

TOLEDO PLANNING COMMISSION MINUTES

A regular meeting of the Toledo Planning Commission was called to order at 6:36 pm by President Anne Learned-Ellis. Commissioners present: Ruthanne Morris, Ricky Dyson, Brian Lundgren, and Jonathan Mix. Excused were Terri Neimann and Cora Warfield.

Staff present: Contract Planner (CP) Justin Peterson, City Manager (CM) Judy Richter, City Attorney (CA) Mike Adams, Community Outreach Specialist Katy Keuter, Planning Assistant Arlene Inukai.

VISITORS: None

APPROVAL OF THE APRIL 12, 2023, MINUTES:

It was moved and seconded (Dyson/Mix) to approve the April 12, 2023, minutes as circulated and reviewed by the Planning Commission. The **motion passed** unanimously, noting the absence of Neimann and Warfield.

DECISION ITEM: EXTENSION TO THE DEADLINE DATE FOR THE MINOR PARTITION APPROVAL (FILE MP-1-22), REQUESTED BY EDWARD AND KELLY FRENCH (STEPHEN SWINEHART AUTHORIZED AGENT):

CP Peterson reported that the minor partition at NE 1st/NE 2nd Street to create three parcels was approved one year ago. The Planning Commission's approval is reaching the deadline date and the applicants are requesting a one year extension, as allowed by municipal code.

It was moved and seconded (Learned-Ellis/Dyson) to extend the deadline date for minor partition MP-1-22 for one year, to expire May 18, 2024. The **motion passed** unanimously, noting the absence of Neimann and Warfield.

CP Peterson noted that the property owners also have an approved lot line adjustment decision. This is a staff-level review and staff was able to authorize an extension to the deadline to finalize the boundary adjustment plat.

WORKSESSION: COMPREHENSIVE LAND USE PLAN UPDATE – OPEN HOUSE UPDATE AND INTRODUCTION CHAPTER:

CP Peterson reviewed the recent open house event and noted the good attendance of the event. Several maps were on display and the housing policies were available for review. A lot of comments were submitted and several department heads were available at the meeting. Community Outreach Specialist Keuter promoted the event and provided a lot of information to the public to encourage participation. Comments from the open house will be included in the community outreach section.

The recreation chapter will be updated, as additional language will be included for the library and to note recent park improvements. Deer Park was refurbished, Arcadia Park will have new restrooms, tennis court surface, ADA improvements, and Memorial field received new play equipment.

The draft Introduction Chapter of the Comprehensive Plan was reviewed. It was noted that that the population forecasts shows slow growth over the planning period. Commissioners discussed recent annexed properties and the potential for future development. Toledo is not experiencing large subdivisions and development projects, but several smaller partitions and redevelopment projects. The group discussed accessory dwelling projects and code standards.

CP Peterson asked for Commissioners to review the chapter and provide comments to staff. The chapter should capture the essence of the community. Statistics and historic items will also be in the chapter. Language about the Toledo History Center can also be included.

Commissioners discussed the Toledo Pool and it was suggested that there be some language about the Greater Toledo Pool Recreation District. The recreation chapter can include support of the Pool District and expanded goals/policies for the Toledo Library. It was noted that the language for the tennis courts could read that they are indoor recreation. The disc golf course can also be included.

The Comp Plan establishes the policies/goals for the next 20 years. It includes future needs and projects for all departments. Commissioners suggested language that discusses the last 20 years of progress from the last Comp Plan adoption and major projects and accomplishments. A vision and mission statement will also be included.

Staff will begin to share the draft chapters with DLCD for comments and feedback.

Commissioners discussed the importance of the Toledo Police Department and public safety services. This can be expanded in the public facilities chapter and listed in the quality of life statements.

Aspiration statements can also be expanded. Commissioners discussed G-P's Juno project and its historic importance. Language was suggested to support new technologies and environmental issues. The goals for the wastewater treatment system could be expanded to state "pursuing innovative technologies." Technologies move faster than to list them specifically, but the aspiration statement could be generalized to keep up with technological improvements to improve the quality of life and environmental impacts.

CP Peterson asked that Commissioners send comments to staff. All of the draft chapters are available on the City's webpage.

DISCUSSION ITEMS: PLANNING COMMISSION QUASI-JUDICIAL HEARINGS

REMINDER:

CP Peterson provided a refresher on the difference with quasi-judicial hearings (i.e. conditional use permits, variances, partitions) and legislative hearings (zone changes or ordinance amendments). The Planning Commission has the final decision for quasi-judicial hearings, unless it is appealed. The Planning Commission makes a recommendation on the legislative hearings. The code sets very specific criteria for the Planning Commission to reach a decision. Deliberations need to be based on the criteria language and if the Planning Commission's decision is appealed, the record would show that the criteria was addressed during discussion.

President Learned-Ellis suggested each Planning Commissioner be provided with the public hearing

procedure sheet. These procedures would help the applicant and public as well. CP Peterson confirmed that the Planning Commission can limit the time for those who testify. Typically, five minutes would be reasonable. The applicant has more time, since they present their request and are allowed to rebut the testimony. Applicants get the final word before entering deliberations. Once the hearing is closed, no more public comments are allowed. Commissioners can ask questions to staff, but deliberations should be centered on the criteria.

Commissioners suggested a worksheet be created that the applicant would fill out to address the specific criteria for their application. This would be helpful because the applicant knows what to address and the Commissioners can review their response. CP Peterson noted that staff holds a pre-application meeting with potential applicants before an application is accepted. Potential applicants receive a copy of the evaluation criteria at this meeting. A worksheet can also be provided during the pre-application meeting. In some circumstances, the pre-application meeting includes Public Works and Fire to discuss potential issues.

The code establishes some staff-level decisions. Currently, the Planning Commission decides the minor partition requests. This is unique to Toledo as many other communities have a staff-level review if the partition meets all of the standards. This decision could be moved to the staff-level review in order to simplify the process.

Commissioners thanked CP Peterson for the refresher and noted the importance of the training. CP Peterson offered additional training sessions, noting that DCLD and League of Oregon Cities provides several training opportunities.

STAFF COMMENTS: None.

COMMISSIONER COMMENTS: President Learned-Ellis noted the good discussion and updates presented tonight.

There being no further business before the Commission, the meeting was adjourned at 7:58 pm.

Planning Assistant

President