

AGENDA

Coburg Planning Commission Hybrid Regular Meeting

November 15th at 6:00 p.m.
City Hall, 91136 N Willamette St.
Coburg, OR 97408

6:00p	1.	CALL MEETING TO ORDER	Chair Bell
6:00p	2.	ROLL CALL	Megan Winner
6:05p	3.	AGENDA REVIEW	Chair Bell
6:10p	4.	APPROVAL OF MINUTES – September 26, 2023	
6:15p	5.	PUBLIC TESTIMONY Five minute limit each unless extended time approved prior to meeting by Chair.	
6:20p	6.	COMMISSION BUSINESS <ul style="list-style-type: none">• Election of Chair & Vice Chair• Planning Commission representation on Ad-Hoc Transportation Safety Committee• Original Art Mural application update	
6:50p	7.	CITY UPDATES <ul style="list-style-type: none">• City Administration Report <i>Information only</i>• ODOT Region 2 Service Reduction <i>Information only</i>	
7:00p	8.	ADJOURNMENT	Chair Bell

Upcoming items: 2024 workplan/goal development, CFEC parking reform

The next regular meeting of the Coburg Planning Commission is scheduled for December 20, 2023 at 6:00pm and will be a hybrid meeting with options to attend in person or virtually. If you need a disability accommodation to participate in this event, please notify the City of Coburg at least five days in advance. Call Coburg City Hall at 541-682-7852 or email sammy.egbert@ci.coburg.or.us to request reasonable accommodation or for more information.

COBURG PLANNING COMMISSION MEMBERS

Jim Bell, Chair
William Wood, Vice Chair
Jonathan Derby
Seth Clark
John Marshall
Marissa Doyle
Jerry Behney

COUNCIL LIAISON: Kyle Blain

All Planning Commission meetings are recorded and retained as required by ORS 166-200-0235

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MINUTES

City Council & Planning Commission

Joint Work Session

September 26, 2023

Coburg City Hall

91136 N Willamette Street

COUNCILORS PRESENT: Nancy Bell; Mayor, John Fox, Alan Wells, Cathy Engebretson, Claire Smith

COUNCILORS ABSENT: Kyle Blain, John Lehmann

COMMISSIONERS PRESENT: Jim Bell; Chair, John Marshall, Jerry Behney, Marissa Doyle

COMMISSIONERS ABSENT: Jon Derby, Seth Clark, William Wood

STAFF PRESENT: Adam Hanks; City Administrator, Megan Winner; Planning Director, Sammy Egbert; City Recorder

RECORDED BY: Madison Balcom; Administrative Assistant

CALL TO ORDER

Mayor Bell opened the Joint City Council and Planning Commission work session at 6:00 p.m.

City Council and Planning Commission met in a work session to discuss planning related policies.

I. Food Trucks

Commissioner John Marshall asked if there was a limit on the amount of food trucks that were allowed to be there. Planning Director, Megan Winner responded saying no, as long as they're meeting all other requirements. Councilor Alan Wells mentioned that they have only approved five, and are not expanding beyond that.

Mr. Wells asked how they are operating, asking about water, sewer and electricity hookups. Ms. Winner said they are not using the city's water or sewer services, but are using a temporary electricity source. They also did not pull any construction permits. Mayor Nancy Bell mentioned

that there has been some questions that have come up at council, like how many food trucks they can have at any one time within the community.

Mr. Wells mentioned some issues that could come up, like traffic and parking. Ms. Winner said there are new standards for the amount of trips that are generated using a food truck, however with the climate friendly equitable community rule making there are no longer parking mandates in effect, with few exceptions.

City Administrator, Adam Hanks mentioned how parking has always been a balancing act. He asked for opinions and thoughts on how they want to regulate that. Councilor, Cathy Engbretson mentioned her thoughts on implementing some time requirements. Mr. Hanks mentioned how parking management, infrastructure and inventory is something that the City will have to manage.

II. Housing Trends (ADUs & NSFDs)

Ms. Winner said there has been an increase in Accessory Dwelling Units's (ADU's) and New Single Family Dwellings's (NSFD's) in town. The Wiechert subdivision has picked up and they expect that 2024 and 2025 will look very similar to 2022 and 2023 for NSFD's as far as the number of issued permits. The codechanges for ADU's is working as well. Councilor, John Fox asked if the trend were to continue for 2024 and 2025, would they would be maxing out availability for NSFD. Ms. Winner said she doesn't expect it to go up, but just look similar, but that they are running low on supply of residential land.

Councilor Claire Smith asked if there was anything in the code stating that someone who owns an ADU would need to be a resident of that same property. Ms. Winner said that Owner Occupancy requirements were removed as part of the last development code update. Ms. Smith asked what the reasons were for that. Ms. Winner said that they don't want to be a barrier of having more units. Ms. Smith then asked if the state determines whether it becomes an issue or not and if they could reinstate it at that point. Ms. Winner responded saying they could reinstate it if they felt they needed to.

Commissioner Marissa Doyle asked if they could increase the allowed amount of ADU's perproperty. Mr. Hanks said that it depends on what the Buildable Land Inventory tells them about what their shortages are. Ms. Bell said that the ordinance designates the number, and it would have to be reviewed and amended if they were to increase the allowed number of ADU's

Ms. Smith asked if ADU's are allowed to be Airbnb's, and if there is a limit on how many Airbnb's the community is allowed to have. Ms. Winner said ADU's can be used as Airbnb's or short term rentals, and there is not a regulation on how many the city can have. Ms. Smith said there are other communities that are regulating the amount of Airbnb's allowed so it doesn't affect the community negatively. She mentioned how she thought it would be beneficial to look at doing that before it becomes an issue for the city. Mr. Hanks said that he thinks the timing

might be right for that, and that they might want some rules in place before it becomes a problem.

