

Toledo City Hall  
Council Chambers  
February 13, 2008

## TOLEDO PLANNING COMMISSION MINUTES

A regular meeting of the Toledo Planning Commission was called to order at 7:00 pm by President Joyce Mackenroth. Commissioners present: Mary Young, Paul Schneidecker, Jimmie K. Cheney, and newly appointed Commissioner Linda Brodeur. Excused were Anne Learned-Ellis and Leon Araiza.

Staff present: Community Development Coordinator (CDC) Rusty Klem and Secretary Arlene Inukai.

VISITORS: None

### APPROVAL OF THE NOVEMBER 14, 2007, MINUTES:

It was moved and seconded (Young/Mackenroth) to approve the November 14, 2007, minutes as circulated and reviewed by the Planning Commission. The **motion passed** with Cheney and Brodeur abstaining and noting the absence of Learned-Ellis and Araiza.

### DISCUSSION ITEM: 2004 BUSINESS HIGHWAY 20 ACCESS PERMIT MEMORANDUM:

CDC Klem reviewed a memorandum that was prepared when the City took over jurisdiction of Business Highway 20. Staff researched regulations in the zoning ordinance and the Toledo Public Improvement Requirements and Design Standards (TPIRDS) and how the regulations would affect access on Bus. Highway 20. Prior to the jurisdictional transfer, the State processed access permits. The City did not adopt ODOT's access permit criteria for the highway, but can enforce the current zoning ordinance and design standards regulations for the road. When a building permit is submitted, it triggers the access permit process. The City has the authority how to control access on the Business Highway.

If changes need to be made to better address Business Highway 20 access, language can be updated in the TPIRDS or zoning ordinance. However, CDC Klem noted that it can remain the same and still be effective for highway access permits. Commissioners discussed exceptions for single-family residences listed in the TPIRDS and how this would apply to pending large-scale development projects. Discussion was held regarding Lincoln County Measure 37 cases and Clark Loop projects.

President Mackenroth reported that the City can continue to use these requirements without making any changes specific to Highway 20. Commissioner Schneidecker stated it is good to see the regulations. Commissioner Young added that it addresses the Commission's concerns.

### DISCUSSION ITEM: TRANSPORTATION SYSTEM PLAN - BRIEF STAFF OVERVIEW:

CDC Klem reported that the City had a Transportation System Plan (TSP) completed in 1995, but the City Council did not accept it for various reasons. A partial update was done in 1999, but not finalized. The City needs a TSP to comply with State regulations, but it is also an important tool for economic development, design review, urban review, and to apply for grants and

funding. Many issues can be addressed in the TSP. This is especially important, since the scope of projects funded by Transportation Growth Management (TGM) keep evolving.

Staff reviewed the TSP documents and a list was created to determine the deficiencies of the plan. The list shows items that either need to be reviewed or created to have an acceptable plan.

DISCUSSION ITEM: TRANSPORTATION SYSTEM PLAN - QUICK ANALYSIS FROM TRANSPORTATION GROWTH MANAGEMENT:

CDC Klem reviewed a memorandum from the State TGM folks. This was completed for a meeting with State and City officials held February 7<sup>th</sup>. They listed Toledo's shortcomings in the TSP, which is similar to staff's list, but holds more weight.

DISCUSSION ITEM: TRANSPORTATION SYSTEM PLAN - UPDATE FROM DEPT. OF LAND CONSERVATION AND DEVELOPMENT (DLCD) OF FEBRUARY 7, 2008:

Staff prepared and distributed tonight, a memorandum to update Commissioners of the meeting with DLCD and the City held February 7, 2008. One of the most exciting items is that the State now provides a service where a TSP official can analyze our documents and tell what's wrong. This was never done in the past and the City needs to take advantage of the program. The City will send a letter asking for the free analysis. Planning Commissioners support this review and agree it will be very beneficial to have the service.

Transportation plans are funded through the TGM program because the department holds the largest amount of funding for small cities. The scope of the TGM program is broadening and the City can consider pedestrian/sidewalk planning, downtown/Highway 20 traffic, coordinate with the Port's TGM project, water system improvements, Memorial Field master plan, and downtown improvements. The City's TSP goals and objectives must be consistent with State transportation planning rules.

