

Toledo City Hall
Council Chambers
206 N Main St. Toledo OR
September 10, 2025
6:30 pm

AGENDA

TOLEDO PLANNING COMMISSION

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 AUGUST 13, 2025 MINUTES as circulated and reviewed by the Planning Commission
4. DISCUSSION ITEMS:
 - a. Traffic Calming Review
 - b. Updates and Reports
5. STAFF COMMENTS
6. COMMISSIONER COMMENTS
7. 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 6:30 pm by President Cora Warfield. Commissioners present: Brian Lundgren, Jonathan Mix, and Dennis Sutherland. Excused were Anne Learned-Ellis and Ricky Dyson,

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

ELECTION OF OFFICERS FOR THE 2025-2026 FISCAL YEAR:

It was moved and seconded (Sutherland/Mix) to nominate and elect Cora Warfield for President and Brian Lundgren for Vice President. The **motion passed** unanimously, noting the absence of Learned-Ellis and Dyson.

VISITORS: Dewey and Carol Goodell, Dave Loomis, Tracy Mix

APPROVAL OF THE JUNE 11, 2025 MINUTES:

It was moved and seconded (Mix/Lundgren) to approve the June 11, 2025, minutes as circulated and reviewed by the Planning Commission. The **motion passed** unanimously, noting the absence of Learned-Ellis and Dyson.

PUBLIC HEARING: SUBDIVISION TO CREATE SEVEN LOTS FOR PROPERTY LOCATED AT NW 5TH STREET/BUS. HWY 20/BAY BLVD (FILE #SD-1-25), REQUESTED BY DEWEY AND CAROL GOODELL:

President Warfield opened the public hearing by stating the nature and purpose. There were no declarations of ex parte contact, bias, or conflict of interest. The statements of rights and relevances and rights to appeal were then read. There was discussion about the delays with mail delivery and options for picking-up a printed copy of the packet if needed.

Staff Report: CP Peterson reviewed the staff report as on file at City Hall. The request is for a subdivision of a 6.7 acre property into seven lots. The existing property contains three residential dwellings (Proposed Lots 3, 4, and 5), an auto part shop (Lot 2), a carwash facility (Lot 1), and two truck shops (Lots 6 and 7). The homes and businesses are all on one lot and the property owner wishes to divide the property into seven lots to have each building on a separate lot. The proposed lots range in size from 2,600 square feet to 3.5 acres. The property is located in the Light-Industrial (L-I) and Commercial Zones. The property has a drainage way crossing the site, possible wetlands at the drainage area, and is located in the floodplain. City water and sewer are available and currently serve the property.

CP Peterson reviewed the L-I and Commercial Zone standards and the non-conforming use standards. The three residential homes are currently located in the L-I Zone. The property owner may look into a rezone to a residential zone in the future, but this subdivision application does not include a rezone request. Lots 6 and 7 would be conforming uses.

CP Peterson reviewed subdivision and Comprehensive Plan criteria. He noted that the subdivision

code was recently updated, but the owner submitted the application before the new code language went into effect. The owner chose to use the old subdivision code criteria for this application.

Each lot currently has road access and NW 5th Street will be dedicated to the City with this process. Most of the travelled area of NW 5th Street is currently located on the applicant's property and the plat will dedicate the area to the City. Highway 20 is fully built out, but N Bay Boulevard does not have sidewalks. A deferred improvement agreement can be listed as a condition of approval and can be utilized to defer sidewalks on Bay Blvd. The agreement would need to be signed and recorded before a final plat can be recorded.

CP Peterson continued review of the lot standards, frontage, access, zone standards, easements, and proposed conditions of approval. Staff recommends approval with the proposed conditions of approval. If approved, the applicant has one year to finalize the plat. The final plat will then need to be submitted to staff and Planning Commission for final approval.

Applicant Testimony: Dewey Goodell reported that they would eventually like to sell the lots, but retain the lot that has his existing shop. The shop has access to Bay Boulevard and was built in 1980.

Proponent Testimony: None.

Opponent Testimony: None.

Other Interested Parties: None.

Questions by Commission: President Warfield asked if the applicants had any questions about the proposed conditions of approval. Commissioner Mix noted the irregularity of the 5' jog into 5th Street for the three residential homes. CP Peterson stated that 5th Street was never dedicated and the existing homes are very old.

Visitor Tracy Mix asked about street maintenance for NW 5th Street. CP Peterson clarified that, once dedicated to the City, the City would be responsible for repair/maintenance.

Deliberations: The public hearing was closed and the Commission entered into deliberations. Commissioners discussed proposed conditions.

