

TOLEDO PLANNING COMMISSION MINUTES

A regular meeting of the Toledo Planning Commission was called to order at 7:00 pm by President Todd Michels. Commissioners present: Geoffrey Wilkie, Cora Warfield, and Anne Learned-Ellis. Excused were Robert Duprau and Penny Ryerson.

Staff present: Contract Planner (CP) Justin Peterson, City Manager (CM) Judy Richter, City Attorney (CA) David Robinson, and Secretary Arlene Inukai

VISITORS: Lisa Figueroa and Frankie Trujillo Dalbey

APPROVAL OF THE FEBRUARY 12, 2020 AND MARCH 11, 2020, MINUTES:

It was moved and seconded (Learned-Ellis/Wilkie) to approve the February 12, 2020 and March 11, 2020, minutes as circulated and reviewed by the Planning Commission. The **motion passed**, noting the absence of Duprau and Ryerson.

DISCUSSION ITEM: SIGN CODE REVIEW:

CP Peterson reminded Commissioners of the March 11, 2020, joint City Council/Planning Commission worksession where the group discussed the goals of a new sign code. He provided an example from Cannon Beach and a draft code to begin review.

Visitor Frankie Trujillo Dalbey read a written statement regarding a proposed sign code. A copy of the statement was sent to staff this evening, but not in time to distribute to Planning Commissioners. Ms. Dalbey expressed appreciation with the Commission taking on the sign issue. Her concerns are with the 16 plus 'Timber Unity' signs that are placed throughout the City. While she respects individual rights, she is concerned with the length of time they have been up (since July, 2019), the number of signs around town, and the overall aesthetics because of the amount of the signs. She believes these signs are political in nature and should be considered a political sign and addressed in the code. They should not be considered permanent. She asked that the sign code address the proliferation of temporary signs, length of time they can be placed, sign size, and clearly define permanent versus temporary signage. She suggested members view the Timber Unity social media sites and asked if Toledo wants to be represented by this organization.

CP Peterson then presented two new comments received today, one from Elizabeth Fox and one from Bill Montgomery. He shared the screen for Commissioners to review. The three written statements will all be sent to Commissioners for closer review.

CP Peterson reported that the existing sign standards are pretty limited. The residential zones have some requirements for home occupations and temporary signage. However, the other zones do not have sign standards. He began the review of the draft document, which was sent to Planning Commissioners in a separate email last week. The draft contains a purpose and objective statement, definitions, sign permit process, exempt signs, prohibited signs, incidental signs, non-conforming signs, and temporary signage. The temporary signs can be regulated by size, location, duration, but not content. Standards for permanent signs can also be established, dealing with size, height, etc.

The draft classifies the zones into two categories, residential zones and non-residential zones. The draft also regulates construction, placement, maintenance, illumination, electronic display, variances, and violations. CA Robinson stated it is a good first draft and starting point for review. He suggested some definitions can be cleaned up, but asked if it is too much for Planning Commissioners to consider for a new sign code. Commissioner Learned-Ellis agreed that it covers a lot of issues, but asked if it could be scaled down. CP Peterson stated that it could be more user-friendly and can continue to be streamlined. The first review was the 45-page League of Oregon Cities model sign code. Commissioner Wilkie suggested definitions be removed if the terms are not used in the document. Commissioner Learned-Ellis suggested more review of each new sign standard. CP Peterson agreed that the example can be thoroughly reviewed in detail at future meetings and when comfortable, a joint worksession with the City Council could be held to fine tune the concerns. Staff will revise the draft and bring it back next month.

Commissioners discussed current and pre-existing signs. Ms. Dalbey asked if the code would be retro-active. It was noted that the draft language suggested that a non-conforming sign can stay in place unless it is destroyed. Ms. Dalbey expressed sadness if the temporary signs can continue indefinitely without any type of regulation. CA Robinson clarified that the City can only regulate from the time of enactment (passage of the ordinance). The code cannot replace all old signs, they can continue unless destroyed or replaced. Ms. Dalbey stressed her disappointment with this policy and left the meeting at this time.

The Commission discussed sign placement on private or City property. If signs are on City property/right-of-way, they could be removed. CP Peterson reviewed the non-conforming sign standards. Commissioner Wilkie pointed out that the non-conforming section regulates permanent signs. Discussion continued on temporary signs, political signs, and placement. The code can address size and location/placement of temporary signs, but there is no mention of a time limit.

Commissioner Learned-Ellis reviewed the purpose statement #7 and asked if the Timber Unity signs are considered 'proliferation'. CP Peterson clarified that it deals with permanent signs. President Michels asked if the draft addresses temporary signs and, specifically, the concerns with the Timber Unity signs. CP Peterson and CA Robinson reported they will review the temporary signs in more detail and can bring back options for further review. The group complimented the draft as a good starting point, but it needs additional discussion.

DISCUSSION ITEM: SAFE ROUTES TO SCHOOL GRANT APPLICATION UPDATE:

CP Peterson contacted Lincoln County Public Works and Lincoln County School District (LCSD). He held a phone conference with Susan Graves, the Safety Coordinator for LCSD. Both the County and LCSD support the idea and are willing to work with the City on the project.

The City will apply for the Project Identification Program funding. Under this program, a consultant works with the road department and school to provide ideas for safety improvements. Once the plan is completed, it will be helpful in obtaining funds for construction projects.

CP Peterson reviewed the grant application and criteria. The pre-application is due June 15th and the full application must be submitted by August 31st. A City Council resolution will be necessary to apply for the grant. The Project Identification Program may include a route across Olalla Slough.

Commissioner Warfield stated that Toledo Elementary is unique because it is located on a truck

route. Safety should rank high with this application. There are a lot of students in the nearby neighborhoods that could walk/bike to school, but it is not safe. Extending sidewalks/bike lanes should be considered. This will be a good project.

DISCUSSION ITEM: RESIDENTIAL CODE UPDATE:

CP Peterson reported that the recent Accessory Dwelling Unit updates triggered a need to further review the City's housing standards. There are several types of housing units that could be considered in the code. For example, cottage cluster housing contains smaller homes, facing common areas, all on one lot. Commissioners may want to start a conversation on this type of housing option or other ideas to reduce the barriers for residential development. The suggestions in the Lincoln County Housing Strategy Plan may also be considered.

President Michels stating it is a good idea to update the standards, which could make housing more affordable. Commissioner Learned-Ellis added that the cottage cluster may be a good option. Both supported the residential code review project. Commissioner Warfield asked about the amount of buildable lands in Toledo. It was noted that the buildable lands inventory is outdated. A new buildable lands inventory and housing needs analysis are both needed, but expensive.

CP Peterson can start a review, but would like to get a formal request from the City to move forward with the project.

STAFF COMMENTS:

None.

COMMISSIONER COMMENTS:

Commissioner Warfield noted that construction started on the NE Beech Street apartments. Commissioners reviewed the timeline to begin development after Planning Commission approval.

Commissioner Wilkie reminded everyone of the Governor's press conference scheduled for May 14th at 10 am.

Commissioner Learned-Ellis stated she is looking forward to seeing everyone again. Commissioners discussed when in-person meetings may resume. CM Richter stated that the City must follow State guidelines, but if the Planning Commission wants to hold in-person meetings, masks and social distancing requirements will be necessary.

There being no further business before the Commission, the meeting was adjourned at 8:15 pm.

Secretary

President