Planning Commission Chair, Jim Bell asked that if someone had more than one ADU's in their backyard, what would be the classification as far as density. Ms. Winner said that their zoning district is traditional residential, which is low density, allows for one ADU. The city does have very small amounts of medium density residential, which is why the first addition to the Coburg Creek subdivision will have 4 duplexes in it.

Ms. Smith asked about how the sewer and water fees for the ADU's are charged, and if they are charged for each individual ADU. Mr. Hanks said that the monthly charges have a rate structure, but full SDC's aren't currently being charged. City Recorder, Sammy Egbert said that it is something they will be addressing when they do their utility fee ordinances to set a very clear policy on it and make it consistent. Ms. Smith asked if it was possible to put a separate water meter on the ADU's and that they would be charged by use. Mr. Hanks said that it is possible, but you could have charges for a second unit without another meter being put in.

Commissioner Jerry Behney mentioned that Serenity Lane had restaurants and a hotel on their wish list, and that Airbnb's would effect that. Ms. Doyle said that the tank size determines how many bedrooms you can have, which limits how many ADU's you can put in. Mr. Fox said how he hopes they embrace the medium-high intensity, like a three-story building, which would add more downtown population. Mr. Hanks thought that will be a key part of the BLI, and Mr. Fox added that it could attract funding.

Mr. Marshall asked how they would handle the parking situation. Mr. Fox mentioned how mass transportation and limited bus service is also part of that. Ms. Winner said that it's important to know that it's not that they won't ever be getting parking, it will just be more of a market demand. John Marshall mentioned his concern on how the residential areas are already dealing with lots of overflow parking into neighborhoods and on street parking, and that if the businesses don't provide parking it will add more to the overflow and make it worse. Mr. Hanks said that from the state perspective one of the most effective ways to increase ridership is to make single occupant vehicle travel and parking difficult to deter that. He said how they want to be looking at the housing mix also, not just the total housing units and BLI.

III. Climate Friendly & Equitable Communities

Ms. Winner explained that they did recently talk to Planning Commission about these efforts. This is a state rule making that Coburg would be able to seek exemption from because of its population. However, because Coburg is part of a Federally Designated Metropolitan Planning Organization (MPO), it's important to participate in the process to be able to voice some issues and provide context that is important to the region. Therefore, they are moving forward with MPO partners and participating in the rule making. She talked about the dates and timeline of the project and also mentioned that DLCD will be providing some funding to cover staff time for the work of implementing this rule making.

Mr. Bell said that his frustration is that the City has a transportation and land use plan that is not well linked to the external traffic generators of the area. He mentions that part of the traffic concerns are out of their control, and that he feels the Climate Friendly & Equitable Communities seems to be going nowhere. Mr. Marshall said that he thinks that's why it's so important to be part of the MPO. Ms. Bell talked about how they have had some good meetings recently with Regional Solutions, ODOT and County Commissioners, and how there is attention that is being paid to exactly this problem. She mentioned how they have been funded for a study on Freight Routes for 2026, for some sort of bypass.

Ms. Smith mentioned how if the state and community are serious about really changing the amount of greenhouse gasses in the community, businesses that generate lots of traffic should come to the table and offer ways to help minimize that. Ms. Doyle said how the Coburg kids are the first to get on the bus and the last to get off. Ms. Smith said how a lot of those kids will be driven in the morning, and then take the bus home because they get there too early. They mentioned how LTD busses could put a route out here for kids to use that is timelier.

Mr. Hanks said how there was some conversations about the I-5 interchange challenge of getting the upgrade to exit 189, by utilizing transit as a stepping stone to changing the category and dealing with the trip count. Ms. Smith said how when Marathon first opened, there were two or three LTD busses that came through here. Ms. Engebretson offered a thought about how maybe having smaller busses on transit that come through neighborhoods more frequently would be a better option.

Mr. Bell asked if CFEC was an unfunded mandate and Ms. Winner nodded yes. He then said how they are mandating that the cities elect to do this, and providing no money for the kind of transportation systems that could get them to the goal. Mr. Hanks said he wouldn't characterize it that straight forward and explained it as the unfunded mandate to the city probably wouldn't receive any money, but to the bigger picture solutions there is funding whether or not its adequate is different. Ms. Bell said that they do listen and it's important that we keep voicing those concerns.

Ms. Engebretson said how at the Lane Act Committee meetings, they've been asked to state the goals for Coburg relating to transportation, and she has voiced the main two as thru-traffic on Coburg Rd. and the I-5 interchange. Mr. Hanks said how it is gradual, slow and constant and will happen, just not within a quick timespan. They talked about the transportation group and what the next steps will be for that.

IV. Integrated Land Use / Transportation & BLI

Ms. Winner explained how the City is applying for a grant from DLCDC to do an update to the BLI. The most recent one done for Coburg was in 2010, which does not include some significant changes that have taken place. The BLI is an assessment of the supply of land for residential, industrial and recreational use. Ms. Bell asked how soon they would know if they got the grant. Ms. Winner responded about 1-2 months.

