

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, Ricky Dyson, Jonathan Mix, and Anne Learned-Ellis (arrived at 6:32pm). Excused was Dennis Sutherland.

Staff present: Contract Planner (CP) Justin Peterson, City Manager Rich Huebner, Grounds Maintenance Worker Brent Butler, and Planning Technician Arlene Inukai.

VISITORS: Justin Epiaka, Tracy Mix, Dave Loomis

APPROVAL OF THE MAY 13, 2026 MINUTES:

It was moved and seconded (Dyson/Lundgren) to approve the May 13, 2026 minutes as circulated and reviewed by the Planning Commission. The **motion passed** unanimously, noting the absence of Learned-Ellis and Sutherland.

Commissioner Learned-Ellis entered the meeting at this time.

DECISION ITEM: FINAL APPROVAL OF SUBDIVISION PLAT "LEEWAY INDUSTRIAL SITES", REQUESTED BY DEWEY AND CAROL GOODELL (FILE SD-1-25):

CP Peterson reported that the applicants submitted the final subdivision plat for adoption. In August, 2025, the Planning Commission reviewed and approved the preliminary plat and the next step is to bring back the final subdivision plat for approval. The staff report provides a checklist of items that are needed to finalize a subdivision. CP Peterson reviewed the checklist and noted that all items have been provided.

The subdivision would create seven lots at Business Hwy 20/Bay Boulevard/NW 5th Street. The area is already developed and each lot will serve each of the buildings and homes. The survey provides information on the historic surveys in the area and it was noted that NW 5th Street is located on the owners' property. The plat dedicates the 5th Street area to the public. The surveyor, Dave Loomis, is present if Commissioners have any questions. Commissioners reviewed the final plat and noted the following items:

- The checklist provides the subdivision criteria and conditions of approval. The listed items are marked as completed, not applicable, or will apply when development occurs.
- The three existing houses will be on small lots in the Light-Industrial Zone. The homes are considered pre-existing/non-conforming uses, but the owner could file a rezone request to have the homes in the residential zone.
- The owner has not expressed plans for future development. The seven lots are currently developed as various businesses and residential homes. The City is not expecting a lot of changes in the short-term, but the owner can sell the individual lots now. New owners could submit changes for future development.

It was moved and seconded (Learned-Ellis/Lundgren) that based upon a review of the Toledo Municipal Code criteria set forth in Sections 16.12.130 and 16.12.140 (code at time of approval)

and the conditions of approval of the preliminary plat Order dated August 18, 2025, the Planning Commission approves the final plat for Dewey and Carol Goodell, submitted on May 2, 2026, allowing for correction of grammatical or typographical errors, as needed. The **motion passed** unanimously, noting the absence of Sutherland.

WORKSESSION: PARKS MASTER PLAN PROJECT:

Justin Epiaka with Oregon Cascades West Council of Governments presented updates on the Parks Master Plan project and introduced Public Works staff member Brent Butler who is available for questions. Mr. Epiaka reviewed the document, summarized below:

- The draft vision statement was completed. Commissioners liked the statement language.
- A list of the parks was provided and includes possible improvements and future needs. Mr. Epiaka and Mr. Butler reviewed the individual sites and proposed projects.
 - Skate Park: Repair damaged/uneven surfaces, railing and curbs, and improve lighting.
 - Arcadia Park and Library Park: The disc golf course has been removed and cleaned up. There is discussion on creating a trail system linking the upper neighborhoods to the Library. This area could also be used as a nature preserve and area for educational programs for the Library. If improved, maintenance will be completed by the City as part of the regular park maintenance schedule. After the improvements are in place, it is not anticipated to be time consuming for regular maintenance. The Arcadia Park playground received equipment upgrades and ADA improvements. Drainage work is needed around the tennis court. Inspection and maintenance will be ongoing.
 - Fort Nye Park: Better on-street parking and access to play equipment is needed. Upgrades to the play equipment will be needed over time.
 - Glen Lyon Nature Park: The area was recently cleaned, masonry work completed, and path improvements completed. Additional plans include ADA access, trail improvements, and expanded parking. Improvements are ongoing and development is a long-term project.
 - Memorial Field: Restrooms have been rebuilt. There are drainage, irrigation, and access work needed.
 - Deer Park: Play equipment was recently installed. ADA parking should be expanded.
 - Maple Park: New playground equipment will soon be installed.
 - Dog Park: The park may need to be relocated. It is a small park in an odd location. The site is over the mill and is noisy. It needs a better location and could be combined with East Slope Park.
 - Branstiter Park: New equipment has been installed.
 - A community garden is near the skate park. It is very small, needs work, and it may need to be relocated.
- All parks should have updated signage with park rules, hours, etc.

On June 25th, the City will host a table at the Thursday Market to provide information and updates to community members on the parks master plan project. Toledo Library is expanding their programs to host events in neighborhood parks.

Commissioners discussed ADA access at Branstiter Park and would like to make sure all parks have ADA access, signage, and lighting as priority projects.

WORKSESSION: TRAFFIC CALMING ORDINANCE:

CP Peterson provided an update on the traffic calming ordinance. He noted that there have been no major changes to the draft. Public Works provided information on streets with 8% slopes. Stop

signs (including ‘no-stop of red’ signs) are not specified in the ordinance, but staff could review the request. Bus. Highway 20 would not fall under the ordinance because of the road classification as an arterial street. The City could enhance intersections with crosswalk markings and signage that helps reduce speeding. Commissioners suggested including Toledo Police in the review process for awareness of the issues and for extra enforcement. CP Peterson reported that Public Works may be able to improve the Hwy 20/French Avenue crosswalk striping and signs. In response to Commissioner questions, CM Huebner provided an update on the street striping project on Bus. Hwy 20.

The proposed ordinance is scheduled for City Council consideration on July 15th. The Planning Commission does not have to hold a public hearing on the proposed ordinance, but had a recommendation to the City Council.

DISCUSSION ITEM: CITY FACILITY PROJECT UPDATES:

CM Huebner provided updates on a couple City facility projects:

- New Public Safety Building/Civic Center: Funding requests have been submitted to the State legislature in recent years for renovation of the new Public Safety Building. Since the original request, the City’s dispatch services are contracted out and the building has been considered for a Civic Center to house the Police Department and City Hall. The City continues to pursue funding options with the State and will look at options in the Urban Renewal Agency.
- Ammon Road Water Tank: The engineering firm provided a geo-tech review of the site and it will not meet new geo-hazard requirements. The City needs to identify a new location, since the current location is not an option.
- Memorial Field Restrooms: Construction is near completion and should be open by the 4th of July and Summer Festival events.

DISCUSSION ITEM: UPDATES AND REPORTS:

CP Peterson announced the July 8th Planning Commission meeting will be cancelled.

Planning Commissioners asked for updates on the dilapidated buildings and the code enforcement program. CM Huebner reported that the City Council has been asking for code enforcement updates as well. The City is aware of several properties and the Code Enforcement Officer is working to address the problems. A couple problem properties will soon have ownership issues resolved by either the courts or within the foreclosure process. Having clear ownership of a property will help move forward with a plan for citations, abatement, liens, etc. Funding in the abatement program also needs to be considered. Some code enforcement cases may qualify for Urban Renewal Agency funding to address blight.

STAFF COMMENTS: None

COMMISSIONER COMMENTS: None.

There being no further business before the Commission, the meeting was adjourned at 7:50 pm.

Planning Technician

President