

## TOLEDO PLANNING COMMISSION MINUTES

A regular meeting of the Toledo Planning Commission was called to order at 7:01 pm by President Todd Michels. Commissioners present: Cora Warfield, Anne Learned-Ellis, Robert Duprau and Geoffrey Wilkie (arrived at 7:20 pm).

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

After roll call was taken, CP Peterson announced that Commissioner Penny Ryerson submitted a letter of resignation from the Planning Commission.

VISITORS: Stu Strom (arrived at 7:09 pm)

### APPROVAL OF THE MAY 13, 2020, MINUTES:

It was moved and seconded (Warfield/Learned-Ellis) to approve the May 13, 2020, minutes as circulated and reviewed by the Planning Commission. The **motion passed**, noting the absence of Wilkie.

### WORKSESSION: SIGN CODE REVIEW:

CP Peterson reviewed the changes to the draft sign code standards. Updates were presented on the temporary sign and non-conforming sign standards, but will need thorough review. The non-conforming sign section addresses permanent signs and the ability to maintain and/or alter the sign. Commissioner Learned-Ellis pointed out on Page 14, damaged signs could be hard to repair/replace within 30 days if there is extreme weather. Discussion was held on temporary signs and the proposed non-conforming standards. The League of Oregon Cities (LOC) model code suggests if the improvement is over 50% of the market value, the sign would need to be brought into conformance. If minor improvements are performed, the sign can stay under the non-conforming classification. Commissioners discussed an option to use a square footage calculation of the improvement, rather than a dollar value. If the non-conforming sign is destroyed over a certain percentage, the sign could not be replaced. President Michels asked how this would apply if the sign was vandalized by more than 50%, would the sign have to be removed?

Commissioner Duprau asked why the code is so expanded. Originally, the group wanted to focus on safety, but the draft is quite long. He thought the draft contained a lot of rules and regulations, not a lot on safety. Also, at an earlier meeting, there was agreement that the regulations would not affect the Timber Unity signs, but this code would. Commissioner Learned-Ellis clarified that the Timber Unity signs were brought up at the last meeting. President Michels added that they are not trying to get rid of them. Commissioner Duprau asked why the Planning Commission would want them to be removed and not support the statement. CA Robinson noted that Toledo does not have a sign code and the draft matches a lot of other smaller communities' standards. He agreed that it would go above just safety standards. CP Peterson noted that the draft addresses permanent signage. He then reviewed the non-conforming sign section. Most agreed that non-conforming signs should be maintained. CA Robinson answered Commissioner Warfield's question that the Code Enforcement Officer would make the determination if the sign complies with the standard or should be classified as a non-conforming sign.

Commissioner Warfield agreed that it is a long document. If there is lot in the code, it is hard to determine what is safe, protects clear vision, etc. The sign permit would be complicated and could take a lot of time to process. It may be too long for Toledo. Commissioner Learned-Ellis voiced that there should be an updated sign code, but it took a lot to get through the draft. There should be a thorough review to remove duplication or remove definitions. CP Peterson expressed concerns with the length of the document as well, but it is trimmed down from LOC's example. Definitions can be limited and staff can continue to work on the draft to trim down.

Commissioner Duprau asked if there are problems with the existing signs in Toledo and if all the regulations are needed for a small town? He again stressed the need to focus on public safety. CP Peterson clarified that the City Council asked for a sign code. When research began, it was discovered that Toledo considered a sign code standard 10 years ago, but did not move forward with adoption. Commissioner Duprau stated that it is a very complicated topic, but felt the energy should be re-focused. Commissioners discussed the Timber Unity signs and the complaints received at the last meeting. Commissioners agreed that the code should be trimmed down. A sign code needs to be established, but Commissioners agreed to a streamlined code and permit program. A draft should move forward but with revisions. CP Peterson stated staff will review and modify the draft to bring back to the Commission. Once the Commission is in agreement with the potential standards, a joint City Council and Planning Commission worksession should be held to further review the standards.

Commissioner Warfield asked for City Councilor Stu Strom's opinion on the code and what the Council envisioned. Councilor Strom suggested it be cut down and for simple sign standards. He voiced that, as a citizen, he would want a simple process to install a new sign. CM Richter added that a simple permit process would be helpful to both staff and applicants.

The group discussed the maintenance standard and possible interpretations to determine the percentage of sign maintenance. Signs in disrepair would be complaint driven. It would be good to have a measurable standard for code enforcement. Commissioner Duprau urged for the code to be simple and for the City to not over regulate. All thanked staff for the work preparing the draft.

DISCUSSION ITEM: SAFE ROUTES TO SCHOOL GRANT APPLICATION UPDATE:

CP Peterson reported the City Council approved a resolution to submit an application. A letter of intent will be submitted before June 15<sup>th</sup>, with the full grant application due on August 31<sup>st</sup>.

STAFF COMMENTS:

CP Peterson announced that a new building permit was submitted for a basement conversion and it became the first Accessory Dwelling Unit reviewed under the new standards.

COMMISSIONER COMMENTS:

Commissioner Learned-Ellis urged all to stay safe and she thanked staff and Commissioners for their patience.

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

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Secretary

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President