



MINUTES
Planning Commission
Hybrid Meeting In-Person & via Zoom
April 20, 2022
Coburg City Hall
91136 N Willamette Street Coburg, Oregon 97408

COMMISSIONERS PRESENT: William Wood, Vice Chair; John Marshall, Seth Clark, Alan Wells, Marissa Doyle, and Nancy Bell, Council Liaison.

COMMISSIONERS ABSENT: Chair Paul Thompson and Commissioner Jonathon Derby.

STAFF PRESENT: Megan Winner, Resource Assistant; Nancy Bell, Council Liaison

1. Call Meeting to Order

Vice Chair Wood called the meeting to order at 7:06 p.m.

2. Roll Call

Ms. Winner called roll. A quorum was present.

3. Agenda Review

Ms. Winner presented the minutes from the December 15, 2021 & February 22, 2022, meetings for approval.

4. Minutes Approval

MOTION: Commissioner Marshall moved, seconded by Commissioner Clark, to approve the December 15, 2021 & February 22, 2022 Planning Commission meeting minutes as presented. The motion passed unanimously. Vote: 5-0.

5. Special Guest

- Faye Stewart, Cottage Grove Public Works & Development Director
Mr. Stewart presented the Council with his extensive experience, including details of the creation of the current city partnered building program. He spent twenty years as a partner of a general contracting business, specializing in excavation and construction. From 2005-2017 he served as East Lane County's Commissioner. His area of improvement was to create a building program located in Cottage Grove, creating a local walk-in office, a personal appeal for contractors. In 2018 Mr. Stewart began his

present role with the City of Coburg. His long-awaited plan was approved that same year. Creswell began collaborations with Coburg. The State Building Codes Commissions required the following positions to be filled:

- Jason Bush, Certified Building Official and Inspector for level 8 construction. Mr. Bush has over twenty-five years of experience.
- Ryan Bennett, Specialty Electrical Inspector. Mr. Bennett has over twenty years of experience.
- Melanie Klemmer, Permit Specialist and Residential Building Inspector
- New payment laws based on fees was established. Mr. Stewart spoke of the partnership between the cities of Veneta, Creswell, Cottage Grove and Coburg. He explained how percentage fees for each city were compiled.

Mr. Stewart stressed the importance of processing permit applications within five days. Larger commerce projects, although taking longer to process would still receive the best possible service. In addition to a local walk-in office, callers can speak to an in-person operator. A very detailed monthly service report is supplied to the cities.

Commissioner Marshall inquired as to what the state surcharges were for. Mr. Stewart answered that State uses a percentage of the revenue from the permit fees to run the Building Codes Division, which provides electronic programs like Accella, an electronic app for permit information. It provides continued education training credits and supports Blue Beam, an electronic app for submitting and reviewing plans online.

Commissioner Marshall next asked if increased staffing would be necessary, due to increased building construction. Mr. Stewart stated that none were needed at this time, but that he had already worked it into the budget in case that should happen.

6. Goal Setting for Fiscal Year 2023

Commissioner Marshall stressed the necessity of having the Traffic Impact Study presentation conducted.

Ms. Winner, Resource Assistant, stated that it was still planned for presentation.

Ms. Bell and Mr. Clark spoke of staff communications. They noted that while communications had been going well, they would continue that goal with a focus on regular updates to the council.

- **MOTION: Commissioner Marshall moved, seconded by Commissioner Doyle to retain the goals for FY2023. The motion passed unanimously. Vote: 5-0.**

7. Planning Commission Orientation Update

Ms. Winner announced that she had been creating an all-electronic documents flash drive for each of the commissioners. This would provide a modern, easy to use, easy to carry, organized access to information.

8. City Update

- City Administration Report / *Information Only*
No new items
- Summary of March 17, 2022, Ad-Hoc Code Review Committee & Planning Commission Joint Work Session / *Information Only*

Vice Chair Wood inquired if there were any questions or comments. None were presented.

9. Adjournment

Vice Chair Wood adjourned the meeting at 7:55 p.m.

(Minutes recorded by Trenay Ryan)

APPROVED by the Planning Commission of the City of Coburg on this

Paul Thompson, Commission Chair

ATTEST:

Sammy L. Egbert, City Recorder