



City Hall
206 N. Main St.
Toledo, Oregon 97391

6:30 p.m. or immediately following Executive Session 2

TOLEDO CITY COUNCIL
Work Session – also via Zoom Meeting Platform
July 23, 2025

Virtual Meeting: The City Council will hold the meeting for the City Council and staff in person as well as through the Zoom video meeting platform. The public is encouraged to attend the meeting electronically. Visit the meetings page on the city website for meeting login information.

Public Comments: The City Council may take limited verbal comments during the meeting. Written comments may be submitted by email to Amber.Mathiesen@cityoftoledo.org 2:00 p.m. the day of the meeting to be included in the record. Comments received will be shared with the City Council and included in the record.

1. **Call to Order, Pledge of Allegiance and roll call**
2. **Visitors/Public Comment**
(The public comment period provides the public with an opportunity to address the City Council regarding items not on the agenda. Please limit your comments to three (3) minutes).
3. **Consent Agenda**
 - a.
4. **Community Service Reports and/or presentations to the Council**
 - a. None.
5. **Discussion and Information Items**
 - a. None.
6. **Decision Items**
 - a. Consider approving collective bargaining agreement.
 - b. Seeking approval for the City of Toledo to move forward in efforts to acquire the former Department of Forestry property at 763 NW Forestry Drive / 733 NW Forestry Road in Toledo
 - c. Resolution authorizing staff to apply for a Housing grant from DLCD for a System Development Change Ordinance and methodology update.
7. **Reports and Comments**
 - a. Issue Tracker
8. **Adjournment**

Comments submitted in advance are preferable. Comments may be submitted by e-mail at Amber.Mathiesen@cityoftoledo.org. The meeting is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting by calling city offices at (541) 336-2247.



**CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION**

Council Goal:	Meeting Date:	Agenda Topic:
6.Encourage economic development by developing barrier reducing policies and plans to attract business investments, obtaining grants for commercial rehabilitation, and to support housing development.	July 23, 2025	Seeking approval for the City of Toledo to move forward in efforts to acquire the former Department of Forestry property at 763 NW Forestry Drive / 733 NW Forestry Road in Toledo
	Agenda Type:	
	Discussion Items	
Prepared by:	Reviewed by:	Approved by:
Public Works Director B.Lorimor	Interim City Recorder A.Mathiesen	City Manager Pro-Tem D.Clyne

Recommendation:

Motion to approve the City of Toledo to move forward in efforts to acquire the former Department of Forestry property at 763 NW Forestry Drive / 733 NW Forestry Road in Toledo, in efforts to provide affordable housing.

Background:

The City of Toledo is in a tremendous crisis of housing at the low and middle levels. Since the COVID Pandemic, housing prices have increased significantly. Average home price for an up to code family home hovers at around \$400,000, and we are supposed to be the “inexpensive” place to live in Lincoln County. Our goal is to make a Public, Tribal, and Private Partnership to develop this property into a multifamily middle housing development.

The City of Toledo received an email Surplus property notice about the ODF property located on Forestry Lane. “This is notice that property has been determined to be surplus to the Oregon Department of Forestry. A written notice or email of interest in acquiring the property for full market value must be received by **August 2, 2025.**” A draft letter is attached for City Council's review. A detailed description of the property and map are also attached.

Fiscal Impact:	Fiscal Year:	GL Number:
Unknown	2025-2026	N/A

Attachment:

1. Mayor's Letter to Department of Administrative Services
2. Department of Administrative Services-Property Surplus Announcement

Rod Cross

206 N. Main St.
P.O. Box 220
Toledo, OR 97391
(541) 270-6700
rod.cross@cityoftoledo.org

22nd July 2025

Elaine G. Schacher

Operations and Policy Analyst
Department of Administrative Services (DAS)
503-510-0301

Dear Ms. Schacher,

The City of Toledo is formally requesting that DAS donate the Oregon Department of Forestry (ODF) land, located on NW Forestry Road here in Toledo, to the City of Toledo for the express purpose of Middle Housing.

The City of Toledo is in a tremendous crisis of housing at the low and middle levels. Since the COVID Pandemic, housing prices have increased two to four fold or more here. Average home price for an up to code family home hovers at around \$400,000, and we are supposed to be the “inexpensive” place to live in Lincoln County.