Ms. Bell asked how it worked and Ms. Winner said it is GIS data, which looks at parcels, structures, natural and manmade constraints, acreage, etc. Mr. Hanks said he's been involved in some of these before and it requires some field work and spot checking but most can be done pretty efficiently. Mr. Marshall asked if this is just within the current urban growth boundary, and Mr. Hanks said yes. Mr. Marshall asked if it would help identify areas of the urban growth boundaries that need to be adjusted and Mr. Hanks responded saying no, but it will inform but won't specifically touch on it. Mr. Behney and Mr. Hanks touched on the problems between wanting to keep farmland and also wanting to have a walkable city. Ms. Bell touched on the Housing Crisis and the Governors mandates, while also wanting farmland and walkable cities.

V. Sign Ordinance

Mr. Hanks wanted to know what the issues were for Council and Planning Commission. Does the sign ordinance need to be reviewed or updated, is it about the enforcement of the ordinance, is it the language of it, etc. Ms. Bell said she looked at our sign ordinance, which is currently 23 pages and quite comprehensive, and said it is a combination of both on her end. She spoke on how Councilor Lehmann's concern was the sandwich signs, and how they hinge on walking and the sidewalks. Ms. Smith mentioned the idea of looking at our sign ordinance compared to a very restrictive sign ordinance of another city.

Mr. Hanks talked about his take, and how he thought the temporary signs was looser than most, especially the ability to have them on the right-of-ways, mentioned the challenges in effective enforcement, and also how it was a little redundant. Ms. Smith said that one thing that has been on Main Streets agenda was wayfinding signs, and doing it without it becoming visual clutter. Mr. Hanks mentioned how implementing wayfinding signs would most likely change the sign code. Ms. Bell said that some of the permit issuance is also reviewed by the planning commission.

Mr. Hanks voiced how reviewing the sign code would be a good amount of work, but it could be done internally, and possibly an idea for the Council Retreat. Ms. Bell said it would be helpful to compare our ordinance to other cities sign codes in similar size cities. Mr. Hanks offered Jacksonville as a good comparison.

QUESTIONS, DIRECTION TO STAFF, FOLLOW UP INFO & SUGESTIONS

Mr. Fox had a comment about the retreat planning session about reducing the administratively challenging issues to allow increasing of consistently effective enforcement practices.

Ms. Engebretson made a comment about her interest in making updates to the development code, and where they can find a copy of the transportation system plan. She expressed her concern on the subdivision code and how to link the transportation system plan to the land use and development code.

Ms. Bell commented on the fact that the transportation system plan is a little confusing and does need to be redone and linked to each other. Mr. Hanks followed that saying that the benefit of being looped in with the TSP is that the cost share goes down.

Mr. Hanks asked Ms. Engebretson what particularly she was concerned with on the subdivision code. She replied that she thinks we struggle with how new neighborhoods connect in with the street network. She would like to see them to be more spelled out, and make the process smoother and create less problems when new applications.

Mr. Marshall mentioned how the issue may not be the development within the development code, but it's the access to that development and whether or not those streets meet city standards and are up to date to allow them to proceed.

ADJOURNMENT

Mayor Bell adjourned the work session at 7:45 pm.

APPROVED by the City Council of the City of Coburg on this 14th day of November 2023.

Nancy Bell, Mayor of Coburg

ATTEST: _____
Sammy L. Egbert, City Recorder

APPROVED by the Planning Commission of the City of Coburg on this ___ day of _____ 2023.

Jim Bell, Chair

ATTEST: _____
Sammy L. Egbert, City Recorder

**PROCEDURES AND BYLAWS
OF THE
COBURG PLANNING COMMISSION**

*Adopted by the Planning Commission on September 6, 1989
Amended February 6, 2008, Endorsed by City Council February 12, 2008*

ARTICLE I: Establishment

The Coburg Planning Commission was established in 1967 (Ordinance No. A-57) and is appointed by the City Council in conformance with ORS 227.0202 through 227.120, which sets forth the state requirements for establishing city planning commissions.

ARTICLE II: PURPOSE AND OBJECTIVES

- a. To keep current the Coburg Comprehensive Plan, functional plans and refinement plans for the City adopted by the Council as official guides to public and private uses of land.
- b. To prepare City legislation that will implement the purposes of the Coburg Comprehensive Plan.
- c. To keep current zoning, subdivision and sign code ordinances and to make amendments consistent with required findings and the purposes of the Coburg Comprehensive Plan.
- d. To hold hearings pertaining to minor partitions, major partitions, and subdivisions, and to approve or deny them on the basis of their consistency with the provisions set forth in the Coburg Subdivision Ordinance (Ordinance No. A-132).
- e. To recommend and make suggestions to the council and to all other public authorities concerning laying out, widening, extending and locating of streets and parking areas, sidewalks, bikeways and boulevards, and for relief of traffic congestion, betterment of housing and sanitation conditions and establishment of zones or districts limiting use, height area and bulk of buildings and structures(ORS 227.090).
- f. To recommend to the Council and all other public authorities plans for regulation of the future growth, development, and beautification of the municipality in respect to its public and private buildings and works, streets, parks, grounds and vacant lots, and plans consistent with future growth and development of the City in order to secure to the City and its inhabitants sanitation, proper service of all public utilities, and transportation facilities (ORS 227.090).
- g. To study and propose in general such measures as may be advisable for promotion of environmental quality as well as the public interest, health, morals, safety, comfort, convenience, and welfare of the City and of the area if influence (ORS 227.090).

ARTICLE III: OFFICERS

Section 1. The officers of this commission shall consist of a Chair and Vice Chair whose functions shall be the same as the President and Vice President referenced in state law.

