

TOLEDO PLANNING COMMISSION MINUTES

A regular meeting of the Toledo Planning Commission was called to order at 7:00 pm by President Joyce Mackenroth. Commissioners present: Linda Brodeur, Terri Strom, Dawn Grafe, Anne Learned-Ellis and Mary Young. Excused was Paul Schneidecker.

Staff present: Community Development Coordinator (CDC) Rusty Klem and Secretary Arlene Inukai.

VISITORS: Hathaway Cornelius of Lincoln County Habitat for Humanity introduced himself and reported a Toledo home will soon begin after the Lincoln City home is finished. He provided information on the program and he will also speak with the City Council. Habitat wants input on how to best meet the needs in Toledo. Most likely, a potential owner already lives in Toledo. Commissioners welcomed Habitat and in response to questions, Mr. Cornelius reported the following:

- < A restore operation (retail facility) is in the works for Lincoln County. This type of store obtains materials, then sells them for less than normal retail. Other affiliates have had great success with the restore. They must still develop a business plan, but they hope to get a restore, possibly in Toledo, within the next year.
- < Lincoln County Habitat is a small affiliate, providing 1-2 homes per year. They have been in business since 1995 and are currently building their 9th home.
- < They have a selection committee and strict criteria used for selecting a family. Qualifiers must have a family income 30-60% below the area's median income. Target families are too poor for conventional financing, yet make too much to qualify for government programs. Habitat advertises for families, begins the interviews and credit checks, then the qualifiers move to the committee for review.
- < The home size depends on the size of the family, but typically, a family of four has a three-bedroom, 1,000-1,100 square foot home.
- < There are a number of different business models for Habitat affiliates to follow. Some affiliates purchase and rehabilitates existing homes, but Lincoln County only builds new.
- < The Toledo land was purchased a number of years ago and he is unsure how this particular lot was selected. They buy property where they can afford it and noted Toledo prices are attractive when compared to Lincoln City and Newport. Also, he believes the end user would probably be in Toledo rather than Lincoln City.

APPROVAL OF THE JULY 9, 2008, AND SEPTEMBER 10, 2008, MINUTES:

It was moved and seconded (Young/Brodeur) to approve the July 9, 2008, minutes as circulated and reviewed by the Planning Commission. The **motion passed** with Strom and Grafe abstaining and noting the absence of Schneidecker.

It was moved and seconded (Brodeur/Grafe) to approve the September 10, 2008, minutes as circulated and reviewed by the Planning Commission. The **motion passed** with Young and Learned-Ellis abstaining and noting the absence of Schneidecker.

DISCUSSION ITEM: ROAD NAME CHANGE (ARCADIA ROAD):

CDC Klem reported the City Manager received an inquiry from NW Arcadia Road resident Larry Delfs who would like to change the name of the street. Mr. Delfs recently had a medical emergency, but the ambulance was unable to find his home on NW Arcadia Road because they searched NE Arcadia Drive, delaying the response time. CDC Klem stated that changing a street name is an involved process. There are no City ordinances to guide the process, but there should be Planning Commission discussion and a recommendation to forward to the City Council. The process should be made public and all affected residents aware of the issue. The City does not want to cause hardship. If the street name is changed, the Council should adopt the change by resolution and there should be enough lead time to provide notification and give residents ample time to implement the change.

CDC Klem reported the house numbers could remain the same and by adding the word "Old" to the street name may be enough to differentiate between the two similar sounding streets. A change could be implemented over time to get everyone used to the idea and it could solve the problem with minimal hassle. Commissioners discussed the option of changing house numbers. CDC Klem believes changing the numbers would not alleviate the problem.

Commissioner Learned-Ellis reported she lives on NW Arcadia Road and has experienced confusion from visitors trying to locate her home. Of the seven residences, she talked to two people and left a message for one other residence. Two of the area homes are used as rentals and she did not contact the owners. The 1349 NW Arcadia Road home had a recent death in the family and the property may have sold. The owners of 1369, 1241, and 1208 NW Arcadia Road each voiced no objections to a possible change to "NW Old Arcadia Road". The residents at 1241 NW Arcadia Road had two medical emergencies and one emergency call resulted in death.

Commissioner Learned-Ellis reported that prior to 1973, the road was called Arcadia Drive, but was eventually changed to Arcadia Road. Commissioners discussed the proximity of Arcadia Road with Arcadia Drive and questioned if this is a long-term solution. There are not a lot of people living along Arcadia Road and Commissioners felt the word addition should differentiate the street as long as emergency response agencies are ok with the suggestion. Commissioners discussed the option of completely changing the road name and Commissioner Learned-Ellis stressed that of those she talked to, no one opposed the addition of the word "Old". It was noted that a complete name change may be too onerous. CDC Klem will contact emergency response agencies to get their input.

President Mackenroth brought up another street name problem—three homes along NE Highway 20 have a NE 1st Street address. Commissioner Learned-Ellis reported NE Wagon Road is also a concern, as there are two entrances but the streets there are not connected. The word "Old" could also be added to one of the street segments. Commissioners discussed the problems and they should all be reviewed/discussed together. CDC Klem noted the directional street description cannot change because it is set by ordinance. Commissioner Learned-Ellis appreciates the discussion.