Driving a large part of this increase is the lack of flat or even relatively flat land not in a floodplain within the city or its Urban Growth Boundary. Any flat buildable space is at a premium.

Beth Goodman, Project Director at ECONorthwest, who conducted our 2022 Housing Needs Analysis, stated that “Toledo is the most topographically challenged city I have ever seen.” . That report can be found here in its entirety: <https://www.cityoftoledo.org/media/8736>

Our goal is to make a Public, Tribal, and Private Partnership to develop this property into a multifamily middle housing development. I am currently in discussions with Georgia Pacific, The Confederated Tribes of the Siletz Indians, Northwest Coastal Housing, Samaritan Health, and the Lincoln County School District. Our State Senator, Dick Anderson, has been a major ally in this endeavor. This is also part of our 2023 Comprehensive Land Use Plan. This particular item can be found on page 63 of that document: Partnerships and Fair Housing – Goal 2.

Continue to support partnerships and fair housing.

Policy 1 Affordable Housing Partnerships. Partner with the Housing Authority of Lincoln County and other agencies, nonprofits, and other groups to help meet the housing needs of low- and moderate-income households.

Full plan can be found here: <https://www.cityoftoledo.org/media/8651>

This site can accommodate at least 10-14 mid-level townhomes suitable for employee housing. Our goal is to form a partnership with all entities to secure that desperately needed housing that will help our area grow and thrive.

I urge you to consider our request to transfer this property to the City of Toledo for this purpose.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Rod Cross', is centered within a light gray rectangular box.

Rod Cross

Mayor, City of Toledo



Oregon

Tina Kotek, Governor

Department of Administrative Services
Enterprise Asset Management | Administration Office
1225 Ferry Street SE, U100
Salem, OR 97301-4290
PHONE: 503-378-4092
FAX: 503-373-7210
Res.info@das.oregon.gov

File #: Toledo Headquarters
Selling agency: Oregon Department of Forestry
Location: Township 11S, Range 10W, Section 7 DD, Tax Lot 204
763 NW Forestry Dr / 733 NW Forestry Rd, Toledo, Oregon 97391

July 2, 2025

This is notice that real property has been determined to be surplus to the needs of the owning agency and is available for acquisition by another state agency, a political subdivision, or the following entities on the condition that they develop the property for affordable housing: nonprofit organizations and Indian tribes. The property may not be sold to any private person until it has been determined whether acquiring the real property would be advantageous to any of these entities. These are the only entities eligible to make an offer during the 30-day Surplus Clearinghouse process, as directed in [ORS 270](#).

Approximately 3.00 acres Toledo Headquarters located at 763 NW Forestry Drive / 733 NW Forestry Road, Toledo, Oregon 97391 (reference maps attached).

Questions about the property should be directed to: Amanda.Becker@ODF.oregon.gov

A written notice or email of interest in acquiring the property for fair market value must be received by **August 2, 2025**.

Send written notice of interest to: res.info@das.oregon.gov

Robert Underwood

Department of Administrative Services
Enterprise Asset Management, Real Estate Services
1225 Ferry Street SE U100
Salem, OR 97301-4281

All notices of interest will be collected and forwarded to the disposing agency at the end of the notice period. The disposing agency will review all notices of interest and communicate with respondents directly.

[View more surplus land notices here.](#)

State of Oregon

Agency Surplus Real Property Notification Form

Agency File Number:

Type of Notification:

Surplus ☒ Trade/Exchange (Use Both Forms) ☐ Transfer to another Agency ☐

Futile Act Request ☐ *Please provide justification narrative memo for the request per
OAR 125-045-0221

Department/Agency Name:	Oregon Department of Forestry
Property Size:	3.00 acres
Property Current Use:	ODF Toledo Headquarters
Property Address or Location (location if address unknown):	763 NW FORESTRY DRIVE/ 733 NW FORESTRY RD TOLEDO OR 97391
Map Tax Lot (Township, Range, Section, Tax lot number):	TWNSHP 11, RNG 10, ACRES 3.00, DV76-0050 & DV78-0528
Closest Incorporated City:	Toledo
Property County:	Lincoln
Property Description:	See attached map