Section 2. The Chair and Vice Chair shall be elected from the voting membership of the commission at its first regular meeting in October of each year. The term of office shall be one year. No member shall be eligible for more than two consecutive terms as Chair or Vice Chair. In case of vacancy of Chair or Vice Chair occurring in any office, the commission may fill the same by an election at its earliest opportunity.

Section 3. It shall be the duty of the Chair to preside at all meetings of the commission; to enforce observance of the rules of procedure; to sign necessary Planning Commission correspondence and business; to decide all questions of order; offer for consideration all motions regularly made; apportion duties of the members of the commission; call special meetings; appoint all necessary committees; appoint advisory committees with the consent of the commission; and perform such other duties as the Chair's office may require. The Chair shall make no motion or amendment.

Section 4. In the absence of the Chair, the Vice Chair shall perform the duties of the Chair.

Section 5. In the absence of the Chair and the Vice Chair, the commission shall elect a Chair Pro Tem for the particular meeting in question.

Section 6. The commission may employ a Secretary of the Planning Commission. The secretary shall be responsible for keeping the records of the commission, arranging for meetings, preparing agendas, and performing such other services for the commission as are customary in that role. If no Secretary is employed, the Planning Director shall assume secretarial responsibilities.

ARTICLE IV: MEMBERSHIP AND VOTING

Section 1. The planning commission shall consist of seven members to be appointed by the city council. Five members shall be City residents. One, but not more than two may live not within the City but either within the area of influence as defined by the Comprehensive Plan, or own real property within the City or be an owner or partner of a business in the city limits. The area of influence is the City plus six miles adjacent thereto.

Section 2. No more than two members shall be engaged principally in buying, selling, or developing of real estate for a profit as individuals or be members of any partnership, or officers of or employees of any corporation that is engaged principally in buying, selling, or developing real estate for a profit. No more than two members shall be engaged in the same kind of business, trade or profession (ORS 227.030).

Section 3. Members shall be appointed for two year terms, renewable upon majority vote of the commission present at a meeting.

Section 4. The Planning Commission shall review applications for membership to the commission and make recommendations concerning the filling of vacancies on the commission to the City Council. Any vacancy shall be filled by the City Council for the unexpired term of the predecessor in office (ORS 227.030).

Section 5. Each member of the commission shall be entitled to vote at all regular and special meeting of the commission, except that a member shall not vote or take part in discussion as a member when there is a conflict of interest; i.e., when the action to be taken can confer a significant economic benefit or impose a significant economic loss on the individual member. For example, a member of the commission shall not participate in any commission proceeding or action in which any of the following has a direct or substantial financial interest: to member or his or her spouse, brother, sister, child, parent, father-in-law, mother-in-law, and business in which he or she is then serving or has served within the previous two years, or any business with which he or she is negotiating fir or has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential interest shall be disclosed at each meeting of the commission where the action is being taken (ORS 227.035).

Section 6. If a member wishes to abstain in a situation where there is no direct pecuniary conflict of interest, but where the public might construe that such a conflict exists, or if a member has a conflict deriving from a relationship with the person involved or an extreme bias, the member may request the commission to allow that member to abstain. If the commission says "NO," the member must vote. This provision is intended to relate to close relatives and to professional relationships, as well as to friendships.

Section 7. Any time a member present at a meeting does not record his vote, it is automatically recorded as a vote with the majority: and abstention must be entered as such in the minutes, with the reason recorded.

Section 8. Commission members shall receive no compensation, but shall be reimbursed for duly authorized expenses (ORS 227.030).

Section 9. Any member who misses more than three consecutive regular meetings without having been given a leave of absence by the commission shall be notified by registered mail of possible removal from the commission for further consecutive unexcused absences. Upon the fourth consecutive unexcused absence the commission shall recommend the removal of the absent member to the City Council. The City Council shall appoint another member to complete the unexcused term of any removed member.

ARTICLE V: Meetings

SECTION 1. Regular meetings of the commission shall be held one evening each monthAt a consistent location. Special meetings can be called by the Chair or Vice Chair with 24 hours notice.

SECTION 2. A majority of the members of the commission, excluding vacant positions, shall constitute a quorum. Except as otherwise provide by law, all actions of the commission shall require the vote of the majority of those members present not abstaining.

Section 3. An abstention is not considered a position for the purposes of determining a majority vote.

Section 4. If a member of the commission is unable to attend a meeting, said member is expected to notify the chair and/or the secretary to the commission.

Section 5. All commission members shall be sent advance notice of regular meeting or special meetings where action is to be taken. Notification for study sessions may be made at regular meetings at least 24 hours in advance of the meeting time. The place and/or hour of any meeting may be changed by affirmative vote of the commission, and the hour of meeting may be changed by the Chair; if adequate notice can be given to the public and all interested parties (ORS192.640).

Section 6. Action may be postponed at the first hearing on any land use application where the applicant (or appellant) or a representative is not present. A written explanation for absence, coupled with a request that action not be delayed, may be honored, if the commission has sufficient information to proceed. If the commission agrees to postpone the application to a subsequent hearing date, at the request of the applicant, the applicant may be responsible for additional costs incurred by the city in meeting public notice requirements. It is the duty of the City Recorder, or such other person designated by the City, to notify applicants at the time of initial application that they may be responsible for these additional costs.

Section 7. All meetings shall adjourn by 10:00 p.m. unless the commission, by majority vote, decides to extend business beyond that time or continue the discussion to a later date. No new public hearing agenda item shall be considered for decision after 10:00 p.m.

