



Toledo City Hall
Council Chambers
206 N. Main St
Toledo, Oregon 97391
6:30 PM

Toledo Planning Commission

May 13, 2026

The Planning Commission will hold an in-person meeting in City Hall Council Chambers. Participants can also attend the meeting through the Zoom video meeting platform. Email planning@cityoftoledo.org or call 541-336-2247 ext. 2130 to receive the meeting login information. Participants can also visit www.cityoftoledo.org/meetings for meeting details.

1. Call to Order and Roll Call

2. Visitors

A time set aside to speak with the Planning Commissioners about issues not on the agenda

3. Approval of the Minutes

- a. Approval of the April 8, 2026 Minutes, as circulated and reviewed by the Planning Commission

4. Work Session

- a. Parks Master Plan Project (view template master plan document at <https://www.cityoftoledo.org/media/18561>)

5. Discussion Items

- a. Updates and Reports

6. Staff Comments

7. Commissioner Comments

8. Adjournment

*Comments submitted in advance are preferable. Comments may be submitted by phone at 541-336-2247 extension 2130 or by email to planning@cityoftoledo.org. The meeting is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodation for persons with disabilities should be made at least 48 hours in advance of the meeting by calling the Toledo Planning Department at 541-336-2247.

TOLEDO PLANNING COMMISSION MINUTES

A regular meeting of the Toledo Planning Commission was called to order at 6:00 pm by President Cora Warfield. Commissioners present: Brian Lundgren, Anne Learned-Ellis, Ricky Dyson and Jonathan Mix (arrived at 6:04). Excused was Dennis Sutherland.

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

VISITORS: Cynthia George, Clair Juarez

APPROVAL OF THE JANUARY 14 AND FEBRUARY 11, 2026 MINUTES:

It was noted that the January 14th minutes had a typo for the word “Item” on Page 2.

It was moved and seconded (Lundgren/Warfield) to approve the January 14 and February 11, 2026 minutes as circulated and reviewed by the Planning Commission. The **motion passed**, with Dyson abstaining and noting the absence of Mix and Sutherland.

Commissioner Mix entered the meeting at this time.

WORKSESSION: Traffic Calming Ordinance:

CP Peterson reviewed the history of the project and noted that the next steps would be to provide public outreach of the proposal and then schedule the ordinance for hearing. He reviewed the proposed ordinance, traffic device options, application procedures, vehicle trip counts, decision criteria, and public hearing/appeal procedures. The ‘boundary area’ term was discussed if a neighborhood has vacant lots or public parks.

Commissioners discussed street grade for traffic control devices and staff will review a few street grades to provide examples. Commissioners also discussed speed hump designs, speed limits, speed enforcement, and the need for a speed survey to determine average traffic speeds in relation to posted speed limits. Commissioners reviewed the funding options, specifically that the applicant and neighborhood can fund the improvements or the City Council could establish a fund for these types of requests.

It was the consensus of the Planning Commissioners to move the draft ordinance forward.

Commissioners discussed the option of placing stop signs at intersections, making a three or four-way stop to help slow traffic. There are safety concerns at SE 6th Street/SE Fir Street intersection and staff will bring this concern to Public Works for consideration.

DISCUSSION ITEM: Updates and Reports:

CP Peterson noted that starting in May, the meeting time goes back to 6:30 pm. The 6:30 meeting time is for the months of May through October.

STAFF COMMENTS:

Commissioners were reminded to submit their annual Oregon Government Ethics Commission reports.

COMMISSIONER COMMENTS:

Commissioner Learned-Ellis wished everyone a safe month.

Commissioner Mix reported there may be drought conditions this year. He announced a trivia fundraiser for the Summer Festival on April 24th, and the Toledo Fire Department open house is on April 18th.