Other Real Property Assets attached to this property: Check all that apply:

☐ Water ☐ Wetlands ☐ Fish ☐ Public Access ☐ Hazardous Material
☐ Minerals ☐ Timber ☐ Wildlife ☒ Improvements ☐ Restrictions

What is the Property Zoned?	PL - Public Lands
Contact Person:	Amanda Becker
Phone Number:	971-718-1696
Comments:	

Map Attached: ☒ Yes
☐ No

Note: A public comment opportunity is required when the real property has an appraised market value exceeding \$100,000 before property can be disposed of to a private entity according to ORS 270.105.

Signature:  Amanda Becker

Digitally signed by Amanda Becker
DN: C=US, E=amanda.becker@odf.oregon.gov, O=Oregon
Department of Forestry, OU=Real Property, CN=Amanda Becker
Date: 2025.07.02 08:27:12-0700

Date: _____

Title / Agency: ODF - Real Property Analyst

Return form to: res.info@das.oregon.gov

Enterprise Asset Management, Real Estate Services
Department of Administrative Services
1225 Ferry St SE U100, Salem OR 97301-4281

Please E-mail:

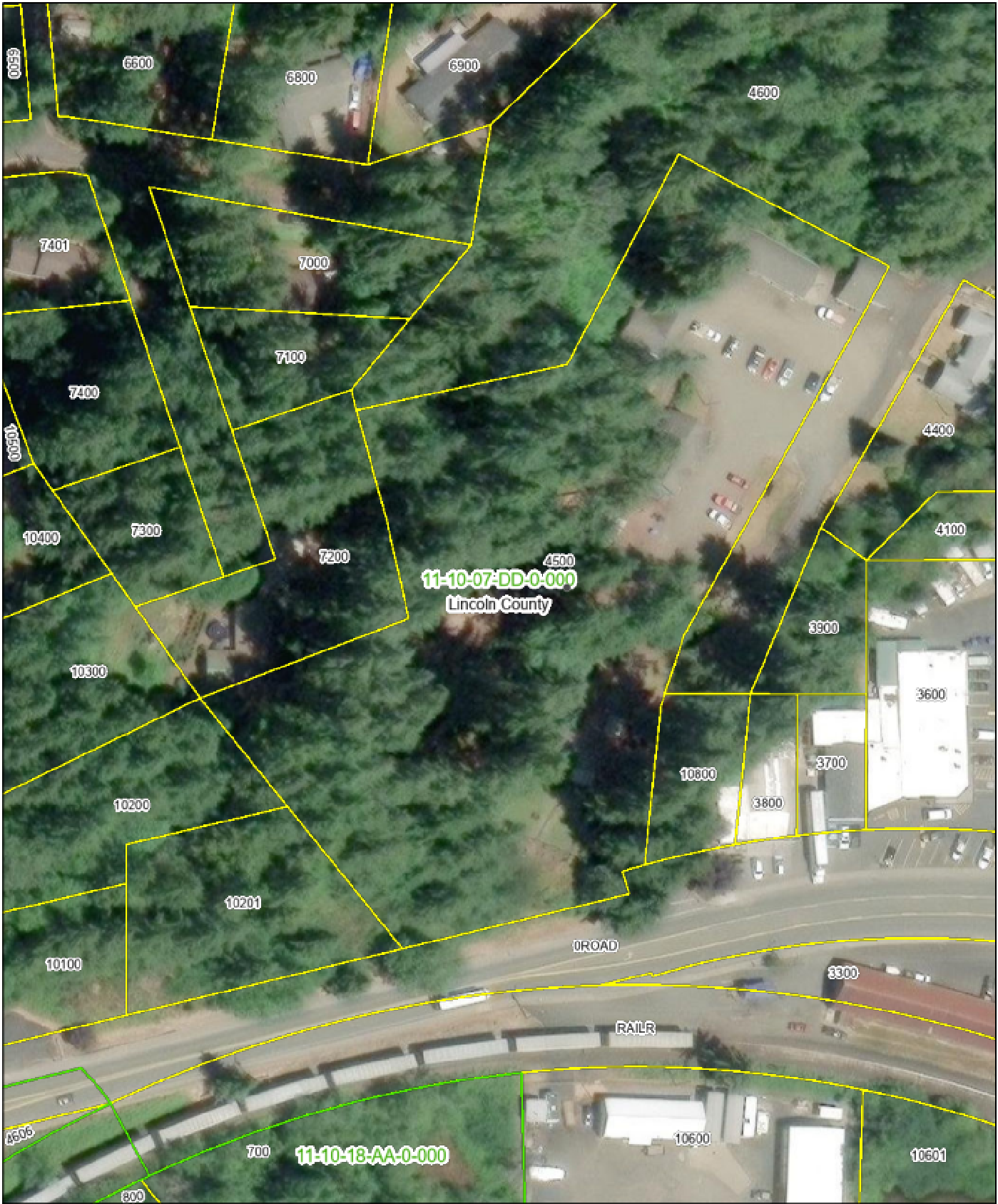
res.info@das.oregon.gov

and

cc: elaine.g.schacher@das.oregon.gov

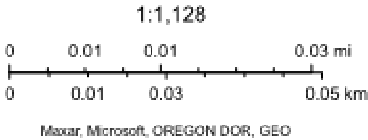
A responding entity is expected to enter into a Pre-purchase Agreement or Memorandum of Understanding with the offering agency within 60 days of responding to this notice.

