

City Hall
206 N. Main St.
Toledo, Oregon 97391
6:47 p.m.



TOLEDO CITY COUNCIL
City Council Work Session
June 24, 2026

****THERE WAS NO SOUND FOR THE FIRST THREE (3)
MINUTES OF THE VIDEO****

1. Call to Order and Flag Salute

- a. The City Council Work Session was called to order on Wednesday, June 24, 2026, at 6:47 PM at Toledo City Hall, 206 N. Main St, Toledo, OR 97391. The meeting was held in a hybrid format, with Council and staff present in person and the public invited to attend electronically.

2. Roll Call & Quorum Determination

- a. City Recorder Johnson took roll call and determined a quorum is present.

Seat #	Council Member	Present	Via Zoom	Absent
n/a	Mayor Mix	X		
2	Council President Chambers	X		
1	Councilor Riley	X		
3	Councilor Kauffman	X		
4	Vacant Seat			
5	Councilor Keating	X		
6	Councilor Burns	X		

- b. Staff Present: City Manager Rich Huebner and City Recorder Paul Johnson
c. Staff Online: Interim Finance Director Judy Richter and City Attorney Souvanny Miller
d. The City Manager noted that roll call had been taken prior to the recording commencing and that a quorum was established, with all six current Council members present.

3. Discussion and Information Items

- a. Rezoning
i. The City Manager provided context, noting that the rezoning discussion was initiated in part by an issue involving Seabreeze, a food vendor seeking to operate in the Port of Toledo parking lot. The lot is divided by an informal boundary at 2nd Street, with the northern portion zoned "Public Lands" and the southern portion zoned "Water Dependent." Despite there being no physical property line between the two sections,

they constitute separate parcels. Seabreeze sought to operate and leave their vehicle overnight in the northern portion, where overnight stays are not permitted under that zone's criteria; the southern portion permits overnight vehicle stays, but was not the vendor's preferred location due to its distance from the boat ramp and restrooms.

- ii. Councilor Keating opened the substantive discussion by expressing confidence in the Planning Commission's authority over zoning matters, and indicated he did not wish for the Council to overstep into that body's jurisdiction. He raised a broader question about why portions of what appears to be a single property carry different zoning designations, and noted that a similar situation exists at the Elk's building. He suggested the city identify and evaluate other such parcels where zoning designations may have become inconsistent following consolidation.
 - iii. The Council broadly agreed that the appropriate next step was to task the Planning Commission with reviewing Toledo's zoning framework to identify and recommend changes that would make the city more food truck-friendly. Councilor Kauffman suggested that before doing so, a basic zoning primer would be beneficial, as terminology and classifications have changed significantly in recent years. The City Manager noted that City Planner Justin Peterson would be attending the July 15th regular meeting for a traffic calming ordinance discussion, and proposed adding a zoning primer to that agenda as well, with a potential joint meeting with the Planning Commission to follow. The Council expressed support for establishing regular joint meetings with the Planning Commission going forward.
 - iv. Councilor Keating also noted that the discussion had reminded him that the "orphan roads" question, concerning roads partially within city limits that are partially county-owned, had not been revisited since the fall. The City Manager acknowledged this and committed to placing it back on the tracking list.
- b. Supporting Food Trucks in Toledo
- i. This item was discussed in conjunction with Item 3a. Council members broadly expressed support for removing unnecessary barriers to food truck operations in Toledo, recognizing the operational flexibility food trucks offer small businesses in a tourism-dependent, seasonally variable market.
 - ii. Council President Chambers member raised a concern about ensuring that any zoning flexibility not come at the expense of established brick-and-mortar restaurants, which bear significantly higher barriers to entry due to System Development Charges (SDCs) and traffic impact fees. The sentiment expressed was that the Council should seek to lower barriers for all businesses equitably, rather than creating an uneven playing field.
 - iii. Council also discussed the importance of food trucks not displacing limited parking near Main Street storefronts, as maintaining accessible parking is considered essential to supporting existing downtown businesses. The general consensus was that food trucks are most beneficial when they draw additional visitors to Toledo and complement, rather than