DISCUSSION ITEM: OTHER INTERESTING PLANNING RELATED FACTIODS FROM DLCD AND GOVERNOR'S ECONOMIC REVITALIZATION TEAM:

CDC Klem presented information from the February 7, 2008, meeting. Marguerite Nabeta from the Governor's Office Community Solutions program, reported there is funding and help available for Toledo. During the City Council goal setting worksession in January, they listed design review for downtown, including facade and attractive businesses. DLCD can assist with this project. Design review should be specialized, for example, it should be based on historical significance or something similar. The State Historic Preservation Office (SHPO) has a free service to provide a historical review analysis. The City Council must make a lot of considerations before adopting a design review program and it adds another layer of regulations. The Council will need to seek public input and appoint a design review board, who will answer to the Planning Commission. The Planning Commission forms the position, then it goes to City Council. It could be expanded to include more than the downtown district. Toledo does not have the staff to conduct a full design review. Design review could be combined into another project the Council is interested in—urban renewal. Urban renewal programs generate funds for development projects. It would take at least one year to prepare an urban renewal plan. The City Council is considering this as a funding tool. Curt Olson of Lincoln City Urban Renewal District has expertise with the process and has offered his assistance. The City is in need of infrastructure improvements/upgrades and Marguerite Nabeta offered to investigate possible

funds for infrastructure projects. CM Wall reported that the State has offered help to the City and we are happy to have it. He added that urban renewal discussions will be held next week. He is very pleased to see the State agencies be so responsive and it is nice to have help from the Governor's Community Solutions program. The State is becoming more community-friendly. President Mackenroth voiced appreciation with the State providing such services. Commissioner Young announced that the Toledo Development Association (TDA) will meet with SHPO in March regarding the TDA's technical assistance grant.

Each Commissioner took this time to welcome CM Wall and CDC Klem back with the City. President Mackenroth added that they presented good, helpful information.

CDC Klem reviewed ongoing code enforcement projects, including a summary of the code enforcement program. In reference to the code enforcement program, CM Wall announced that the City Council just listed pro-active code enforcement as a goal. Currently, the program is complaint-driven. This is receiving support from the Police Department and it will be good for the community. The Police Department will work with property owners to achieve compliance.

In response to Commissioner questions, CDC Klem reported that the City has a temporary RV permit process to allow RVs to be used for 6 months, with a one-time 6 month extension review. A complaint can be made at the Police Department if there are known RVs used for housing without an approved Temporary Use Permit. Commissioners discussed a property in the SE Sturdevant Road area, which can also be forwarded to the Police Department. Commissioners also encouraged educating the community in the complaint process, code enforcement policies, and types of code violations. CM Wall reported that when the pro-active policies take effect, the City newsletter will be dedicated to the enforcement program. Commissioners were urged to notify staff if they see concerns in the community.

Commissioners reviewed the list of goals created last fall. The following summarizes the discussion and how to tackle the identified goals:

- < President Mackenroth reported that Short Term Goal 1 (reducing the number of meetings) should be deleted from the list. She believes the once-a-month schedule be the minimum.
- < Short Term 7 (nonconforming use section) should be the next project to tackle.
- < CDC Klem will follow-up on the traffic problems at the Post Office (Short Term 5).
- < Short Term 6 (Bus. Highway 20 fill project) refers to property outside the City limits, but the City continues to watch.
- < Short Term 3 (Toledo Industrial Park) must be coordinated with the City Attorney.
- < Short Term 8 (streamline the zoning ordinance) would be a good item to review. Staff will research past variance decisions to determine if a trend persists and those items can be moved to a staff-level review process.
- < Long Term 4 (sign ordinance) should be addressed before the community invites economic growth and urban renewal projects. Signage is a delicate issue and any revision will need property owner notification. A lot of determinations must be made before any changes are implemented.

< President Mackenroth asked if Long Term 1 (mixed commercial/residential zone) can be presented soon. Commissioners discussed a mixed-use zone along Business Highway 20. CDC Klem reported this item goes back to the nonconforming use short term goal and he added that there may be TGM funds to help analyze this undertaking.

Commissioner Young reported it will be good to have a couple of busy meetings in the future.

STAFF COMMENTS:

None.

COMMISSIONER COMMENTS:

Commissioner Cheney reported it is good to have CDC Klem back with the City.

Commissioner Young welcomed Commissioner Brodeur to the Planning Commission. She reported that the TDA will meet tomorrow to prepare for the upcoming work for the technical assistance grant. She'll find the date of the SHPO visit and report back.

Commissioner Brodeur asked if there was anything she could do to prepare for the next meeting. Commissioners reviewed documents in her Planning Commission notebook.

President Mackenroth welcomed Commissioner Brodeur and said it is good to have CDC Klem back. She announced she is done with chemotherapy and is in the 'watch and see' stage.

There being no further business before the Commission, the meeting was adjourned at 8:05 pm.

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Secretary

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President