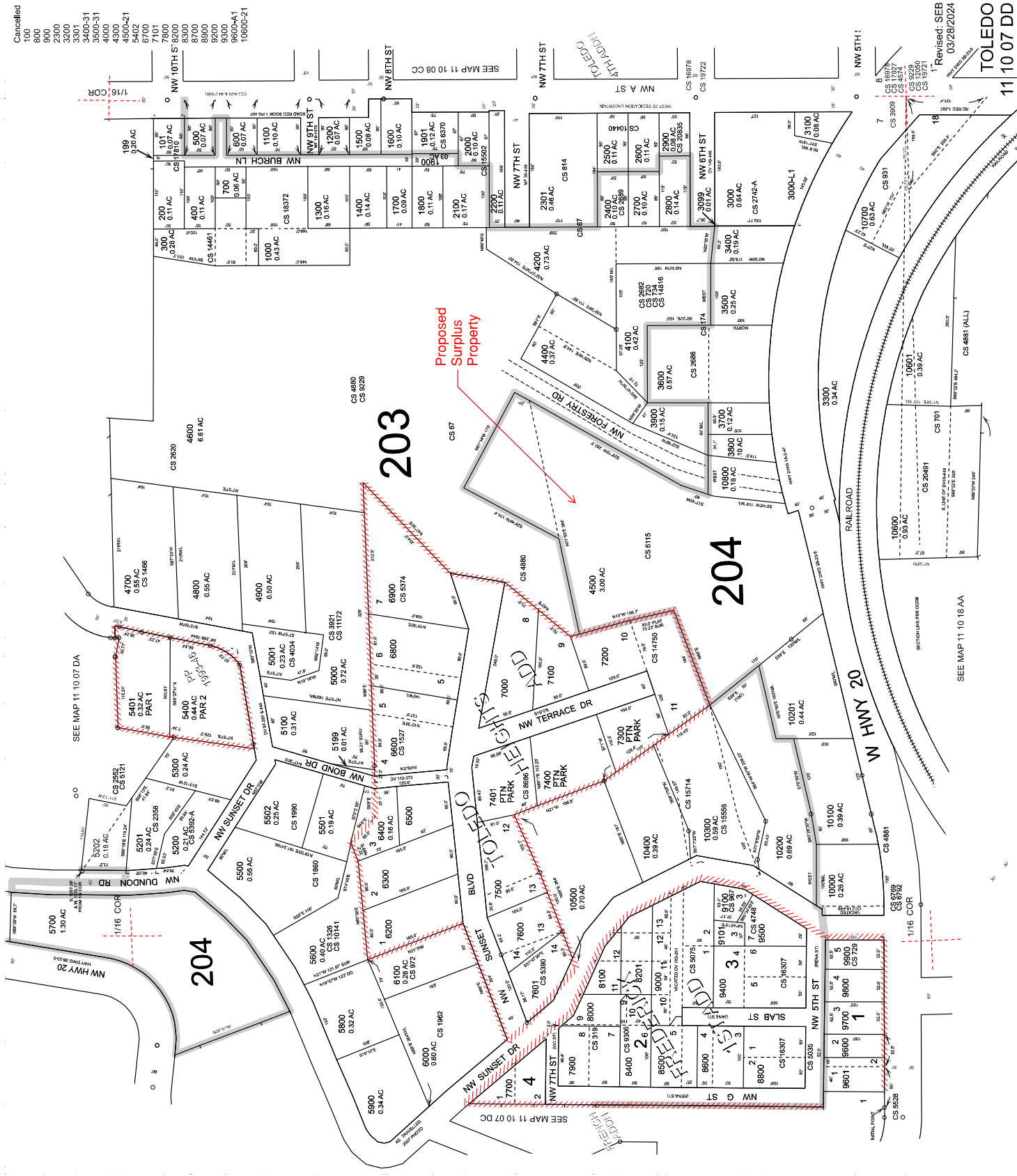
ODF Surplus Property - Toledo HQ



7/2/2025, 8:24:43 AM

- taxlot
- mapIndex
- CountyLines







**CITY OF TOLEDO
REQUEST FOR COUNCIL ACTION**

Council Goal:	Meeting Date:	Agenda Topic:
6.Encourage economic development by developing barrier reducing policies and plans to attract business investments, obtaining grants for commercial rehabilitation, and to support housing development.	7/23/2025	Resolution authorizing staff to apply for a Housing grant from DLCD for a System Development Charge Ordinance and methodology update.
	Agenda Type:	
	Decision Items	
Prepared by:	Reviewed by:	Approved by:
Contract Planner J. Peterson	City Manager Pro-Tem David Clyne	City Manager Pro-Tem David Clyne

Recommendation:

Motion to approve Resolution No. 1582, A Resolution authorizing Staff to apply for the Housing grant from the Department of Land Conservation and Development (DLCD) for a System Development Charge Ordinance and methodology update.

Background:

The City of Toledo has worked diligently to update several portions of the development code to encourage housing. In addition, the City recently completed a Housing Capacity Analysis (HCA) that outlined the future policy work for Toledo. One recommendation in the HCA is to update the SDC methodology.

The next practical step is to update the System Development Charge Ordinance to encourage housing.