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

Planning Technician

President

PLANNING COMMISSION WORK SESSION

Toledo Parks and Recreation Master Plan

Plan Contents and Chapter Overview

City of Toledo, Oregon

Prepared by Oregon Cascades West Council of Governments

2026

Purpose of Today's Work Session

This work session walks the Planning Commission through the contents of the draft Toledo Parks and Recreation Master Plan, section by section. The goal is to give the Commission a clear picture of how the plan is organized, what each section will contain, and where input is most useful before the draft is finalized for public review.

01

How the plan is organized

Executive summary, eight sections, and an appendix that together form the adopted plan.

02

What each section contains

Purpose, key content, and how survey input, inventory work, and partner coordination are reflected.

03

Where Commission input helps

Goals and policies, recommendations, and priority recommendations are most shaped by Commission feedback.

Document Structure

The plan follows a standard parks master plan structure. It moves from context, through analysis and engagement, into a clear set of goals, recommendations, and an implementation strategy.

ES	Executive Summary	Key findings, system at a glance, priority recommendations
1	Introduction	Purpose, scope, planning horizon, relationship to other plans
2	Community Context	Planning area, demographics, growth, climate and natural setting
3	Planning Process	Process overview, timeline, engagement methods, steering committee
4	Existing System Inventory	Park classifications, inventory, facilities, trails, condition
5	Community Engagement Findings	Survey results, public meeting themes, stakeholder input, key themes
6	Needs Assessment	Level of service, park access and equity, key issues and opportunities
7	Goals and Recommendations	Vision, five goals and objectives, action plan
8	Implementation	Capital priorities, funding and partnerships, O and M, equity and access
A	Appendix	Survey instrument, results, inventory sheets, maps, meeting summaries, glossary

Executive Summary

A short, accessible overview of the plan written for elected officials, partners, and community members who may not read the full document.

WHAT THIS SECTION CONTAINS

■ Key findings

Plain-language summary of what the inventory, survey, and analysis showed about Toledo's parks system.

■ System at a glance

Headline numbers: 14 parks, 23.81 total acres, acres per 1,000 residents, miles of trails.

■ Priority recommendations

Top recommendations: reinvestment in existing parks, trail expansion, accessibility, partnerships, and natural area stewardship.

WHY IT MATTERS

The Executive Summary is often the most-read part of an adopted plan. It needs to clearly communicate the plan's direction in one to two pages so grant reviewers, council members, and residents can quickly understand what the plan recommends and why.

Introduction

Establishes why the plan exists, what it covers, the time horizon it looks across, and how staff, officials, and residents should use it as a working document.

WHAT THIS SECTION CONTAINS

- **Purpose of the plan**
Long-range framework for planning, developing, and maintaining Toledo's parks, trails, recreation facilities, and programs.
- **Scope and planning horizon**
Geographic scope (city limits and urban growth boundary) and time horizon for the plan.
- **Relationship to other plans**
How this plan connects to the Toledo Comprehensive Plan, Capital Improvement Plan, and Oregon SCORP.
- **How to use this plan**
Guidance for staff, elected officials, partners, and the public on how to reference and apply the plan.
- **Plan organization**
Roadmap of the eight sections that follow, so readers can navigate the document.

SECTION 2

Community Context

Describes the demographic, geographic, and growth conditions that shape demand for parks and recreation in Toledo.

WHAT THIS SECTION CONTAINS

- **Planning area**
Toledo's setting as a small coastal-region community with a working waterfront, forested hills, and connection to the Yaquina River.
- **Demographics and population**
Population trends, age distribution, household composition, and other factors that influence what residents need from the park system.
- **Growth and development patterns**
Where growth is occurring and how it affects future parks demand and acquisition opportunities.
- **Climate, geography, and natural resources**
Terrain, waterways, and natural features that shape both recreation opportunities and maintenance considerations.

DATA SOURCES

Census and ACS data, Toledo Comprehensive Plan, Lincoln County information, and City GIS layers. Maps and tables carry most of the content; the narrative stays short.

Planning Process

Documents the steps used to develop the plan, who was involved, and how community input shaped the work.