It was moved and seconded (Sutherland/Lundgren) that based on the testimony received, the staff report, and the evidence and arguments before the Planning Commission at the public hearing on August 13, 2025, the Planning Commission finds that the request by Dewey and Carol Goodell, and Dave Loomis (authorized agent) (SD-1-25) complies with the criteria identified in Toledo Municipal Code, Titles 16 and 17, including the criteria identified in Toledo Municipal Code, Section 16.08.070. The Planning Commission hereby adopts the staff report as findings, as well as the proposed conditions of approval for SD-1-25, and allowing for the correction of typographical and grammatical errors.

The **motion passed** unanimously, noting the absence of Learned Ellis and Dyson.

DISCUSSION ITEMS: Traffic Calming Introduction:

CP Peterson reported that the Planning Commission will see this topic for discussion next month. Traffic calming devices, such as speed bumps/humps, speed tables, roundabouts, bulb-outs, etc. have been requested by community members, but the City does not have a formal process to review new features or traffic calming options. The City Council has been hearing the concerns and issues, but has asked for the Planning Commission to review the options and establish a process to be reviewed for recommendation/installation.

City Councilor Tracy Mix confirmed that there have been residents asking for speed bumps to address the high speed and safety concerns. The Council would like the Planning Commission to work on a process to address the concerns and requests.

Commissioners discussed various options to reduce speed, enforcement, and costs to create the various features. There should also be neighborhood involvement in the process.

Commissioner Sutherland asked for an update on the Memorial Field restroom project. CP Peterson reported that the engineer submitted draft plans and they are still being updated. The insurance company must approve all updates and because the building is in the floodplain, replacement has been harder.

DISCUSSION ITEMS: Grant Updates:

Arcadia Park tennis courts have been resurfaced for tennis and pickle ball courts. The grant is nearing a final close-out.

The Safe Routes to School grant is in the works for a modification to allow the feedback signs at the elementary school to be hardwired. The solar signs are not getting enough light to be used. The 10th Street pedestrian crossing signs are done.

DISCUSSION ITEMS: Building Permit and Land Use Application Updates:

The building permit log was included in the packet. Planning staff is able to answer questions.

STAFF COMMENTS: CP Peterson reported the Lincoln County Natural Hazards Mitigation Plan is now in the public comment period. The City will send the survey out to Commissioners and have a link on the website.

COMMISSIONER COMMENTS:

President Warfield asked about a recent article that listed \$640,000 awarded to the City of Toledo for housing. CP Peterson stated that the funds are for water line upgrade, traffic study, and sewer lining for the Olalla Meadows housing project.

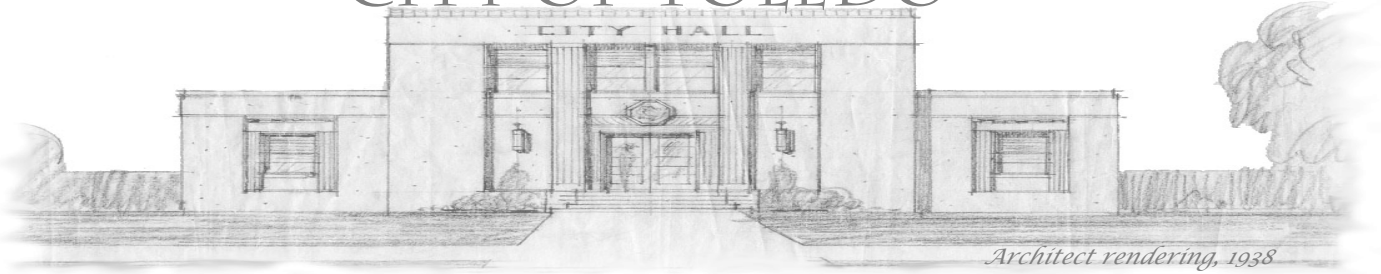
President Warfield also announced that builder John Robinson will soon complete the triplex on A Street and plans to host an open house.

There being no further business before the Commission, the meeting was adjourned at 7:26 pm.

Planning Assistant

President

CITY OF TOLEDO



TO: Toledo Planning Commission Members

FROM: Justin Peterson, Contract Planner

DATE: September 3, 2025

RE: Traffic Calming Discussion

At the August 2025 Planning Commission meeting the Planning Commission members were introduced to the topic of Traffic Calming.

Background

The City Council previously had discussions about the concerns of speeding and other dangerous behavior on roads within Toledo. The discussions stem from residents asking for speed bumps to improve safety in their neighborhood. Interim City Manager David Clyne asked Toledo Staff to bring the issue to the Planning Commission for discussion and action. Currently the City of Toledo does not have a formal process for approving traffic calming measures.

What is Traffic Calming?

