

TOLEDO PLANNING COMMISSION MINUTES

A regular meeting of the Toledo Planning Commission was called to order at 6:00 pm by President Anne Learned-Ellis. Commissioners present: Ricky Dyson, Brian Lundgren, Cora Warfield, Jonathan Mix, and Dennis Sutherland. Excused was Ruthanne Morris.

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

VISITORS: None.

APPROVAL OF THE JANUARY 10, 2024, MINUTES:

It was moved and seconded (Dyson/Warfield) to approve the January 10, 2024, minutes as circulated and reviewed by the Planning Commission. The **motion passed**, noting the absence of Morris.

TRAINING: PLANNING COMMISSION AND LAND USE BASICS:

CP Peterson provided a PowerPoint presentation for basic land use activities and planning commission duties. He reviewed land use history, establishing urban growth boundaries, Oregon Statewide Planning Goals, agency/department/board roles, land use appeal process, citizen participation, application types (quasi-judicial vs. legislative), decision criteria and findings, evidence and testimony, conditions of approval and rational nexus/roughly proportional standards, public hearing procedures and timelines, planning commission bias/ex parte/conflict of interest, conduct for site visits, and inspection process.

WORKSESSION: SUBDIVISION CHAPTER UPDATES:

CP Peterson reviewed the code update recommendations from the recent land division code audit project. Staff will use this list and the recommendations from the Housing Needs Analysis project to begin a draft update to the land division ordinance. Possible updates may include changes to the density standards, constrained areas, flag lots, shared driveways, shifting some decisions to staff-level review, and modifying the timeline for filing a final plat.

The Commission discussed recent annexed properties and approved building projects, including the potential for future development at the annexed sites.

The next meeting will have specific sections with proposed edits to review.

DISCUSSION ITEM: UPDATES AND REPORTS:

CP Peterson updated the Commission on the Radio Court project, noting that the property owner picked-up the permit application, but has not submitted the application to convert the existing temporary driveway to a permanent driveway. Once reviewed, there should be some stipulations for the permanent placement, such as adding a culvert to the driveway and realigning to provide a safer angle to the highway.

CA Adams reported that a document has been recorded on the property, putting the property owner and future owners on notice that the existing issues need to be resolved. CP Peterson noted that the placement of the garage was provided in order to address the property's CC&Rs. If the driveway from Hwy 20 is removed, the property still has access from Radio Court. The home and garage meets zoning code standards, but the temporary driveway from Hwy 20 will need to meet code standards. President Learned-Ellis stressed the need for compliance to public safety standards.

STAFF COMMENTS: None.

COMMISSIONER COMMENTS: None.

There being no further business before the Commission, the meeting was adjourned at 7:20 pm.

Planning Assistant

President