Staff anticipates the update process occurring in 2026.

Fiscal Impact:	Fiscal Year:	GL Number:
N/A	2025-26	N/A

Attachment:

1. Resolution
2. Draft Scope of Work
3. Draft Application Form

RESOLUTION NO. 1582

**A RESOLUTION AUTHORIZING THE CITY OF TOLEDO TO APPLY FOR A GRANT
FOR A SYSTEM DEVELOPMENT CHARGE METHODOLOGY, ORDINANCE, AND
IMPLEMENTATION TOOLS UPDATE**

WHEREAS, additional funding for cities to apply for housing planning is available;

WHEREAS, solicitation is now open for cities to apply for housing planning funding including development code updates;

WHEREAS, the Oregon Department of Land Conservation and Development is accepting request for planning assistance;

WHEREAS, the City of Toledo desires to participate in this program as a means of providing assistance for the City of Toledo's housing needs; and

WHEREAS, the City of Toledo has an IGA with OCWCOG for contract planning services and has staff in-kind match available;

NOW, THEREFORE, THE CITY OF TOLEDO RESOLVES AS FOLLOWS:

1. The City of Toledo formally requests grant funding from the Oregon Department of Land Conservation and Development for a System Development Code update.
2. The City of Toledo will provide in-kind match;

PASSED by the City Council on this
23rd day of July, 2025.

APPROVED by the Mayor on this
23rd day of July, 2025.