WHAT THIS SECTION CONTAINS

■ **Process overview**

OCWCOG led process in partnership with City staff, the Planning Commission, and the City Council.

■ **Project timeline**

Five phases: project initiation, inventory and engagement, analysis and findings, recommendations, and adoption.

■ **Engagement methods**

Community survey, public meetings, work sessions, and partner coordination with key recreation providers.

■ **Steering involvement**

Role of the Planning Commission and City Council in reviewing findings and shaping the plan throughout the process.

ENGAGEMENT BY THE NUMBERS

206 community survey responses. Multiple public meetings and work sessions. Direct coordination with key recreation partners and special districts.

Existing System Inventory

Documents what Toledo currently has: parks, facilities, trails, programs, and the condition of those assets. This section grounds the rest of the plan in real on-the-ground data.

WHAT THIS SECTION CONTAINS

- **Park classification system**
Mini, neighborhood, community, and regional parks, plus special use sites and natural areas, with size and service area definitions.
- **Parks inventory**
Each park by name, classification, acreage, address, ownership, and key amenities, supported by the parks system map.
- **Recreation facilities and amenities**
Playgrounds, shelters, restrooms, courts, fields, and specialty amenities across the system.
- **Trails and connectivity**
Existing trails and pathways, surface types, and active transportation links.
- **Programs and services**
Recreation programming, library programs, and aquatic programming through the Pool District.
- **Condition assessment summary**
Park-by-park condition ratings and key issues identified during inventory walk-throughs.

Community Engagement Findings

Brings together what residents, stakeholders, and partners said throughout the planning process. This is where the survey results and public meeting themes are summarized.

WHAT THIS SECTION CONTAINS

■ Engagement summary

Headline numbers: 206 survey responses and public meetings held during the planning process.

■ Community survey results

Satisfaction, facility use, top priorities, equity priorities, and preferred communication channels.

■ Public meeting themes

Major themes from work sessions, open houses, and outreach events.

■ Stakeholder input

Input from the Planning Commission, City Council, partner agencies, and other community stakeholders.

■ Key themes

Crosscutting themes that emerged across all engagement, used to frame the needs assessment in Section 6.

TOP RESIDENT PRIORITIES

Improve and maintain existing parks. Expand trails and walking connections. Address basic amenities, restrooms, lighting, and accessibility. Strong support for youth programming and family-oriented recreation.

Needs Assessment

Translates the inventory and engagement findings into a clear picture of where the system is meeting community needs and where gaps exist.

WHAT THIS SECTION CONTAINS

- **Level of service analysis**
Compares current parkland, playgrounds, sports fields, trail miles, and shelters against benchmark standards and projected 10-year needs.
- **Park access and equity**
10-minute walk analysis to identify neighborhoods with strong access and areas where access is more limited.
- **Key issues**
Aging infrastructure, deferred maintenance, accessibility barriers, and access gaps in growth areas.
- **Key opportunities**
Partnerships with the school district, parkland dedications through new development, grant funding for trail connectivity, and waterfront access.

WHY THIS SECTION MATTERS

The needs assessment is the bridge between what we have, what residents asked for, and the goals and recommendations that follow. It supports grant applications by documenting demonstrated need.

Goals and Recommendations

Sets the direction for the plan. Built on a vision statement and five goals tied to the Toledo Comprehensive Plan, Statewide Planning Goal 8, and SCORP priorities. Each goal is supported by policies that guide day-to-day decisions.

FIVE GOALS ORGANIZE THE CITY'S RECREATION DIRECTION

GOAL 1

Planning, Design, and Maintenance

Provide and maintain a diversified system of safe, attractive, and functional parks.

GOAL 2

Parks and Recreation Programs

Promote parks, programs, and events as part of Toledo's livability and identity.

GOAL 3

Connectivity

Create a citywide network linking parks, neighborhoods, schools, and the waterfront.

GOAL 4

Natural Assets and Open Space

Protect and enhance natural resources, scenic areas, waterfronts, and open spaces.

