

**Toledo Fire Department
285 NE Burgess Rd. Toledo OR
February 9, 2022
6:30 pm**

AGENDA

TOLEDO PLANNING COMMISSION

The Planning Commission will hold an in-person meeting at the Toledo Fire Department. Participants can also attend the meeting through the Zoom video meeting platform. Email planning@cityoftoledo.org or call 541-336-2247 ext. 2130 to receive the meeting login information.

1. CALL TO ORDER AND ROLL CALL
2. VISITORS: (A time set aside to speak with the Planning Commissioners about issues not on the agenda)
3. APPROVAL OF THE JANUARY 12, 2022 MINUTES as circulated and reviewed by the Planning Commission
4. DISCUSSION ITEMS:
 - a. Comprehensive Land Use Plan Review
 - b. Housing Needs Analysis Advisory Committee Members
 - c. Future Meeting Location
 - d. Updates and Reports
5. STAFF COMMENTS
6. COMMISSIONER COMMENTS
7. ADJOURNMENT

* Comments submitted in advance are preferable. Comments may be submitted by phone at 541-336-2247 extension 2130 or by email to planning@cityoftoledo.org. The meeting is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodation for persons with disabilities should be made at least 48 hours in advance of the meeting by calling the Toledo Planning Department at 541-336-2247.

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

CITY OF TOLEDO



To: Toledo Planning Commission

From: Justin Peterson, Oregon Cascades West Contract Planner

Date: February 2, 2022

Re: Comprehensive Plan Update

Background

The 2020 Vision for Toledo, Oregon - 2000 Toledo Comprehensive Land Use Plan (Plan) was adopted on April 4, 2001. The current vision for the City needs to be updated to incorporate the current vision and goals for the City of Toledo. The last update was intended to plan for the next 20 years and we are now past 2020.

Many long range plans in the City of Toledo have been completed in the last 20 years. Certain chapters of the Comprehensive Plan were amended when supplemental studies were completed. Here is a list of long range planning documents:

- Economic Opportunities Analysis (EOA) – Completed 2010 – Chapter 9 Economic Development was updated.
- Transportation System Plan – Adopted December 4, 2013 - Chapter 12 Transportation of the Comprehensive Plan was updated.
- Housing Needs Analysis (HNA) and Buildable Lands Inventory (BLI) – Adopted 2000
- Natural Hazards and Mitigation Plan (NHMP) – 2020
- Housing and Land Use Chapter Minor Update – 2021

The 2020 Toledo Vision expected Toledo to grow to between 5,000 to 5,600 residents by 2020. However, now we know the City of Toledo did not grow as much as anticipated and the current population is approximately 3,700. Overall, it is clear that the old vision is outdated and needs to be updated to reflect the current goals of the City.

The goal of this project is a multi-year effort to update the City's entire Plan. The current Plan was organized following the Oregon Statewide Planning Goals. The goal of this project is to update the majority of the Comprehensive Plan chapters. The City proposes to update Article 16:

Coordination with other Projects

Estuarine Resources and Article 17: Coastal Shorelands in coordination with the ongoing update process to the Yaquina Estuary Management Plan update. In addition, the City is in the process of updating the HNA and BLI, and hopes to incorporate that process into the Comprehensive Plan Update process. Last, the City has other ongoing projects that will be incorporated into the proposed update including the Urban Renewal District. The projects will be coordinated with the Comprehensive Plan update to ensure consistency.

Comprehensive Plan Chapters.

In review of the Comprehensive Plan Chapters Staff believes the plan can be updated in coordination with other planning efforts. Some chapters will be a small update with a large update pending future planning efforts.

1. Citizen Involvement
2. Land Use Planning
3. Agriculture
4. Forested Areas
5. Open Spaces, Scenic, and Historical Areas, and Natural Resources (ideally this is updated at the same time a Local Wetlands Inventory (LWI) is completed. Staff suggests a minor update and then revisiting this section when funding is obtained to complete an LWI.)
6. Air, Water, and Land Resources Quality
7. Natural Hazards (2020 NHMP)
8. Recreation Needs
9. Economic Development (2010 Economic Opportunities Analysis(EOA))
10. Housing (Expected Housing Needs Analysis)
11. Public Facilities and Services
12. Transportation (2013 Transportation System Plan (TSP))
13. Energy Conservation
14. Urbanization and Livability
15. Intentionally Left Open (Goal 15 is the Willamette Greenway)
16. Estuarine Resources
17. Coastal Shorelands

Goals and Objectives for the Comprehensive Plan Update

Goal: Update the Toledo Comprehensive Plan. Prepare a hearings-ready comprehensive plan amendments to update the Vision for the City of Toledo.

Objective 1: Inclusive Outreach. The City intends to complete a broad outreach and engagement process to ensure that all Toledo Citizens are able to participate in the update process.

Objective 2: Community Participation. The City desires a robust public involvement process to consider the input for all Toledo citizens. Through the visioning process,

residents and businesses will be able to reflect on current and potential opportunities and think creatively about the future.