Traffic Calming comes in many forms of physical measures to slow traffic. Other forms of slowing traffic include enforcement and speed displays. Physical measures include vertical changes (e.g. speed humps), constrictions (e.g. street narrowing, pinch points), narrow pavement widths (e.g. medians), traffic circles, and landscaping.

Goal

Traffic calming techniques are used to address a variety of quality of life and transportation safety concerns. Cities use a number of different techniques and devices to calm traffic and manage traffic flow throughout the street system.

Examples

Staff attached the City of Happy Valley and City of Eugene processes as a jumping off point for the conversation.

Part of the role today is to determine what street improvements make sense to be allowed in the City of Toledo. The two examples above are meant to guide the conversation.

Questions to consider

- What process/procedures should be taken to request a traffic calming device?
- How should projects be determined as eligible? Public Works review? What criteria?
- Who should be the approval body? How should notice occur?
- How should projects be funded? Neighborhood? (Note: any city dedicated funding would need to be approved by City Council through the budgeting process).

Staff ideas

- Require the neighborhood to talk to the police department about enforcement first.
- Require at least 5 property owner signatures or 51% of the neighborhood on an application form.
- Require a Public Works review.
- Applicability only on neighborhood streets and not collectors.
- Notice the neighborhood as part of a Public Hearing Process.

Attachments

- City of Happy Valley Traffic Calming Policies and Procedures
- City of Eugene Procedure



City of Happy Valley Traffic Calming Policies and Procedures

The City of Happy Valley is committed to maintaining and improving the livability and safety of its neighborhoods. We are supportive of implementing traffic calming techniques in situations where warranted and eligibility criteria are met.

Neighborhood traffic calming is designed to reduce the negative impacts of traffic on neighborhood streets and to improve safety. This is a collaborative process involving the neighborhood residents, City staff, and emergency service agencies.

Traffic calming consists of operational measures such as enhanced police enforcement, speed displays, and a community speed watch program, as well as such physical measures as signage, pavement markings, chokers, chicanes, traffic circles, speed bumps/humps, and raised crosswalks.

The effects of installing a traffic calming device are generally positive. However, there are sometimes negative consequences as well. Which include; increased traffic noise, degraded air quality, and increased energy consumption? Additionally, many times the “undesired” traffic is simply diverted to a different street.

Traffic calming measures include a wide variety of methods which include; vertical changes in the street (e.g., speed humps, raised intersections), lateral changes in the street (e.g., chicanes), constrictions (e.g., street narrowing, islands, pinch points), narrow pavement widths (e.g., medians, edge treatments), traffic circles, small corner radii, gateway features, and landscaping. Traffic calming measures within the City of Happy Valley shall comply with City standards.

The procedures shall be consistent with adopted Citizen Traffic and Public Safety Committee and City Council processes. The process for implementation of a traffic control device is a phased program; the first phase is education and enforcement, the second is eligibility and prioritization for funding, and the third is design, testing, implementation, and evaluation.

Neighborhoods are required to coordinate their requests through the Citizen Traffic and Public Safety Committee and City of Happy Valley Public Works Departments.

Project Eligibility

Screening of potential projects is necessary to determine whether there is a significant traffic problem in the neighborhood that may benefit by implementing a traffic calming measure.

Streets may be considered for installation of traffic calming devices when all of the following criteria are met:

1. The posted speed is 30 mph or less.
2. The 85th percentile speed of vehicles (measured over a 24-hour period) is at least 5 mph over the posted speed.
3. The street is not a primary emergency response route.
4. The street is a two-lane street and NOT classified as a collector or above.
5. The street grade does not exceed 8% and/or roadway curvature criteria.
6. A Traffic Safety Petition for the installation of a traffic control device has been signed by a simple majority (51%) of the affected neighborhood (as determined by the City) residents.

The City Engineer and/or Traffic Engineer may approve exceptions to these items on a case-by-case basis.

Procedures

When a resident or neighborhood identifies an apparent traffic problem they think should be addressed by the Citizen Traffic and Public Safety Committee and City of Happy Valley Public Works Department, the following process shall be followed:

1. Written Request:

An individual or neighborhood submits a written request for a traffic calming project evaluation to the City Community Services Department using the City's Traffic Control Device Request form. (See City forms in main menu). The traffic problem shall be identified in the request. Upon approval of the Citizen Traffic and Public Safety Committee, the request will be forwarded to the City Public Works Engineering Department for eligibility.