GOAL 5

Funding and Implementation

Facilitate funding for acquisition, development, maintenance, and stewardship.

Recommendations and Action Plan

Beyond the vision and goal framework, Section 7 includes the policies and the action plan that translate the goals into specific items the City can carry forward.

WHAT THIS SECTION CONTAINS

■ **Vision statement**

Short statement describing the long-term direction for Toledo's parks and recreation system.

■ **Goals and policies**

Five goals, each supported by policies that guide capital investment, maintenance, partnerships, programming, connectivity, and funding.

■ **Action plan**

Specific action items linked to each goal, with responsible party, timeline, priority level, and estimated cost.

■ **Alignment with statewide guidance**

Goals tie to Statewide Planning Goal 8 and SCORP priorities for close-to-home recreation, accessibility, non-motorized connections, and stewardship.

WHERE COMMISSION INPUT MATTERS MOST

The goals and policies are the heart of the adopted plan. Commission feedback at this stage helps make sure the plan reflects Toledo's priorities and is workable for staff to implement.

Implementation Strategy

Translates the goals and recommendations into a workable strategy for putting the plan into action over the life of the document.

WHAT THIS SECTION CONTAINS

- **Capital improvement priorities**
Projects organized into short-term (Year 1-3), mid-term (Year 4-7), and long-term (Year 8-10+) phases, with estimated costs and likely funding sources.
- **Funding and partnerships**
General Fund, system development charges, OPRD and LWCF grants, partnership opportunities, and other funding tools available to Toledo.
- **Operations and maintenance**
O and M needs, staffing, deferred maintenance, and the importance of planning for long-term costs before adding new facilities.
- **Equity and access**
Geographic, demographic, and programmatic equity. ADA compliance. Targeted outreach to underrepresented residents.

EQUITY PRINCIPLES

All residents within a 10-minute walk of a park. Investment priorities address historically underserved areas first. Facilities meet or exceed ADA standards. Engagement reaches underrepresented groups.

Supporting Materials

Technical detail and source materials that support the body of the plan but are too detailed for the main chapters.

WHAT THIS SECTION CONTAINS

- **A. Community survey instrument**
Full text of the survey questionnaire used to gather resident input.
- **B. Detailed survey results**
Full tables and summaries from the 206 survey responses.
- **C. Park inventory sheets**
Individual inventory sheets for each park, with photos, amenities, and condition notes.
- **D. Maps**
System map, trails map, walkshed and access maps, and other supporting maps.
- **E. Meeting summaries**
Summaries from public meetings, work sessions, and stakeholder coordination.
- **F and G. Glossary and references**
Definitions of planning terms used in the document, plus all data sources, plans, and standards referenced.

Discussion Questions

Commission Input on :

Q1

Plan organization

Does the eight-section structure make the plan easy to navigate for residents and decision makers? Is anything missing?

Q2

Goals and policies

Do the five goals reflect the right priorities for Toledo? Are there policies under each goal that should be added, refined, or removed?

Q3

Priority recommendations

Do the priority recommendations align with what the Commission is hearing from residents? What should be elevated or de-emphasized?

Q4

Implementation

Are the short, mid, and long-term phases realistic for a city of Toledo's size and capacity? What partnerships should be highlighted?

Next Steps

OCWCOG will continue refining the draft based on Commission and Council feedback, with the goal of bringing forward a complete public review draft.



Refine the draft

Incorporate feedback into goals, policies, and recommendations. Continue building out the inventory, needs assessment, and implementation sections.



Complete remaining content

Finalize maps, level of service analysis, capital improvement priorities, and individual park inventory sheets.



Public review draft

Release the full draft for public review. Hold open house and public comment opportunities.



Adoption

Planning Commission recommendation hearing. City Council adoption hearing. File notice of adoption.

THANK YOU

Discussion and Direction

Toledo Parks and Recreation Master Plan

Oregon Cascades West Council of Governments