Section 8. Public hearings shall be scheduled at the beginning of the meeting agenda, when possible, in their order of public notice.

Section 9. Except as otherwise provided by the chair, Robert's Rules of Order shall apply to the procedures of all commission meetings. However, the commission has an obligation to be as clear and simple in its procedures as possible, and therefore should avoid the finer points of parliamentary rules which may only obscure the issues.

Section 10. A planning commission member who attends a meeting of the City Council as a representative of the commission should follow the following guidelines:

- a. The representative should answer questions about commission actions if these are addressed to him or her by the council.
- b. The representative should state the commission's majority report and should not present his/her own point of view, nor that of the minority, unless specifically asked.

Section 11. The planning commission may hold executive sessions subject to the requirements of ORS 192.610 to 192.690.

ARTICLE VI: PUBLIC HEARINGS

Section 1. The commission may retain a hearings officer to prepare staff reports, conduct public hearings and to create findings of fact documents. In the absence of a hearing officer, the Planning Director shall assume the relevant responsibilities. All staff reports furnished to the commission shall be considered as part of the record at the meeting and incorporated in the minutes thereto as if actual included. All staff reports shall be made available to applicants prior to the public hearing.

Section 2. The secretary to the commission shall retain a minutes recorder or tape or video record all public hearings and meetings and retain these records for a period of time not less than two years from the date of the hearing.

Section 3. In the interest of avoiding the appearance of bias, no individual planning commission member will discuss (ex parte contact) with the applicant for a specific land use, or others interested in the application, any request that is to be heard by the commission and on which he or she will vote, except that answering questions relating to time place and commission procedures will not be considered as violations of this rule. Any such ex parte contact shall be divulged on the record, by the affected commission member, at the beginning of the public hearing to which the contact pertains. The commission member shall state the name of the party of parties with which he or she had the contract, explain the nature of the pre-hearing discussion and state whether that contact has caused the commission member to become biased in voting upon the matter. A request for abstention shall be determined by the procedures set out in Section 6 of ARTICLE IV of these bylaws.

Section 4. Any interested parties may appear for themselves or be represented by a person of their choosing. Any persons speaking at a public hearing shall first identify themselves by name and address, and, if appearing in a representative capacity, identify whom they represent.

Section 5. Procedure for all matters considered by the commission shall be as follows:

- a. The chair or hearings officer will present the matter, action and considerations required of the commission by law, and any other information deemed necessary to establish appropriate consideration prior to public discussion or hearing.
- b. The chair or hearings officer shall ask for a declaration of ex parte contracts and potential conflicts of interest. Members who are excused from voting because of an ex parte contact or potential or actual conflict of interest shall remove themselves from the dais and refrain from participating as a member of the commission during the public hearing.
- c. The chair of hearings officer shall provide the audience an opportunity to challenge the jurisdiction of the Planning Commission and/or the impartiality of any commission member.
- d. (Open public hearing, if applicable) The proponents of the matter shall, before the commission, present their case.

- e. Opponents of the matter shall present their case.
- f. Proponents shall then have an opportunity to rebut any new matters presented by the opponents.
- g. Staff members and representatives of other public agencies shall, subject to the public's right of rebuttal, be afforded an opportunity to make presentations. Furnish information and comment on implications of suggested actions prior to the close of the hearing.
- h. Planning Commission discussion and action.
- i. Persons with lengthy testimony are encouraged to submit it in advance to the public meeting.
- j. Planning Commission discussion and action.
- k. Continuance of applications pursued with due course to a later date should be made when:
 - 1. Further deliberation on the item may be necessary, including the request for new information by the commission, or
 - 2. Newly submitted evidence dictates further technical review and analysis, or
 - 3. Preliminary to commission action, staff preparation and review of findings and conditions are necessary.
- 1. Relevant pertinent information of a commission member should be introduced through the staff or during the testimony portion of the public hearing. All information thus presented is available for rebuttal.

Section 6. Following the rendering of a decision the Chair or hearings officer shall advise interested parties as to their appeal rights under the Coburg Zoning Ordinance (Ordinance No. A-200-B).

Section 7. No quasi-judicial decision of the planning commission shall be final until the adoption of supporting findings of fact.

ARTICLE VII: SPECIAL RECORDS

Section 1. Special Reports: All reports made by the hearings officer, the planning staff, planning commission, committees of the commission, individual staff or commission members, or other interested parties, shall be filed and made available to the public.

Section 2. Policy Statements: All policy statements of the commission shall be recorded and shall be made available to the public.

Section 3. Planning Commission Interpretations: When the Planning Commission is required or requested to make a policy interpretation concerning any ordinance, either

text or map, such interpretation shall be reduced to writing and placed in a special file entitled "Ordinance Text and Map Interpretations" and shall be made available to the commission at all meetings and to the public. In the case of map interpretations, the official zoning maps shall be changed to reflect such interpretations.

Section 4. All public documents of the commission shall be located in City Hall and shall be available to the public during normal business hours.

ARTICLE VIII. SUBCOMMITTEES

Section 1. The Chair shall appoint subcommittees as needed.

Section 2. The Chair may appoint a chairperson for each subcommittee or may serve in this capacity.

Section 3. The Chair is an ex officio member of all subcommittees.

ARTICLE IX: ADVISORY COMMITTEES

Advisory committees to the commission may be appointed by the chair with the concurrence of the commission members.

