

TOLEDO PLANNING COMMISSION MINUTES

A regular meeting of the Toledo Planning Commission was called to order by Vice President Brian Lundgren at 6:30 pm. Commissioners present: Anne Learned-Ellis, Ricky Dyson, Jonathan Mix, and Dennis Sutherland. Excused was by President Cora Warfield.

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

VISITORS: Tracy Mix

APPROVAL OF THE AUGUST 13, 2025 MINUTES:

It was moved and seconded (Learned-Ellis/Mix) to approve the August 13, 2025, minutes as circulated and reviewed by the Planning Commission. The **motion passed 3-0**, with Learned-Ellis and Dyson abstaining and noting the absence of Warfield.

DISCUSSION ITEMS: Traffic Calming Introduction:

CP Peterson reviewed the background of this discussion, noting that the City Council recently received citizen concerns for speeding/safety issues and had requested speed bumps to reduce speeds. The Council does not have a process to review this type of request and they asked the Planning Commission to establish a procedure to address the requests. The goal would be to create a process for citizen-initiated requests to be reviewed by staff, Planning Commission or City Council. Commissioners reviewed the various options used to reduce speed. CP Peterson presented several questions to guide the discussion in order to provide future policies, summarized below:

- Traffic counts would be helpful for the affected area.
- Devices could vary, depending on the location, street width, grade, etc. Possible options could range from speed bumps, speed humps, bulb-outs at intersections, signs, etc.
- Road classification, such as collector roads, would need to be considered. Road jurisdiction/authority must be reviewed.
- Neighborhood consensus, with 51% of the area or more than 5 neighbors, would show the need and support of the request.
- Reviewed processes from two other Oregon communities as an example.
- Enforcement needs to be considered and discussion with law enforcement agencies should occur in order to be eligible.
- Neighborhood surveys would be beneficial. Supporters could be either property owners or tenants. Both should be able to sign a petition to show support of the request. The City should create a general form for submittal. Neighbors would sign the form, petition, or survey.
- Information and the request should be submitted to staff with a checklist of items to include. The request could then be discussed by staff and to determine if the request is eligible for further review and then going to either the Planning Commission or City Council. If the City Council establishes a fund to finance the traffic calming projects, the Planning Commission could approve. However, if the funds are not pre-set, the City Council has to approve the

special funding for each project.

City Councilor Tracy Mix noted that if the item is a budget issue, it must go to the City Council. At this point the Council has not adopted funds for traffic calming devices. If the funds are established, it could be a permit program through staff and Planning Commission. The City Council gets a lot of tasks and if this issue can be addressed by staff/Planning Commission, the Council could focus on other issues.

- Would want to limit the features to certain streets and areas. Need to consider owner responsibility vs. City. Also, how would the projects be funded--as a grassroots effort from neighborhood fundraising, annual dedicated budget funds, grants, etc.
- Drainage would need to be addressed and street work must meet public design standards. Signage is also needed for the project sites.
- More police enforcement in the problem areas would also help the situation.

CP Peterson reported he could start drafting a document for review at a future meeting. This could include an application form and petition document. If the Council/Budget Committee address the budget needs next spring or through a supplementary budget, the requests could be considered by the Planning Commission.

STAFF COMMENTS: None.

COMMISSIONER COMMENTS:

Commissioner Sutherland asked for updates on two projects occurring on Bus. Hwy 20, one across from Burgess Road and one at Radio Court. CP Peterson reported that both sites will be reviewed with the code enforcement officer, as there are no new permits.

Commissioner Learned-Ellis announced the annual dog parade on October 11th. It was also noted that the garlic festival will be held the same day at Memorial Field.

There being no further business before the Commission, the meeting was adjourned at 7:25 pm.

Planning Assistant

Vice President