

TOLEDO PLANNING COMMISSION MINUTES

A regular meeting of the Toledo Planning Commission was called to order at 6:32 pm by President Anne Learned-Ellis. Commissioners present: Ricky Dyson, Brian Lundgren, Cora Warfield, and Jonathan Mix. Excused was Ruthanne Morris.

Staff present: Contract Planner (CP) Justin Peterson, City Manager (CM) Judy Richter, and Planning Assistant Arlene Inukai.

ELECTION OF OFFICERS FOR THE 2023-2024 FISCAL YEAR:

It was moved and seconded (Learned-Ellis/Lundgren) to nominate and elect Cora Warfield for Vice President. The **motion passed** unanimously, noting the absence of Morris.

It was moved and seconded (Warfield/Dyson) to nominate and elect Anne Learned-Ellis for President. The **motion passed** unanimously, noting the absence of Morris.

VISITORS: Daren Clowser and James Hurley

APPROVAL OF THE JUNE 14, 2023, MINUTES:

It was moved and seconded (Lundgren/Dyson) to approve the June 14, 2023, minutes as circulated and reviewed by the Planning Commission. The **motion passed**, with Warfield abstaining and noting the absence of Morris.

PUBLIC HEARING: MINOR PARTITION TO CREATE TWO PARCELS FOR PROPERTY LOCATED AT 560/566 NE LORMAX PLACE (FILE #MP-1-23), REQUESTED BY DAREN CLOWSER AND JAMES HURLEY:

President Learned-Ellis opened the public hearing by stating the nature and purpose. After calling for declarations of ex parte contact, bias, or conflict of interest, President Learned-Ellis reported she drove by the site. The statements of rights and relevances and rights to appeal were then read.

Staff Report: CP Peterson reviewed the staff report as on file at City Hall. He reported the request is for a minor partition to split the lot into two parcels. There are already two homes with garages on the site. The partition would also separate ownership of the homes. Both proposed lots have street access, however, proposed Parcel 1 would continue to have access to Lormax Place, through an access easement across Parcel 2. Access and utilities will both continue to be served from the driveway area and an easement must be shown on the plat.

The proposed parcels will both be over the minimum lot size of 6,000 square feet. Sidewalks will be waived for this project because Lormax Place only serves three homes and sidewalks are on Canyon Drive. DSL was notified of the proposed minor partition, and because the lot is already developed and no future development is expected, DSL did not have comments on the proposal. CP Peterson reviewed the minor partition standards, criteria, and proposed conditions. The applicants are currently working on separating utility services to the homes, creating separate services for each home.

Applicant Testimony: Daren Clowser of 230 Lyon Street, Albany, reported that they are asking for a partition to separate the homes. They do not plan for further development, as each lot will contain a home. Each home has a garage associated with the house. The existing driveway will continue to be used for access and utilities and they will provide an easement on the plat. The homes are vacant and they have been fixing up the structures.

Proponent Testimony: None.

Opponent Testimony: None.

Other Interested Parties: None.

Questions by Commission: CP Peterson clarified that the two homes were allowed several years ago through with a conditional use permit.

Commissioner Mix briefly lost connection to the meeting, but rejoined at 6:55 pm.

Deliberations: The public hearing was closed and the Commission entered into deliberations.

It was moved and seconded (Dyson/Learned-Ellis) that based on the testimony received, the staff report, and the evidence and arguments before the Planning Commission at the public hearing on August 9, 2023, the Planning Commission finds that the request by Daren Clowser and James Hurley (MP-1-23) complies with the criteria identified in Toledo Municipal Code, Titles 16 and 17, including the criteria identified in Toledo Municipal Code, Section 16.08.070. The Planning Commission hereby adopts the staff report as findings, as well as any conditions of approval for MP-1-23, and allowing for the correction of typographical and grammatical errors. The **motion passed** unanimously, noting the absence of Morris.

WORKSESSION: COMPREHENSIVE LAND USE PLAN UPDATE – INTRODUCTION CHAPTER UPDATES:

CP Peterson stated that the materials from last month's presentation on the Yaquina Bay Estuary Management Plan were handed out to Planning Commissioners tonight. The plan has been update for improved maps and a management unit added for the City-owned property at the Olalla Slough. Lincoln County is looking at adoption in 2024. Until the plan is adopted, Comp Plan Chapters 16 and 17 only received minor edits. The two Comp Plan chapters will undergo additional review after the Estuary Plan is adopted. The updated plan streamlines the mapping program and, as before, most of Toledo remains in the development unit.

CP Peterson reviewed the list of updates to the Comp Plan, based on past discussions and current demographic data available. This list was provided in the memo to Commissioners.

Commissioners reviewed the Vision Statement and discussed updates to the language, to read:

“The City of Toledo strives to be a leader in transformative efforts that make Toledo a choice for people to live, work, and play as a result of our safety, sense of community, local businesses, and public service.”

A presentation will be provided to Planning Commissioners in September and to City Council in October. Public hearings are planned in November and December.

DISCUSSION ITEM: Building Permit and Land Use Application Updates:

CP Peterson noted that the Planning Commission packet contained a log of building and land use application submitted in 2023.

Commissioners reviewed several projects, including the new apartment on NW A Street, manufactured home on Radio Court, former gas station property at the corner of N Bay Blvd/ Highway 20, and former cabinet shop on Highway 20.

DISCUSSION ITEM: DLCD Housing Grant – Partition and Subdivision Code Update:

CP Peterson reported that a grant was just submitted to DLCD for a project to update the subdivision code. This would streamline some of the current processes and the criteria could be simplified. The City should hear back from the state in a couple months.

STAFF COMMENTS: CM Richter reported that the new City Manager Doug Wiggins, will begin August 28th.

COMMISSIONER COMMENTS: Commissioner Dyson asked for clarity on the Olalla Slough area.

There being no further business before the Commission, the meeting was adjourned at 7:50 pm.

Planning Assistant

President