ARTICLE X:

These bylaws may be amended by an affirmative vote of a majority of members present at any regular meeting. Providing notice of such amendment is given at a preceding regular meeting.

Mural Proposal: Coburg Commons



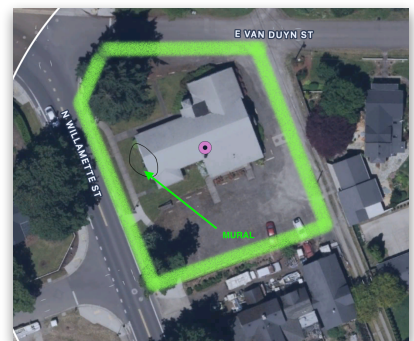
Coburg Commons
% Brandon Rhodes
91193 N Willamette Street

503.317.8105
hello@coburgcommons.com

I am requesting a permit to install a mural on the west face of Coburg Commons, which faces Willamette Street just as it turns westward. The mural meets all of the requirements, and violate none of the prohibitions. Included with this packet are all required materials.

At a Glance

- **The Mural:** Native and agricultural plants billowing from an open book in a field, with hills reminiscent of the Coburg Hills in the background. The book is open to a quote from Thoreau from *Walden*. A local endangered butterfly and fungi also make an appearance. The illustration will loosely be in the whimsical style of Hayao Miyazaki. The image on the cover page is a coarse draft which lacks final stylizing, shading, and detail.
- **The Artist:** Kylie Nelson's murals are featured in several locations around Eugene, including most recently at Soko Coffee. She also has a personal bond to this site, as it was one of her childhood churches.
- **The Site:** Coburg Commons is a nonprofit using the former home of Coburg United Methodist Church as a fledgling community hub. It consists of an event space and a bookstore. The mural will be on the west-facing side of the building, closest to Willamette Street. This location will make the mural a verdant welcome to everyone entering Coburg from the north.



Long Term Maintenance

- *Damage Resilience* – Kylie will be sealing the mural with graffiti-resistant coating, and leave a bottle of the coating at Coburg Commons for reapplication after removing any graffiti.
- *Damage Mitigation* – Kylie will touch up the mural as soon as possible after any damage to it. Coburg Commons will set aside a rainy-day fund for this. Leftover paint will be stored on site.
- *Landscaping* – Town & Country Landscaping will continue keeping the grounds clean around the mural and the nearby shrubs trimmed.

Meeting Approval Criteria

- *Colors* – The blue and greens blend well with the landscaping and exterior building paint.
- *Size* – The mural wall is approximately 14'W x 11.5'H.
- *Materials* – She will be using weather-resistant exterior paints and an anti-graffiti coating.
- *Workmanship* – The mural will be painted directly on the CMU wall, and therefore a structural engineer will not be needed.
- *Themes* – This mural draws on many of the favored themes in the policy: natural and agricultural landscapes.
- *Additional Considerations* – The mural shall be permanent, maintained, and not an advertisement.

City Administrator Report



October 10, 2023

This report is intended to provide Council with an overview of current activities, project status updates and previews of select upcoming issues and activities of Council and Staff.

1. **Technology Updates** – Staff is working on a variety of technology utilization projects with the objective of increasing operational efficiency, improving responsiveness, cost containment and staff, Council and public access to information. Efforts include further utilization of Springbrook, which is the City’s financial and utility billing software. We plan to roll out a new online customer portal by the start of 2024 that will provide utility customers with the ability to access their utility account, view consumption, billing and payment history as well as convert to electronic billing and autopay. Staff is also exploring enhancements to the utilization of the Public Works Service Order software (iWorQ) and leveraging the technology currently in place and evaluating new technology to maintain service levels and workload capacity
2. **Coburg Loop Path Update** – Staff met with the project manager for the Coburg Loop Path #4 project recently to confirm the next steps towards constructing an extension of the loop path that extends the existing path at its northeast corner on N Industrial at Serenity Lane further north connecting the Loop path to the Trails End wetland park at the north end of N Industrial. The project was designed to be scaled back due to the higher than anticipated construction bids, but it was confirmed that additional Statewide Transportation Improvement Program funds were allocated to maintain the original project design. Because this impacts the local match funding, Staff will be bringing this project to Council soon to review the project alternatives for a Council decision on the preferred option.
3. **Franchise Agreements** – Staff will be meeting with several of the City’s franchisee’s in the coming weeks in preparation for bringing forward franchise agreement renewals/extensions. Depending on the complexity of the agreement and any industry specific marketplace changes, the franchise agreements may take several months to reach a Council agenda.
4. **League of Oregon Cities (LOC)** – I will be attending the LOC Annual Conference this week (Thurs/Fri) in Eugene. There are a number of sessions on the agenda that appear to be very relevant to our work here in Coburg and the region. I will provide a recap of the conference in next month’s report. I encourage the Council to pencil in this time of year on your calendars for next year to try to attend as well.