ATTEST:

APPROVED:

Interim City Recorder Krista Miller

Mayor Rod Cross



Department of Land Conservation and Development 2025-2027 HOUSING PLANNING ASSISTANCE APPLICATION

Please complete each section in the form below. Fill out the requested information in the spaces provided. **For applicants requesting multiple services, submit a separate form for each. Submit completed applications by midnight on August 4, 2025.**

Date of Application:

Applicant (Jurisdictional Entity):

If applying on behalf of a jurisdiction or pursuing a joint project, please also include the recipient jurisdiction name(s)

Contact Name and Title:

Contact e-mail address:

Contact phone number:

Requested Service:

	Direct Grant (& budget estimate)	DLCD-Provided Consultant
Housing Planning Assistance Projects		
Development Code Amendment	☐ \$	☐
Housing Capacity Analysis (HCA) ¹	☐ \$	☐
Housing Production Strategy (HPS)	☐ \$	☐
Housing Implementation Plan (Housing planning activities other than an HCA or HPS)	☐ \$	☐
Urbanization Planning Assistance Projects		
Urban Growth Boundary Land Exchange	☐ \$	☐
Urban Growth Boundary Amendment ²	☐ \$	☐
One-Time Urban Growth Boundary Amendment ³	☐ \$	☐
Urban Reserves	☐ \$	☐
Public Facilities Area Plan	☐ \$	☐
1. Housing Capacity Analyses initiated under this Housing Planning Assistance Program are expected to be conducted under the Oregon Administrative Rules implementing the Oregon Housing Needs Analysis that the Land Conservation and Development will adopt in December 2025. 2. A UGB amendment requires a land deficiency identified in a Housing Capacity Analysis. 3. As provided in SB 1537 (2024) Section 48-60.		

Project Title:

Project Summary: (Summarize the project and products in 50 words or fewer)

Project Description & Work Program

Please carefully review the attached Sample Work Program applicable to your jurisdiction's proposed project. The work programs included represent typical tasks and work products associated with common project types. If you expect the project to be substantially similar (i.e. there may be minor variations, but major project deliverables align with applicant expectations) to the project included in the Sample Work Program, the applicant does not need to submit a work plan.

However, if the applicant anticipates a proposal for a project that is substantially different from the projects included in the Sample Work Program, please include an attachment detailing the proposed project, addressing each of the following in an attachment. *Applicants applying for distinct or unique projects are expected to submit detailed applications that specify the work tasks, products, and timelines unique to their project. Priority will be given to applications that provide well-defined tasks, products, and timelines.*

Is the jurisdiction planning to utilize the applicable Sample Work Program as the project statement of work? Yes ☐ No ☐

If "yes", please skip to the "Tasks, Timelines, and Budget" section below. If "no", please attach a detailed work program including the following.

A. Goals and Objectives. The purpose of housing planning assistance projects is outlined in the attached Sample Work Program for reference. Please state the goals or overall purpose of the project. Describe particular objective(s) the community hopes to accomplish. Please indicate whether this is a stand-alone project or is part of a longer multi-year program. If it is the latter, describe any previous work completed, subsequent phases and expected results, and how work beyond this project will be funded.

B. Products and Outcomes. Please describe the product(s) and outcome(s) expected from the proposed project in detail, including a brief description of any anticipated significant effect the project would have on development, livability, regulatory streamlining, and compliance with state/federal requirements, equitable socioeconomic benefits, or other relevant factors.

C. Work Program, Timeline & Payment. Please include a comprehensive work program describing the specific tasks, timelines, expected budget, and deliverables. Public engagement is a necessary component of any planning process but may be tailored to fit the project context. Some projects, such as code amendment or technical projects, may not require extensive engagement in comparison to major projects with substantial local policy impacts. If other changes are necessary, please consult with your Regional Representative. * Budget estimates are only required for Direct Grant requests. Applicants requesting DLCD-provided consultants can leave this field blank.

Tasks, Timelines, and Budget

List and describe the major tasks, including:

- The title of the task;
- Anticipated timeline for each task, including the tentative start date after the grant agreement or consultant contract is executed, task completion dates, and project completion date. Note that all tasks must be completed before the end of the biennium. We request that project timelines conclude no later than June 15, 2027;
- For direct grant projects, anticipated budget for all tasks; and
- Expected local contribution, including budget, staff time, and resources.

