

TOLEDO PLANNING COMMISSION MINUTES

A regular meeting of the Toledo Planning Commission was called to order at 6:01 pm by President Anne Learned-Ellis. Commissioners present: Ricky Dyson, Brian Lundgren, Cora Warfield, Ruthanne Morris, and newly appointed Commissioner Dennis Sutherland. Absent was Jonathan Mix.

Staff present: Contract Planner (CP) Justin Peterson and Planning Assistant Arlene Inukai.

Commissioner Sutherland introduced himself to the members and provided a brief background including his community involvement activities. All welcomed Commissioner Sutherland to the Planning Commission.

APPROVAL OF THE NOVEMBER 8, 2023, MINUTES:

It was moved and seconded (Morris/Dyson) to approve the November 8, 2023, minutes as circulated and reviewed by the Planning Commission. The **motion passed**, with Sutherland abstaining and noting the absence of Mix.

VISITORS: Stu Strom of the Toledo City Council reported it is nice to see all of the Planning Commission positions filled.

DECISION ITEM: EXTENSION TO THE DEADLINE DATE FOR THE MINOR PARTITION APPROVAL (FILE MP-3-22), REQUESTED BY JOSHUA LIGHTNER (NATHAN LIGHTNER AUTHORIZED AGENT):

CP Peterson reported that the minor partition at NW Sunset Drive was approved a year ago to create two parcels. As part of the decision, there was a condition to file the final plat within one year. However, the condition of approval and municipal code allows one extension if the request is filed prior to the expiration date. The applicant submitted a letter to the City requesting the approval to be extended one year, which was submitted prior to the deadline date. Because the Planning Commission did not hold a meeting in December, the request is now being reviewed.

CP Peterson reported that the partition plat was submitted to Lincoln County for recording, but was returned to the surveyor for minor edits. The updated plat is close to being re-submitted, therefore, the extension request is necessary to provide additional time for the submittal/review process. Many applicants are finding it hard to obtain a surveyor in a timely manner and have the final plat ready to record within one year. It is very common that extensions are requested.

In response to Commissioner questions, CP Peterson clarified that this extension decision process is not a public hearing. The public hearing was held last year with notices going out to surrounding property owners and the Planning Commission hearing testimony. A map showing the property was presented. Commissioners discussed the location and slopes in the area.

It was moved and seconded (Warfield/Learned-Ellis) that the Planning Commission grant an extension for minor partition MP-3-22 with a deadline date of December 15, 2024, noting that the

request was filed prior to the deadline date. The **motion passed** unanimously, noting the absence of Mix.

DISCUSSION ITEM: TITLE 16 - SUBDIVISION CODE PROJECT KICK-OFF:

CP Peterson reported that the Planning Commission will soon be reviewing proposed revisions to the land division codes. The code has not had a comprehensive update since 2004 and there are several options that could be considered that may help streamline the development process. Some items that can be reviewed are adjustments to the street frontage requirement, flag lot standards, implementing some of the recent housing code audit recommendations, moving the minor partition process to a Type II review process, and updating definitions. The Planning Commission will review potential updates in worksessions over the next several months, with the goal to adopt an updated ordinance in October.

As part of this project, CP Peterson also noted that Title 19 – Land Use Procedures will also need updated to address the Type II and Type III review process. He encouraged Planning Commissioners to view the two code chapters online to familiarize themselves with the existing language and the discussions will begin in February. The goal is to present a couple sections for review at each worksession over the next several months.

DISCUSSION ITEM: BUILDING PERMIT AND LAND USE APPLICATION UPDATES:

CP Peterson noted the 2023 building permit and land use application log was included in the Planning Commission packet for information. He reviewed the number of new housing starts and other permits reviewed during 2023.

Commissioner Sutherland asked about the new manufactured home at Radio Court. CP Peterson reported that the home has a temporary access to Highway 20 and the property owner would like to keep the access point as permanent. The City is working with the property owner for the appropriate permits to convert the driveway for permanent access, but a culvert system is needed for the approach. The house meets setback standards and a garage was required by the homeowners association, which takes access from Radio Court. Commissioner Sutherland reported that he inquired about the site and was told that a driveway would not be allowed onto Highway 20. CP Peterson noted that ODOT had jurisdiction of Highway 20, which may have led that decision because ODOT has higher standards for access. Since the City received jurisdiction, the City can allow access onto the business route. CP Peterson clarified that an updated access permit is still needed to finalize the Radio Court project. Hopefully, this will be filed soon, as the home is currently for sale. The City Attorney has also been in contact with the owner about the project and potential liens on the property. Commissioners discussed the property, road concerns, and high water in various areas.

CP Peterson pointed out the permit log showed 4-5 more residential units added than the previous year, noting a slight uptick in the overall numbers. Commissioner Sutherland inquired about the System Development Charges (SDC) and their impacts on potential projects. CP Peterson noted that the City's charges are similar to other communities, but the methodology document may need an update. Some communities have a tiered SDC rate, based on the size of the home. Toledo has a tiered rate for multi-family residential units, but not for single-family homes. This would be a good conversation for the City Council's goal setting worksession. The City is able to establish payment plans for the SDC, which provides some flexibility in the ability to begin construction. Commissioners discussed recent construction projects throughout the city.

Commissioner Dyson asked for information on the City limit boundaries and Georgia-Pacific projects. Commissioners viewed the City’s zoning map and discussed Georgia-Pacific’s property outside the City limits.

DISCUSSION ITEM: UPDATES AND REPORTS:

CP Peterson announced that the City Council adopted the updated Comprehensive Land Use Plan in December. The adopted document will be posted online and can be printed for Commission if requested.

STAFF COMMENTS:

None.

COMMISSIONER COMMENTS:

None.

There being no further business before the Commission, the meeting was adjourned at 7:01 pm.

Planning Assistant

President