Department Statistics

Police Department

- Two people were arrested on warrants at Harrisburg Municipal Court
- Officers arrested someone on a warrant which was originally an assault complaint.
- Officers took a report for criminal mischief for Coburg Public Works
- Officer arrested someone on a traffic stop for driving while suspended misdemeanor.
- Officer made a traffic stop on the freeway which resulted in an arrest for a fugitive from justice.
- Officers took a report and followed up with Kids First on a Sex Abuse complaint.
- Officer took a report of a stolen trailer and side by side vehicle out of Premier RV Park.
- Officer arrested a female on a warrant arrest.
- Officer took a report for a missing person who was later located by Eugene Police Department.
- Officer updated a sex offender's registration to include international travel.
- Officer stopped a vehicle and did a truck inspection and ultimately ended up in a DUII arrest.
- Officers made a warrant arrest for FTA Theft III.
- Officers made a warrant arrest for multiple charges out of Coburg Municipal Court.
- Officer towed an abandoned vehicle in the Roberts Road Cul-De-Sac.
- Officer took a report for an attempted Theft I.
- Officer did several truck inspections.
- Officers worked several ODOT overtime grants for enforcement and education purposes.
- Officers emptied the City Hall med return box of its contents.
- Officers focused patrols on school zones due to school being back in session.
- Officers conducted sex offender compliance checks.
- Officers worked at the Coburg Car Classic and the Coburg Antique Fair.
- Officers assisted outside agencies on several cases in connection with Coburg cases.
- The department scheduled a Covanta trip to get rid of old evidence and property.
- The department was able to return several items to its rightful owners and destroy old evidence and property.
- The department received a disposition from the Lane County District Attorney stating that a suspect was sent to prison due to a case that CPD officers investigated.
- The department is looking into the maintenance of several fleet vehicles to help improve their patrol functions.
- The department's reserves have worked several duck games and will continue to work more of them to help fund the reserve program.
- The new reserves for the department have begun serving the City of Coburg.
- A CPD officer was involved in a critical incident and provided an agency assist.

Upcoming Events:

Trunk or Treat

Halloween Patrol

Parents Night Out

Shop With a Cop

Department Statistics

Municipal Court

September 2023 Activity Measures:

- Citations (Crimes and Violations)
 - New Citations for September 2023 Court Dates: 45

- September 2023 Receipts Including Collections,
 - **Total Fines:** \$10,229.47 (total monies taken in for the month, nothing deducted), *compared to \$9,591.03 in September of 2022*
 - **Net Fines:** \$6,408.50 (City share only, NOT including collections), *compared to \$5,471.03 in September of 2022*

- September 2023 Professional Credit Service Collections:
 - **Total Collection Revenue:** \$3,820.97 *compared to \$1,553.03 in September of 2022*
 - **Turned over to collection:** \$ 0 *compared to \$4,120.00 in September of 2022*

Comparisons should only be considered when viewing the year-to-date amounts as court dates are not consistently held on the same dates each month, nor is there consistent cases presented to the court.

Additional Information:

- Upcoming Court Date: October 3, 2023, Regular Court Session
- Jury Trial scheduled for Thursday, October 26, 2023
- Court Administrator to Attend the OACA Court Conference Oct. 15-17th, 2023

Planning & Building

- SUB 02-20 & SUB 01-22: Construction continues in the Coburg Creek Subdivision. Public improvements for the first addition are underway. Final plat is being recorded at Lane County. Permits for two dwellings issued this month;
- LLA 01-23: Application for lot line consolidation on Willamette St. received and under review;
- Five Structural/Plumbing/Mechanical/Electrical permits issued in S;
- Approved original art mural application from Coburg Commons;
- Attended regional transportation meetings including Transportation Planning Committee, Safe Lane Transportation Coalition, Transportation Options Advisory Committee and Technical Advisory Sub-Committee (of MPC);
- Planning Commission participated in joint work session with City Council in lieu of regular meeting in September;
- Submitted grant application to DLCD for a Technical Assistance grant to update the City's Buildable Lands Inventory (BLI)

Department Statistics

Public Works

- **Streets and Rights of Way**

- **Street**

- Projects

- Drainage Project

- Shane Ct
- Rustic Ct

- Maintenance

- Installed new traffic Control on S Industrial Way and Roberts Rd

- Tree Trimming

- Trimmed trees on N Industrial Way
- Trimmed trees on Abby Rd
- Removed tree on N Coleman
- Emergency response to Van Duyn for fallen tree across road
- Emergency response to Skinner St for tree in powerlines

Water Utility

- Repairs

- Started the process of replacing and repairing booster pump #3.
- Made repairs to Well #2, crew found leak and made repair and also fixed an electrical outlet.

- Leak Investigations = 1

- New Service Installs = 2

- **Sewer Utility**

- Collections

- New Service Install = 0
- Inspections = 4
- Callouts = 3
- Tank Pumping = 1

- Plant Repairs & Major Maintenance

- Started working on annual maintenance

- **Parks Dept**

- Parks and Tree Committee

- Work on finalizing Plans for Plaza build
- Work Party at Norma Pfeiffer Park

- **Misc.**

- Locates = 24

- Work Orders = 66

Department Statistics

Public Works (cont)

Priority Project and Task Lists

1. Drainage on Shane & Rustic (**Street Dept**) **DONE**
2. Booster pump #3(**Water Dept**)
3. Well #2 leak/Electrical repairs (**Water Dept**)**DONE**
4. Sewer Dept

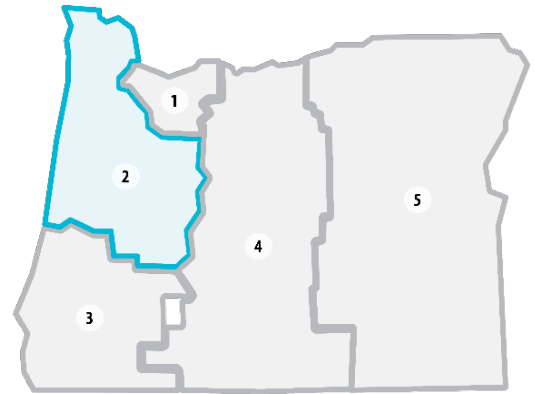
WWTP	1. Influent meter
	2. Perm Pump
	3. Maintenance program has started and we look to finish by January