Task	Title	Timeline (Month, Year)	Estimated Budget*	Local Contribution
1	_____	_____ to _____	\$ _____	\$ _____
2	_____	_____ to _____	\$ _____	\$ _____
3	_____	_____ to _____	\$ _____	\$ _____
4	_____	_____ to _____	\$ _____	\$ _____
5	_____	_____ to _____	\$ _____	\$ _____
6	_____	_____ to _____	\$ _____	\$ _____
7	_____	_____ to _____	\$ _____	\$ _____
8	_____	_____ to _____	\$ _____	\$ _____
TOTAL		_____ to _____	\$ _____	\$ _____

If the project is part of a multi-year program, provide an overview of the expected timelines in sequence of expected start dates and completion date for each phase and describe subsequent phases to be completed. **If the following spaces are not sufficient for your responses, you may attach a separate document with additional information. Please clearly indicate the question number and/or prompt with each response to ensure it aligns with the application form.**

Project Criteria and Additional Information

- 1. Evaluation Criteria.** Include a statement that addresses the program priorities and evaluation criteria presented in the application instructions (“Eligible Projects and Evaluation Criteria”).
- 2. Project Partners.** List any other public or private entities that will participate in the project, including federal and state agencies, council of governments, city and county governments, and special districts. Briefly describe the role of each (*e.g.*, will perform work under the grant; will advise; will contribute information or services, etc.). If the project includes multiple jurisdictions, briefly describe the capacity and support of those jurisdictions to support and participate in the project.

3. Advisory Committees. List any advisory committee or other committees that will participate in the project.

4. Cost-Sharing and Local Contribution. DLCD funds may comprise a portion of overall project costs; if so, please identify sources and amounts of other funds, staff time, or services that will contribute to the project's success. Cost-sharing (match) is not required, but recommended.

Will a consultant be retained to assist in completing grant products? Yes ☐ No ☐

Will you be utilizing this funding to dedicate your own staff resources in completing grant products? Yes ☐ No ☐

Local Official Support

The application ***must include a resolution or letter from the governing body*** of the city or county demonstrating support for the project. If the applicant is a regional entity proposing a joint project including multiple local governments, a letter from the local government governing body or administrator with authorization to execute intergovernmental agreements supporting the application may be included in lieu of a resolution. The letter of support may be received by DLCD after the application submittal deadline, but it must be received before planning assistance is awarded.

Submit your application electronically with all required information to:

E-mail: housing.dlcd@dlcd.oregon.gov

Please note that we will not be accepting applications by mail. If your jurisdiction requires special accommodations, please reach out to a Grant Program Contact as soon as possible.

If you have questions about the Housing Planning program or projects funded by this round of planning assistance, please contact:

DLCD Housing Team: housing.dlcd@dlcd.oregon.gov

DLCD HAPO Team: dlcd.hapo@dlcd.oregon.gov

For all correspondence, please include the appropriate [Regional Representative](#).

Mid-Willamette Valley	Melissa Ahrens	melissa.ahrens@dlcd.oregon.gov
Central Oregon	Angie Brewer	angie.brewer@dlcd.oregon.gov
North Coast & Lower Columbia	Brett Estes	brett.estes@dlcd.oregon.gov
Eastern Oregon	Dawn Hert	dawn.hert@dlcd.oregon.gov
Portland Metro (West)	Laura Kelly	laura.kelly@dlcd.oregon.gov
Southern Oregon	Josh LeBombard	josh.lebombard@dlcd.oregon.gov
Portland Metro (East)	Kelly Reid	kelly.reid@dlcd.oregon.gov
South Coast	Hui Rodomsky	hui.rodomsky@dlcd.oregon.gov
South Willamette Valley	Patrick Wingard	patrick.wingard@dlcd.oregon.gov

Important Housing Planning Assistance Dates

Date	Housing Planning Assistance Milestone
June 2, 2025 1:30 – 3p	Open Forum for follow-up question & answer Zoom link Meeting ID: 821 4886 4505 Passcode: 598033
June 3, 2025	Application period opens; materials distributed
August 4, 2025	Application period closes; materials submittal deadline
Early September	Anticipated funding decision; award notices sent
October – November 2025	Direct grant agreements anticipated execution
November – December 2025	Consultant contract anticipated execution
June 15, 2027	Project completion deadline

APPLICATION DEADLINE: August 4, 2025