- compete with, existing commercial activity.
- iv. The City Manager noted that the Seabreeze situation is somewhat unique in that the vendor sought a semi-permanent location, whereas most food trucks operate on a day-to-day, mobile basis across multiple communities.
 - v. The question of business license compliance was raised. The City Manager confirmed that any business operating regularly in Toledo is required to hold a city business license, and indicated he would raise the matter of enforcement consistency with the city's code enforcement officer. It was clarified that vendors participating in the Thursday Farmers Market are covered under the Chamber of Commerce's umbrella business license and are therefore not individually required to obtain one.
- c. Transportation
- i. Councilor Keating reported that this item had originally been placed on the agenda several months prior, following a serious accident at the intersection of Highway 20 and OR-229. He noted that he had recently been appointed to the executive committee of the Cascades West Area Commission on Transportation (CWAC), and that a CWAC meeting was scheduled for the following day, after which he expected to have further updates for the Council.
 - ii. Councilor Keating reported that the OR-229/Highway 20 intersection has been placed on ODOT's list of top priority projects for the upcoming fiscal year, with Highway 20 overall being a major focus area. Contributing factors include a significant increase in traffic at that intersection resulting from a landslide that has redirected vehicles previously traveling from the north through an alternate route via OR-229. The specific improvement to be implemented has not yet been determined; options under consideration may include a traffic signal, a roundabout, or a more comprehensive reconstruction, each of which presents constraints due to private property, existing driveways, and the proximity of Depot Slough to the intersection.
 - iii. Council President Chambers suggested that if Council advocacy through a formal resolution or joint statement could assist in advancing the intersection improvement, such an action would be welcome.
 - iv. Mayor Mix raised the condition of the east junction entry into Toledo, describing it as significantly deteriorated.
- d. Event Permit Ordinance
- i. The City Manager opened the discussion by noting that the Council's existing event permitting framework has generated several practical questions during application, including how to handle situations where an organizer does not anticipate reaching the 50-person threshold triggering permit requirements but ultimately does. The general sense expressed was that operators acting in good faith within the spirit of the ordinance should not face punitive consequences, but that the framework should be clear enough to avoid ambiguity.
 - ii. Council members noted that the primary goal in earlier discussions had been consistent and equal application of the ordinance across all qualifying events, having begun with a focus on the Thursday Market

before being broadened. Questions were raised about the applicability of the permit requirement to private property events and events protected under freedom of assembly, such as church gatherings. The City Manager indicated that the ordinance as written appears to apply to events open to the general public, not to private invite-only gatherings, and committed to reviewing the relevant language with the city attorney to clarify and refine it as needed.

- iii. City Recorder Johnson raised the issue of process streamlining, noting that current permitting requires applicants to complete multiple separate forms, including a general event application, a parade and processions application, and a city alcohol permit in addition to the OLCC permit, some of which may be redundant in light of current state-level requirements. He indicated that some of these redundancies may be driven by existing ordinance language, which would require Council action to resolve. Council members expressed broad support for staff bringing forward any recommended consolidations or simplifications, with the expectation that such changes would be approved expeditiously. The City Manager and city attorney were directed to review the ordinance and return with recommendations.
- e. City Fee Schedule
 - i. City Recorder Paul Johnson presented the updated city fee schedule for Council review. He noted that the fee schedule undergoes an annual review, with the most notable changes this cycle occurring in the Planning Department, which saw approximately a four percent increase with fees rounded to whole numbers. The updated schedule was included in the meeting packet, and staff indicated the intent to place it on the consent agenda for adoption at the following week's regular meeting, effective July 1st.
 - ii. The City Manager noted that going forward, staff intends to align annual fee schedule reviews with the start of the budget year so that changes take effect as close to July 1st as possible, rather than at irregular intervals. Utility fees are handled on a slightly different schedule given that they are billed in arrears. One outstanding item, language related to public records request fees, was flagged by City Recorder Johnson for further discussion with the city attorney prior to the next meeting.

4. Issue Tracker & Future Agenda Items

- a. Council Issue Tracker
 - i. No specific changes to the issue tracker were discussed beyond items raised under Future Agenda Items.
- b. Future Agenda Items
 - i. Several topics were identified for future Council discussion:
 - ii. Council President Chambers proposed that the Council consider developing a more aggressive blight ordinance, featuring an escalating fine schedule for properties with persistent code violations or physical deterioration. The stated goal was compliance, including demolition of a blighted structure if necessary, rather than punitive revenue collection.

Council discussion noted that at least one government-owned building in the city presents an ongoing blight concern, and that the city needs a stronger tool to compel action from property owners, including other public entities.

- iii. Separately, Councilor Keating proposed a discussion of vacancy-related fees for commercial properties, citing the City of Pendleton's recently adopted ordinance as a model. He described the challenge facing prospective businesses seeking to locate on Main Street including above-market rental rates, deferred maintenance costs, and property owners unwilling to negotiate and expressed interest in mechanisms that could either incentivize or penalize property owners in ways that encourage occupancy and investment. Another Council member expressed that her own thinking on this issue had evolved, and that she now views commercial property ownership on a main thoroughfare as carrying a community responsibility beyond individual property rights. Staff was asked to research other Oregon municipalities with similar vacancy fee ordinances and report back.
- iv. Councilor Keating also raised the possibility of a more proactive role for the Urban Renewal Agency in directly engaging property owners of significantly blighted or underutilized properties to explore improvement opportunities.
- v. The City Manager was asked to follow up with Lisa from the Humane Society regarding the previously discussed feral cat ordinance, which had stalled following her extended absence. Councilor Keating offered to facilitate that connection directly.

5. Adjournment

- a. Prior to adjournment, the Mayor presented a sympathy card on behalf of the City of Toledo addressed to the City of St. Helens, following the tragic passing of St. Helens City Administrator John Walsh, who had served that community for nearly 14 years. The card was read aloud and circulated for Council and staff signatures before being sent to St. Helens. The meeting was adjourned at 7:52 PM.

APPROVE:


Mayor Tracy Mix

ATTEST:


City Recorder Paul Johnson