5. Veterans Memorial (**Parks Dept**)
6. Blank logos in panels/ panel upgrades (91020 S. Skinner) (**Sewer Dept**)
7. Infiltration In STEP Systems projects (**Sewer Dept**)
8. Bruce & Water catch basin (**Sewer Dept**)
9. Booster flow meter / Well #1 level Transducer (**Water Dept**) **DONE**
10. Street tree trimming (**Street Dept**) **DONE**
11. Street lighting (**Street Dept**)
12. Leaf pickup (**Street Dept**)
13. Annual reports (Tree city USA DEC)
14. Monthly TDML Meeting/ Annual report
15. Water meter swap outs (**Water Dept**)

Level of Service Reduction: Region 2

We have long relied on gas tax revenue to maintain the transportation system, but that revenue is declining. More Oregonians are buying hybrid and electric vehicles and using less gas. Meanwhile, the cost of doing business is increasing. ODOT can no longer maintain the system at the level Oregonians need and expect.

In response to this structural funding issue, we are reducing our expenses and services. We must prioritize our efforts and focus on safety. Drivers, cyclists, freight haulers, pedestrians – everyone who relies on our system – will experience a reduction in the service ODOT provides and a decline in the condition of the transportation system.



Region 2 serves northwest Oregon. Our crews operate out of 25 communities, maintaining 2,272 road miles, and 1,018 bridges.

Implementing our 2023-2025 budget

For our next budget, we implemented a 5% cut across all programs funded with state dollars. Within maintenance, we cut our services and materials an additional 15% to account for inflation and our reduced buying power. We are reducing service in three primary areas:

- Low-volume road maintenance.
- Roadside maintenance.
- Winter maintenance.

Additionally, we are reducing our use of overtime, reserving it for emergency events and storms. As we reduce the amount of proactive maintenance work we fund, we expect an increase in potholes, pavement ruts, and plugged and failed culverts.

ROADSIDE MAINTENANCE

We will reduce the volume and frequency of clearing and cleaning work in these areas:

- Mowing grass, spraying weeds and vegetation.
- Litter and debris pickup.
- Graffiti removal.

In Your Area

We'll mow, spray, and trim trees less often. This may decrease visibility and increase the risk of wildfire starts, wildlife collisions and weed growth.

We are removing litter less frequently so you can expect to see more debris along highways.

PAVEMENT MAINTENANCE

We are reducing pavement maintenance for low-volume roads – highways averaging less than 3,000 vehicles daily. We are deferring pothole and chip seal projects, and we are not repainting edge lines.

In Your Area

In Region 2, roughly 30% of the north valley's state highways are low-volume roads. System users can expect rougher roads, with more potholes and deeper ruts. If conditions deteriorate enough, we may reduce speeds to give people more time and opportunity to navigate rough stretches of highway.

Edge lines will fade over time, particularly around curves. Drivers will need to rely on the centerline for lane locations. **We will not restripe faded edge lines** on the following highway segments:

- OR 202 from Williamsport RD to OR 47.
- OR 47 from Clatskanie to U.S. 26 at Buxton, and from U.S. 26 to Banks.
- OR 103 from OR 202 at Jewell to U.S. 26 at Sunset Highway State Park.
- OR 53 from U.S. 26 to U.S. 101 at Nehalem Bay.

- OR 221 from OR 18 to OR 153.
- OR 233 from OR 99W to OR 221.
- OR 153 from OR 18 to OR 221.
- OR 22 from U.S. 101 to OR 18.
- OR 130 from OR 22 to U.S. 101.
- OR 214 from Silverton to OR 22.
- OR 194 from OR 223 to Monmouth.
- OR 223 from OR 22 to Falls City RD. (excludes Dallas).
- OR 229 from U.S. 101 to Siletz.
- OR 180 from Eddyville to Blodgett.
- OR 226 from U.S. 20 to Scio.
- OR 34 from Philomath to U.S. 101.
- OR 501 from OR 34 to Lobster Valley/Hazel Glen.
- U.S. 20 from Sweet Home to OR 126.
- OR 36 from OR 99 to Mapleton.
- OR 242 from OR 126 to Sisters.
- OR 126 from Aufderheide DR to U.S. 20.
- OR 429 from OR 58 to Crescent Lake RD.

Reducing pavement maintenance and eliminating edge line restriping on low-volume roads allows crews to address critical maintenance activities on primary routes.

WINTER MAINTENANCE

This winter, we are reducing the amount of sand and deicer we apply to state highways. We will focus our efforts on key highways, hills, curves and known trouble spots.

In Your Area

With fewer seasonal employees, our crews will prioritize key routes, including I-5, U.S. 26, U.S. 20, OR 22 and OR 126. Our crews will plow, and sand other highways, including OR 99 and OR 6; however, sanding and plowing will occur less often.

We encourage travelers to prepare for the possibility of extended delays and varying degrees of traction as they navigate roads. Extended closures and chain restrictions for areas outside the valley are likely. With smaller budgets for staff and the materials needed to plow, sand, and deice, the potential for traffic jams and crashes increases. Incidents will take longer to clear.

We strongly recommend travelers carry a fully stocked emergency kit, including a phone charger, and refuel or recharge their tanks often.