricky Dyson, 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 NOVEMBER 10, 2021, MINUTES:

It was moved and seconded (Warfield/Learned-Ellis) to approve the November 10, 2021, minutes as circulated and reviewed by the Planning Commission. The **motion passed** with Dyson and Lundgren abstaining.

DISCUSSION ITEM: DLCD Technical Assistance Grant-Comprehensive Plan Updates:

CP Peterson reported that the City applied for the DLCD Technical Assistance grant to update the Comprehensive Plan. However, the grant was not awarded. The City can tackle a couple chapters at a time, in order to update the plan. The Housing chapter was recently updated and the Transportation and Economic Development chapters were updated in the last few years. Once the Lincoln County Estuary Management Plan update is completed, the City can update the Estuarine Resources chapter. Next month, CP Peterson will provide a review of the Comprehensive Plan and what needs to be completed. Commissioners can view the plan online or a copy can be provided.

DISCUSSION ITEM: Housing Needs Analysis Project:

A kick-off meeting is scheduled next week with the consultants, City staff, and DLCD. CP Peterson announced that the project will require an Advisory Committee and asked for a volunteer. It is expected that the Advisory Committee will meet a couple times this summer and the project is expected to wrap up at the end of 2022. The Committee will be made up of consultants, City staff, Planning Commission representative, City Council representative, and member(s) from the development community to review the draft products and provide feedback. The Planning Commission will hear updates throughout the project. Commissioner Dyson volunteered to participate on the Advisory Committee. Commissioners discussed the Buildable Lands Inventory and areas that could be excluded due to slopes, wetlands, and floodplain constraints. The Buildable Lands Inventory could be reviewed by the Planning Commission early summer. The study will include City limits and Urban Growth Boundary areas. It was suggested that the consultants visit Toledo and view the constraints, rather than just rely on maps and digital information. Planning Commissioners voiced support for Commissioner Dyson to represent the Planning Commission on the Advisory Committee.

DISCUSSION ITEM: Building Permit and Land Use Application Updates:

CP Peterson reviewed the building permit/land use application list from 2021. As a comparison, there were building permit applications for 15 residential units in 2021, 11 in 2020, and 10 in 2019.

Commissioners reviewed a few of the construction projects on the list and noted there were many land use applications reviewed during 2021.

DISCUSSION ITEM: Estuary Management Plan – Planning Commissioner Volunteers:

Recently, the City asked for a volunteer for the Lincoln County Estuary Management Plan Advisory Committee. Commissioner Warfield volunteered to participate and President Learned-Ellis offered to be the back-up member. Commissioners voiced support for the Advisory Committee representatives.

CP Peterson noted that the original plan was written in the 1980s and is going through an update. Once completed, the plan can be included in the City's updated Comprehensive Plan. Commissioners can be provided with information throughout the project period.

DISCUSSION ITEM: UPDATES AND REPORTS:

One land use hearing may be expected in March.

STAFF COMMENTS:

CM Richter reported the City has three openings on the Budget Committee. They meet in May, usually in the evenings around 6pm-9pm. The Budget Committee is made up of seven citizens and seven City Councilors. President Learned-Ellis expressed interest in the Budget Committee.

CA Robinson reported that full-time attorney Mike Adams will be returning from active duty and will be back with the City on February 1st. He stated this will be his last Planning Commission meeting, adding that it has been a pleasure to serve. Planning Commissioners thanked him and voiced they will miss him. CM Richter noted that that Mike Adams also provided planning services, but at this time, the City will keep CP Peterson on board for the planning projects. She complemented CA Robinson's work.

COMMISSIONER COMMENTS:

Commissioner Neimann asked for an update on restaurant owner Cassie Worman. CM Richter updated the Commission on Ms. Worman's status and all expressed well wishes.

There being no further business before the Commission, the meeting was adjourned at 7:05 pm.

Secretary

President