

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, Anne Learned-Ellis, Ricky Dyson, and Dennis Sutherland. Excused was Jonathan Mix.

Staff present: Contract Planner (CP) Justin Peterson, Public Works Director (PWD) Brian Lorimor, and Planning Assistant Arlene Inukai.

VISITORS: Doug Rider, Dayle Rider

APPROVAL OF THE SEPTEMBER 10, 2025 MINUTES:

It was moved and seconded (Dyson/Learned-Ellis) to approve the September 10, 2025, minutes as circulated and reviewed by the Planning Commission. The **motion passed**, with Warfield abstaining and noting the absence of Mix.

PUBLIC HEARING: ANNEX PROPERTY INTO THE CITY LIMITS AND REZONE FROM COUNTY R-1 TO CITY PUBLIC LANDS (FILE #AX-1-25/RZ-1-25), FOR PROPERTY LOCATED AT 2054 SE AMMON ROAD, REQUESTED BY PROPERTY OWNER CITY OF TOLEDO:

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. CP Peterson clarified the rights and relevance statement, noting the Planning Commission decision is a recommendation to the City Council and that the City Council makes the final decision on the request.

Staff Report: CP Peterson reviewed the staff report as on file at City Hall. He reported that the request is for an annexation of property and a portion of right-of-way (approximately .9 acres) and for a rezone to Public Lands Zone. The property is the site of the City's existing water storage tank, constructed in the 1970s and the tank is in need of replacement. The property is one of the remaining few lots in the Urban Growth Boundary (UGB) in the Ammon Road area. The proposed rezone would be from County R-1 to the City's Public Lands Zone, which would allow public use of the property.

CP Peterson reviewed the annexation/rezone criteria and proposed findings. The application meets the relevant criteria and policies. In 2024, the voters approved a bond measure to replace the tank. The project is in the design phase, but will need to go through the permitting stage for reconstruction. Notices of the annexation/rezone hearings have been sent. This also includes notice to Oregon Department of Revenue to review the map and legal description. As of today, they have not responded to the notice.

Applicant Testimony: Toledo Public Works Director (PWD) Brian Lorimor reported that the Ammon Road water tank holds approximately 1 million gallons and is deteriorating. The tank needs to be replaced and the voters passed a bond for the project. The City expects plans to be

finalized in the next few months. The lot is currently being surveyed and an updated survey map should be available soon.

Proponent Testimony: None.

Opponent Testimony: Doug Rider of 2080 Ammon Road, Toledo, asked if the tank is replaced, how that project would affect the wells in the area. PWD Lorimor reported that the water level in the tank would be taken down gradually, so not to cause area flooding. The City will follow the recommendations from the engineers to drain and protect the area. A geo-tech report will also have recommendations to protect the hillside.

Commissioner Sutherland asked if the water tank is removed, would the new tank be placed in the same location. PWD Lorimor responded that the project is still in engineering and once they have the plans, he could share with the Planning Commission. He expects the new tank will be in the same location, but it may not fit in the exact same footprint because the tank size could change.

Commissioners asked if Mr. Rider was satisfied with the applicants' information on his concerns. Mr. Rider stated he is satisfied with the information.

Other Interested Parties: Dayle Rider of 2080 Ammon Road, Toledo, asked if the proposal includes any other properties in the area. Commissioner Learned-Ellis confirmed that the request is only for the one lot, the remaining properties stay within the Urban Growth Boundary (UGB), outside of the City limits.

Applicant Rebuttal: CP Peterson confirmed that the request is only for the City-owned lot. The other four lots in the UGB remain outside of the City limits. The neighboring property owners would have to initiate an annexation request to be included in the City limits

Questions by Commission: President Warfield asked if the purpose of the annexation/rezone request is due to the rebuild project. CP Peterson reported that the property is in the R-1 Zone in Lincoln County and the tank was built around 1970. In the long-term it makes sense to be in the Public Lands Zone because of the current use and anticipated public improvements to the site.