DISCUSSION ITEM: OUTDOOR MARKET:

CDC Klem reviewed a letter he sent to the owner of the outdoor market on Business Highway 20, which has been the subject of many complaints. The business owner has not responded to the letter and the City can issue a Class A infraction, with a \$1,000 fine. This will need to be coordinated

with the Police Department. The business owner claims the City is picking on her. The business owner also has not renewed her business license for 2008-09. The property owner has given an eviction notice, but nothing seems to have happened. There have been many complaints and it has created traffic hazards. CDC Klem reviewed the temporary use ordinance and he noted that the City Manager would like to see an ordinance created that strengthens outdoor market provisions. The City has received examples of other cities requirements for this type of use, but it takes time to adopt and implement new ordinances. Commissioners discussed enforcement options and questioned why the business cannot be shut down because the business license is not up-to-date. They urged for citations to be issued and complained of the lack of a code enforcement officer to deal with this type of problem. Discussion occurred on the citation process and the municipal court's authority.

Commissioner Strom reported she received a call from the business owner who was very upset and claims she is getting "run out of town". Commissioner Strom calmed her down, but told her to improve the appearance of the business, also, she would watch for any openings to relocate the business. Commissioner Strom noted she has no problems with the merchandise, but believes it needs to be moved into a building.

CDC Klem reported that the City Manager has asked the State to research the car-dealer license for the business. He will be in contact with the Police Department regarding this on-going problem and Commissioner Young suggested inviting Police Chief Fandrey to a Planning Commission meeting.

DISCUSSION ITEM: DESIGN REVIEW:

CDC Klem asked the Commission if design review is something they want to study or not and if so, what area and what standard? Commissioner Young reported she has information from the Toledo Development Association (TDA) on design ideas for certain properties, but noted there are a lot of older downtown area buildings that need attention and should be targeted. Rejuvenating downtown buildings may have a 'trickle effect' and branch out to Highway 20 properties. In general, most liked the idea of simple structural facade changes, which do not cost a lot. Design review should be studied soon, so when the economy picks up, standards are already set and improvements will get done. CDC Klem reported he can draft standards and noted that the downtown district is already defined in the zoning ordinance. If the new criteria is called "design review", there are onerous state regulations for the process. The term "design features" could be listed for standards or recommendations and has more flexibility. CDC Klem will meet with the Oregon Downtown Development Association (ODDA) director to discuss design elements and may get examples from other communities. Commissioner Young updated the Commission on the upcoming ODDA meeting to acquire more assistance for TDA and the need for an action plan. CDC Klem will draft a proposal amending the Main Street District in the zoning ordinance and bring it back for discussion.

DISCUSSION ITEM: SHORT AND LONG-TERM GOAL LIST:

CDC Klem provided the list of goals developed by the Commission nearly a year ago. He reminded Commissioners that during slow times, the items would be presented to the Planning Commission. It was confirmed that many items have already been addressed. The point is to get the Commission more involved beyond land use applications. The list is not static and should be reviewed/modified as issues arise. The following summarizes discussion on various items on the list:

- < TIP Update: CDC Klem reported he has a lot of information on the TIP project and noted there is a wetlands mitigation issue for the site. The approved subdivision plat has been finalized.

The group discussed various uses at Memorial Field and history of the site. CDC Klem reported the proposed asphalt plant is in litigation. The City determined that the use would require a conditional use permit, which the property owner is contesting. The less the Commissioners know, the better, because if the City's interpretation holds, the proposal will come before the Planning Commission. More information at this point may bias the Commission. It was noted that there has been quite a bit of news coverage and Commissioners would have to make declarations.

- < Post Office Traffic Flow: This issue may be addressed in the Port of Toledo connectivity plan through their transportation planning grant project. There is good coordination on this project, the railroad is even involved in the process.
- < Business Highway 20 Fill Project: The property in question is outside the City limits, but in the Urban Growth Boundary. Proposed development will impact the City because access is from a City street and drainage will affect the City's stormwater system. There appears to be no gravel drainfield nor stabilization improvements. Commissioners discussed other fill sites and stormwater issues. Commissioners questioned if the County is monitoring this fill site and if a structure is built, will a geo-tech report be required? Commissioners also complained of the mud and debris entering the road from the site and potential problems when the site elevation becomes higher than Highway 20.

STAFF COMMENTS:

None.

COMMISSIONER COMMENTS:

Commissioner Young welcomed the two new Planning Commissioners and reported she brought cookies to share.

Commissioner Brodeur asked if an "old business" item can be added to the agenda to review past items or to receive updates. Staff confirmed the item can be included on the agenda.

Commissioner Learned-Ellis wished everyone a safe Halloween and noted it is nice to see so many ladies.

Commissioner Grafe liked the suggestion to add an 'old business' item to the agenda. She asked for an update on last month's discussion item to acquire Lincoln County tax lots currently used as street. CDC Klem reported the Council has not yet reviewed the issue.

President Mackenroth reported it was a good meeting.

There being no further business before the Commission, the meeting was adjourned at 8:24 pm.

Secretary

President