

## TOLEDO PLANNING COMMISSION MINUTES

A regular meeting of the Toledo Planning Commission was called to order at 6:33 pm by President Anne Learned-Ellis. Commissioners present: Cora Warfield, Brian Lundgren, and Jonathan Mix. Excused were Dennis Sutherland, Ricky Dyson, and Ruthanne Morris.

Staff present: Contract Planner (CP) Justin Peterson, City Attorney (CA) Mike Adams, and Planning Assistant Arlene Inukai.

VISITORS: James Silvia

### APPROVAL OF THE MAY 8, 2024, MINUTES:

It was moved and seconded (Warfield/Learned-Ellis) to approve the May 8, 2024, minutes as circulated and reviewed by the Planning Commission. The **motion passed**, noting the absence of Sutherland, Dyson, and Morris.

### WORKSESSION: PARTITION AND SUBDIVISION CHAPTER UPDATES:

CP Peterson reviewed newly proposed language for a Design Standards section. The code does not currently include design standards, but the section was added to outline the process for streets and public improvements. The City has an adopted design standards manual, but the new code language provides the sequence of steps for public improvements. Commissioners discussed the notification timeline if there are construction delays.

Updates to the Planned Development (PD) chapter were reviewed. PDs are similar to subdivisions, but they allow some deviation from the traditional subdivision standards, commonly for lot size, setbacks, density, etc. Lots could be clustered together in order to protect natural features or slopes. Proposed updates include a new objective statement added to the PD section, increased density formula, and add language to encourage development that could be superior to a traditional subdivision. Development can occur in phases and it follows the subdivision standards. PDs could be used for commercial or industrial development. Some terms were removed because they are too subjective and not clear and objective standards. Commissioners recommended the reference to aesthetic appearance also be removed.

Commissioners reviewed the density standards and lot sizes. Lots within PDs can be under the minimum lot size standards. Commissioners discussed fire buffer areas, fire separation between structures, street frontage, setback standards, shared parking lot options, and mixed single/multi-family dwellings. It was noted that a traffic impact analysis could be required by Public Works. Also, developers should design the street network system for future street connections. Commissioners discussed the Arcadia Drive and Sturdevant Road sites for potential development.

CP Peterson reviewed the Expedited Land Division section. The proposed changes are intended to match the State's standards. It was noted that the low-income language and formula will be based on State standards. The State's legislative updates for 'missing middle' subdivision projects would

be reviewed as an Expedited Land Division application. Additional research will be conducted to make sure all of the new housing regulations that impact Toledo are included in the code update. Commissioners discussed the decision requirements and appeal processes.

The next meeting will have some residential zone updates for review and possible updates for child care facilities.

Commissioners discussed the ability for homeowners to work on their own home and hiring a licensed contractor to work on commercial buildings or rentals.

DISCUSSION ITEM: UPDATES AND REPORTS:

Summer Meeting Schedule and Upcoming Election of Officers:

If no public hearings are scheduled for July, the meeting may be cancelled.

Staff has been in contact with Dahl Disposal for a possible tour of the new baling facility. Updates will be provided if a tour can be scheduled.

The next meeting will include an election of officers and Commissioners should be ready to make their nominations for the President and Vice President positions.

Grant Updates:

Flashing speed feedback signs will soon be installed at Toledo Elementary for the Safe Routes to School grant project. The project came in below the estimate and the City is working with ODOT to include flashing signs near East Slope Park. This crosswalk may also require ADA sidewalk upgrades. The next phase of the Safe Routes to Schools project includes crosswalks along SE Sturdevant, but this application may be submitted next year.

An Oregon Parks and Recreation grant application has been submitted for a parks master plan.

STAFF COMMENTS: None.

COMMISSIONER COMMENTS: President Learned-Ellis wished everyone a safe 4<sup>th</sup> of July.

There being no further business before the Commission, the meeting was adjourned at 7:30 pm.

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Planning Assistant

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President