Deliberations: The public hearing was closed and the Commission entered into deliberations. Commissioner Learned-Ellis stated that it makes sense for the facility to be in the City and the Public Lands Zone.

It was moved and seconded (Learned-Ellis/Lundgren) that based on the staff report and attachments, testimony and evidence presented to the Planning Commission at the public hearing on October 8, 2025 the Toledo Planning Commission recommends approval of the annexation and rezone request as meeting the applicable criteria including ORS 222.111 (1) and (2) and ORS 222.125, The 2023 Toledo Comprehensive Land Use Plan, and Toledo Municipal Code Section 17.80.050 and the Commission adopts the proposed facts and findings presented in the staff report, allowing for the correction of typographical and grammatical errors.

The **motion passed** unanimously, noting the absence of Mix.

The request will now move to the City Council on November 5, 2025.

DISCUSSION IEM: Traffic Calming Review: CP Peterson reported that this is a discussion continued from last month. He provided draft policy language for review. The draft document provides policies and goals. All road classifications could be considered, however, there may be specific measures that are suitable for collector roads vs. local roads. The draft creates procedures for the local roads. Projects for collector roads should be included in the Transportation System Plan. CP Peterson reviewed the draft, highlights are summarized below:

- Resident is defined as the property owner or renter. One resident per household (address).
- Traffic investigation procedures are established.
- Pedestrian intervals at stoplights are not applicable and can be removed.
- Crossing islands, chicanes, or diverters are also listed as an option.
- Design/location must be carefully considered so not to interfere with crosswalks, fire hydrants, driveways, etc.
- An application form would have to be created with associated signature page(s).

Commissioners discussed police enforcement and average daily traffic (ADT) counts. PWD Lorimor noted that Public Works can purchase a traffic counter to determine counts. Based on Commission discussion, there was a recommendation to reduce the ADT figure. Commissioners discussed traffic humps vs. bumps, features that are designed for emergency vehicles, and portable devices.

In reviewing the procedures for property owner-initiated requests, it was noted that a public hearing can be scheduled if the request is submitted with petitions and the hearing provides public notice. The Planning Commission can hold the first hearing and if it is appealed, the City Council makes the final decision. There is still the question of how the road work will be funded (neighborhood funded, City Council approves funds, grant options, etc.). If the proposal is City-initiated, it would still have to follow a similar process for a public hearing. Commissioners discussed adjusting the ADT count to 100, removing the maximum ADT, and providing traffic cameras or feedback signs to help address the speeding problems. Staff will also schedule a worksession with City Council to review the draft language.

DISCUSSION IEM: Planning Commission Meeting Time:

CP Peterson reported that this topic is on the agenda to confirm that Planning Commissioners still want to continue with winter/summer schedule for the start time of the meetings. Commissioners agreed to continue the practice and, starting at the next meeting, the meeting time will be 6:00 pm. The 6:00 pm meeting time will be from November through March.

DISCUSSION IEM: Updates and Reports:

CP Peterson announced the Parks Master Plan project has started. The Planning Commission will serve as the advisory board for the project and a kick-off presentation will soon be scheduled. Deer Park has had several improvements, including ADA improvements to the site. Arcadia Park has also been improved with tennis court improvements and restrooms. The Parks Master Plan will provide information for future goals and projects for the City's parks. A community survey will soon be released. The master plan project is grant-funded.

The City did not receive the grant to update the System Development Charge documents. The City can reapply in two years.

In follow-up to Planning Commissioner inquires in September, Toledo Code Enforcement Officer contacted two property owners for work done at Radio Court and NE Bus. Hwy 20. Commissioners also asked for updates on several derelict houses.

STAFF COMMENTS: CP Peterson stated that Planning Commissioners received an invitation to the open house for the triplex at 195 NW 6th Street.

COMMISSIONER COMMENTS: None.

There being no further business before the Commission, the meeting was adjourned at 8:00 pm.

Planning Assistant

President