Objective 3: Focus on Housing. The City desires to focus on housing development. With the anticipated HNA and BLI update and the need for additional housing in the community housing will be a focus throughout the update.

Objective 4: Education and Government Transparency. The community will educate City staff and elected officials on their experiences living in Toledo and their aspirations and values for the future, and in turn, the City staff and elected officials will have opportunities to share how the government functions and why Comprehensive Planning is important.

Objective 5: Comprehensive Plan Goals and Objectives. Based on public input, develop goals and policies for the Comprehensive Plan.

Tentative City of Toledo Comprehensive Plan 2042 Work Program and Timeline

The purpose of the scope is to outline the Comprehensive Plan 2042 Work program.

The proposed timeline and tasks are preliminary.

Task 1: Project Kick-Off and Data Presentation

Timeline: April 2022 – May 2022

The purpose of the project kick-off is for OCWCOG to become familiar with local conditions and with City's planning documents, for the parties to confirm the objectives of the project and refine the project schedule, and for the City to prepare for the Project. OCWCOG will meet with the City about establishing project expectations and familiarize themselves with city-specific concerns. The level of detail required for the proposed project schedule should be determined and with mutual agreement by the City and the OCWCOG. This will include a Joint work session presentation to present background data.

Task 1 OCWCOG Deliverables:

- Summary of major tasks and action items for the Project
- Proposed Project schedule
- Joint Work Session Presentation

Task 1 City Deliverables:

- Copy of relevant comprehensive plan and code sections.
- Copy of recent code updates.

Task 2: Community Visioning

Timeline: May 2022 – August 2022

OCWCOG will work with the City to host a minimum of one community visioning workshop.

City will schedule, and provide notice and an agenda, for one advisory committee (AC) meeting to review the draft products. OCWCOG will coordinate with the City on meeting arrangements and facilitate the advisory committee meetings. The advisory committee may consider more than one deliverable at a meeting.

Task 2 OCWCOG Deliverables:

- Draft Community Vision Statement based on the Community Town Hall meeting
- Facilitate the Community Town Hall Meeting(s)
- Presentation materials to explain preliminary analyses and findings to the Planning Commission, the public, and interest groups
- Planning Commission Notes
- Identification of priority populations within the planning or project impact area
- Develop outreach materials that reach priority populations

Task 2 City Deliverables:

- Planning Commission meeting notices and agendas
- Outreach to priority populations

Task 3: Updated Comprehensive Plan Chapters

Timeline: May 2022 – March 2023

OCWCOG will prepare a draft Comprehensive Plan Updates based on the Community Vision workshops.

City will schedule and provide notice and an agenda for Planning Commission Meetings to review the draft Comprehensive Plan. OCWCOG will coordinate with City on meeting arrangements and facilitate the advisory committee meetings. COG Staff anticipate reviewing 1 or 2 chapters per meeting.

City will schedule one public workshop or open house to present draft Comprehensive Plan updates. City will solicit input from the public on the draft deliverables. OCWCOG will coordinate with City on meeting arrangements and facilitate the public meeting(s).

Task 3 OCWCOG Deliverables:

- Draft Comprehensive Plan updates
- Presentation materials to explain preliminary analyses and findings to the Planning Commission, the public, and interest groups
- Public meeting summary

Task 3 City Deliverable:

- Public meeting notice(s)

Task 4: Final Comprehensive Plan Chapter updates

Timeline: March 2023 – June 2023

Based on the community visioning and input on the draft Plan goals and objectives the OCWCOG will finalize proposed Plan updates.

City will schedule and provide notice and an agenda for Joint Work Meeting to review the draft Plan. OCWCOG will coordinate with City on meeting arrangements and facilitate the Planning Commission meetings.

Task 4 OCWCOG Deliverables:

- Final Plan updates
- Presentation of proposed updates at the Joint Work Meeting.

Task 4 City Deliverable:

- Planning Commission meeting notices and agendas

Task 5: Adoption

Timeline: Summer/Fall 2023

Local Government will schedule and provide notice and an agenda for hearings to adopt the updates to the comprehensive plan and development code. OCWCOG will coordinate with Local Government on hearing arrangements and present updates to the hearings body or bodies.

Task 5 OCWCOG Deliverable:

- Presentation materials to explain final draft updates to the Planning Commission and City Council

Task 5 Local Government Deliverables:

- Hearings notices, agendas, and minutes

Budget *Pending City Council Approval

The City of Toledo applied for a Technical Assistance Grant from the Department of Land Conservation and Development (DLCD) but was not awarded funding. The total cost estimate in that application was \$35,000 for the Comprehensive Plan update. We are proposing to complete this update in house with the support from regional partners. The City of Toledo has an existing Intergovernmental Agreement (IGA) with Oregon Cascades West Council of Governments. Hours dedicated to the Comprehensive Plan update will be tracked.