



Planning Commission Appointment

Meeting Date	Staff Contact	Email
October 14, 2025	Sammy Egbert, City Recorder Name	sammy.egbert@coburgoregon.gov

SUMMARY AND REQUESTED COUNCIL ACTION

Consider the Planning Commissioners' re-appointment recommendation.

Suggested Motion

If approved under the consent agenda, the Council recommends that Mayor Bell appoint Jerry Behney and William Wood to the Coburg Planning Commission for two-year terms from November 1, 2025, to October 31, 2027.

Or, if removed from the consent agenda,

I move to, recommend that Mayor Bell appoint Jerry Behney and William Wood to the Coburg Planning Commission for two-year terms from November 1, 2025, to October 31, 2027.

BACKGROUND

The planning commission consists of seven members appointed by the mayor with council consent. Members are appointed for two-year terms. Annually, in October odd-numbered years, four position terms expire, and in even-numbered years, three position terms expire.

In October 2027, three Commissioners' terms expire. Commissioners Behney and Woods wish to serve another two-year term, and Commissioner Clark will not be serving another term.

The Planning Commission voted at its September 17, 2025, meeting to recommend to the City Council to vote for the re-appointment of Jerry Behney and William Wood as Mayors.

Planning Commission Bylaws:

- *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*

CITY COUNCIL

STAFF REPORT

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.*

RECOMMENDATION

Staff recommend the appointment of Jerry Behney and William Wood.

BUDGET / FINANCIAL IMPACT

As with all public meetings, “soft costs” are incurred for staff time spent on meeting preparation, agenda/packets, notice requirements, and minutes for monthly meetings.

PUBLIC INVOLVEMENT

Recruitment for Planning Commissioners has been open since September 17, 2025. Recruitment is posted on the City website, on social media, at City Hall, at the post office, and emailed to all interested parties.

ATTACHMENTS

1. Recruitment Notice

Planning Commission Vacancy Notice

~~Closes: September 17, 2025 Recruitment Extended~~

~~Closes: October 10, 2025 Recruitment Extended~~

Closes: November 18, 2025

Planning Commission: The Commissioners are an advisory group to the City Council on issues and policies related to planning, land use regulations, and community development. Planning Commissioners work to develop plans and implement policies that affect how the community changes with growth and development. Some of the duties include:

- Management of the Coburg Comprehensive Plan, functional plans, and refinement plans for the City that have been adopted by Council.
- Update and keep current zoning, subdivision, and sign code ordinances with required findings in the Coburg Comprehensive plan.
- Hold hearings and approve or deny applications for partitions and subdivisions. Using the basis of their consistency adopted in the subdivision ordinance.
- Provide recommendations to the City Council on streets, parking areas, sidewalks, and bikeways.

Meetings: Monthly (3rd Wednesday)

Membership: Seven (7)

Vacancies: Two (2) to be filled

Term: Both positions are two-year terms that expire in October 2027.

Membership Requirements: The planning commission consists of seven members who are appointed by the city council. Five members must be City residents. Two members may live within the City or 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.

Application Deadline: October 10, 2025

Contact: Sammy Egbert, sammy.egbert@ci.coburg.or.us or 541-682-7852