

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: Ruthanne Morris, Ricky Dyson, Brian Lundgren, Cora Warfield, and Dennis Sutherland. Excused was Jonathan Mix.

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

VISITORS: None.

APPROVAL OF THE FEBRUARY 14, 2024, MINUTES:

It was moved and seconded (Dyson/Lundgren) to approve the February 14, 2024, minutes as circulated and reviewed by the Planning Commission. The **motion passed**, noting the absence of Mix.

WORKSESSION: PARTITION AND SUBDIVISION CHAPTER UPDATES:

CP Peterson reviewed proposed code language updates, summarized below:

- Purpose Statement was updated to include language for serial partitions. This encourages development plans to be reviewed for all portions, rather than piece-meal the projects. This also helps with the potential to divide in the future. The definition of ‘serial partition’ can be expanded or criteria added to specify when a project is considered a serial partition. Commissioners discussed the serial partition standards. Staff will bring serial partitions back for additional discussion at the May meeting.

Commissioners discussed the sidewalk and road improvement standards, including the deferring road improvements and participating in a future Local Improvement District. Currently, if the project is within 500’ of existing sidewalks, the developer must build sidewalks for the project or has the option to record a deferred improvement agreement. New subdivision streets need to be built to full City standards.

- Access requirements were expanded to allow options for easement driveways. The flag lot option remains, but the code could be modified to allow a joint use driveway with easements and special standards. The shared driveways would also need a maintenance agreement between the owners and maintenance responsibilities.

Commissioners discussed the language “dwelling units” vs. “lots” for the use of the easement driveway. It would be better to use the term “lots” within the code section. Development must also comply with fire codes and fire access standards. Commissioners discussed the maximum number of homes or lots that can access the shared driveway before higher driveway standards are triggered.

- The flag lot standards can be updated to provide a 20’ wide ‘pole’ section. This area can also be excluded from the lot area calculation. The minimum length of the ‘pole’ section was also

removed, but the maximum length of the strip could trigger fire code access requirements.

- Joint use driveways would be exempt from the frontage standard.
- The depth-to-width standards would remain in the code, but commercial/industrial/public lands can be exempt from the requirement.
- Minor Partitions can be reviewed as a staff-level decision. There would still be an opportunity for public comments during the review process, but this could reduce the review time for applicants. Most communities provide staff-level review for minor partitions. Subdivisions remain a Planning Commission decision. In making this procedural change from a Type 3 to a Type 2 application, Municipal Code Chapter 19 will also need to be updated for the modified procedures. Commissioners reviewed the notification area (300' vs. 150') for land use notices to neighbors.

DISCUSSION ITEM: GRANT PROJECT UPDATES:

A: DLCD Housing Grant: Oregon Department of Land Conservation and Development (DLCD) established a grant program to implement HB 3395 for housing updates. The City applied for \$10,000 to conduct a zoning and land division code audit and to make sure the City is in compliance with HB 3395 requirements.

B. Safe Routes to Schools: The City obtained a grant for feedback signs at Toledo Elementary School on Sturdevant Road. The signs have been ordered and delivered. They will be installed this summer. Because the sign costs were significantly lower than the initial estimate, there are some grant dollars that may be available for crosswalk upgrades at SE 10th Street and SE East Slope Road. ODOT will need to approve the release of the grant funds for the crosswalk improvements. The City will also apply for another grant application to fund the sidewalk project from Toledo Elementary to SE 10th Street. Information should be available in May.

C. Oregon Parks and Recreation Local Government Grant – Parks Master Plan: The City will go out for a grant to create a Parks Master Plan document. This will provide information on all of the City's parks, including the cost of improvements. Developing a master plan will include public input and was included as a goal/policy in the Comprehensive Plan.

Commissioners asked for an update on the Memorial Field restroom fire. CA Adams reported there is an insurance claim and the insurance company is submitting a restitution claim for the vandal to pay. Commissioners voiced that it will be good to see the structure repaired and in use again.

STAFF COMMENTS: Commissioners were reminded to file the Oregon Government Ethics Statement of Economic Interest reports.

COMMISSIONER COMMENTS: None.

There being no further business before the Commission, the meeting was adjourned at 6:55 pm.

Planning Assistant

President