2. Information Sharing and Coordination:

Information Sharing - The City will assist neighborhoods interested in traffic calming by sharing information about the City's program. Coordination, education, and enforcement are emphasized in Phase One by requiring neighborhoods to coordinate with the City Community Services Department as the first step in this process. Staff gathers preliminary data about the identified problem and works with the neighborhood to determine a primary approach; e.g., possible participation in Neighborhood Watch, use of the speed wagon or photo radar, or implementation of less restrictive engineering solutions such as signing or striping. The City implements the approach.

3. Eligibility Determination:

Staff gather and analyze the traffic data for the project area. Using the Eligibility Criteria, the City Engineer and/or Traffic Engineer makes a determination of whether the project is eligible for installation of traffic calming measures. The requestor is notified of the eligibility determination.

Funding Options:

A neighborhood may choose to pay 100% of the project cost, or petition to form a Local Improvement District (LID) to fund the traffic calming project. Projects identifying an alternative funding option will be included on a list presented to the Citizen Traffic and Public Safety Committee and/or City Council for primary implementation, funding, and construction by the City. Upon approval by the

Council, projects funded 100% by the neighborhood may proceed ahead of other funded projects, subject to availability of the City resources required for the project. A neighborhood may choose this option at any point in the process. Projects funded by the neighborhood must follow all steps of these procedures. Project costs include the cost of construction, design, inspection, signage, project management, and (if needed) the cost of right-of-way acquisition.

Removal of Traffic Calming Measures:

The Citizen Traffic and Public Safety Committee will consider removal of traffic calming measures if a petition is received indicating that at least 67% of the properties within the Project Area support the removal. If written evidence is submitted clearly indicating that the owner of a property or tenant has chosen to abstain, the property or rental unit shall be deducted from the total number of properties and rental units prior to calculating the 67% majority. The Project Area boundary will be determined by the City and/or Traffic Engineer in accordance with the Project Area Guidelines. Only one person may sign the petition for each property and only one for each rental unit. The request will be processed through the Citizen Traffic and Public Safety Committee process.

Typical Effects of Traffic Calming

What to expect. A recent local jurisdiction evaluation of traffic calming projects reported the following findings during summer driving conditions. The data collected included the number of vehicles, the 85th percentile speed, and the percent over the posted speed. Our condensed representation of the study included the 17 residential projects with a posted speed of 25 mph. The average speeds and vehicles traveling over the posted speed of the study projects are shown below. The type of calming measure utilized for the analysis was not identified.

	<u>Before Implementation</u>		<u>After Implementation</u>	
<u>Posted Speed</u> <u>25mph</u>	85% speed	% over posted speed	85% speed	% over posted speed
<u>Results</u>	31.82 mph	45.53%	28.18 mph	24.0%

Based on this study the average speed reduction after implementation of the traffic calming device was 3.64 mph and the average percentile of vehicles that exceeded the posted speed was reduced by 21.53%.

The traffic calming program is intended to improve compliance with the posted speed limits. It is not intended to require drivers to travel significantly below the speed limit. Most vehicles should be able to travel through a traffic calming area at the speed limit.



Traffic Calming Procedure

Purpose

Traffic calming is the combination of mainly physical measures, such as speed humps and speed cushions that address concerns about speeding. This procedure is intended to be used to determine where it is appropriate to install traffic calming devices and how decisions will be made regarding installation of traffic calming devices.

Traffic calming design guidelines are contained within the Design Standards and Guidelines for Eugene Streets, Sidewalks, Bikeways and Accessways. The City of Eugene follows the Institute of Transportation Engineers' Guide to Vertical Deflection Speed Reduction Techniques when determining the placement and spacing of speed humps and speed cushions.

Initiation

A speed and volume study is required to determine whether a street is eligible for installation of traffic calming devices. A study for this purpose can be initiated in one of two ways:

1. A community member submits a Speed and Volume Study Request Form.
2. Staff determines that traffic calming should be considered as part of a capital project or transportation program such as Safe Routes to School or neighborhood greenways.

All speed and volume studies conducted for traffic calming reasons shall be minimum 24-hour speed and volume counts. Studies should be conducted in the spring or fall during the school year outside of any holidays that may unduly influence vehicle speeds and volumes. Studies should be conducted on a Tuesday, Wednesday, or Thursday.

Quantitative and Qualitative Criteria

To qualify for traffic calming devices to be installed, the speed and volume study should demonstrate that three thresholds are met:

1. More than 50 percent of the vehicles are travelling at or above the speed limit.
2. The 85th percentile speed is at least 5 miles per hour over the speed limit.
3. The average daily traffic (ADT) volume is at least 600.

Traffic calming devices have the potential to delay emergency vehicles and buses and they can also make snow plowing more difficult. To address snow plowing concerns, vertical deflection, such as speed humps and speed cushions, will not be used on streets with a grade above 8%.