



## **MINUTES**

### **Planning Commission Meeting**

September 17, 2025 at 6:00pm

Coburg City Hall

91136 N Willamette Street

**MEMBERS PRESENT:** Pro Tem Chair; Seth Clark; John Marshall, Jerry Behney, Marissa Doyle, William Wood (via ZOOM)

**MEMBERS ABSENT:** Jon Derby

**STAFF/GUESTS PRESENT:** Megan Winner, Planning Director; John Lehmann, Council Liaison

**TRANSCRIBED BY:** Madison Balcom; Administrative Assistant

#### **CALL TO ORDER**

Pro Tem Chair, Seth Clark called the Planning Commission meeting to order at 6:04 p.m.

#### **ROLL CALL**

Planning Director, Megan Winner called roll. A quorum was present.

#### **AGENDA REVIEW**

There were no changes.

#### **PUBLIC COMMENT**

There were no requests to publicly speak, and no written statements had been received.

#### **COMMISSION BUSINESS**

##### **1. Site Design Review "The Greenhouse" SR 01-25 Public Hearing**

Pro Tem Chair Clark reviewed the details of the application and the applicable criteria of the site design review.

Mr. Clark opened the public hearing at 6:05pm.

Ms. Doyle notified the commission of a conflict of interest, as she is part of the applicant team. She will not partake in the conversation or vote on this matter. There was no challenge of impartiality of any other commissioners.

Mr. Clark went over the applicable regulations and public hearing rules.

Ms. Winner presented a staff report on the subject property itself, details of the current and proposed uses, the proposed permanent structure, and the building standards and parking requirements. Winner laid out the four conditions of approval and Planning Commissions options.

Applicant, Alan Wells, gave a short presentation of the project and intended use of the structure.

Mr. Marshall asked why a traffic impact study was not required. Ms. Winner said this application did not trigger the need for a study, and Lane County also reviewed the application and did not have any additional requests.

Mr. Marshall also asked about the sign requirements. Ms. Winner said all signs in the area are subject to Sign Ordinance A-155.

Mr. Clark asked if the type 1 land use approval is only for the two outdoor food trucks or all food businesses on the property. Ms. Winner said that it is only for the two mobile food trucks that remain on the property, and not the ones inside the structure.

Mr. Clark closed the public hearing at 6:22pm.

Mr. Behney had some clarifying questions, which Ms. Winner answered.

**MOTION:** Mr. Marshall moved, seconded by Mr. Clark, to approve the Greenhouse Site Review as submitted by the applicant, and based upon the findings in the staff report, with satisfaction with the conditions as listed by staff.

***The motion passed as 4:0, with Behney, Clark, Marshall and Wood voting affirmatively, none opposed, and Doyle abstained.***

## **2. Zoning Code Amendments CFEC Compliance PA 01-25 Public Hearing**

Mr. Clark opened the public hearing at 6:27pm.

Mr. Clark reviewed some details and process of the public hearing. Ms. Winner presented a staff report reviewing the zoning code amendments CFEC compliance. LCOG performed a code audit project on Coburg's existing regulations compared with the Walkable Design Standard Model Code developed by DLCD. Planning Commissions has seen and provided feedback on those changes. Ms. Winner went through each individual proposed change, and answered questions as they arose. Winner explained that Planning Commission will make a recommendation for Council to approve these amendments.

Mr. Clark closed the public hearing at 6:56pm.

Mr. Clark mentioned some Scribner's errors in the amendment document, and Ms. Doyle proposed a change to the garage set back, which Ms. Winner noted. Those include;

- Pg.7, 3<sup>rd</sup> text block – add a comma between “districts” and “blocks”
- 2<sup>nd</sup> to last page, top text block – fix the striking error
- Change garage set back from 5ft to 4ft

**MOTION:** Mr. Behney moved, seconded by Mr. Marshall, to recommend that City Council approve the Zoning Code Amendments PA 01-25 as amended.

***The motion passed as 5:0, with Behney, Clark, Doyle, Marshall and Wood voting affirmatively, none opposed.***

### **3. Planning Commission Vacancies**

Ms. Winner noted that there are three commissioners who’s terms will expire at the end of October. Commissioners Wood and Behney have expressed that they would like to serve another term, and Commissioner Clark will not be serving another term at this time.

**MOTION:** Mr. Marshall moved, seconded by Ms. Doyle, to recommend Mayor Bell re-appoint Jerry Behney and William Wood to a two-year term expiring October 31, 2027.

***The motion passed as 5:0, with Behney, Clark, Doyle, Marshall and Wood voting affirmatively, none opposed.***

### **UPDATES & FUTURE AGENDA ITEMS**

Ms. Winner did not have any updates at this time. Mr. Clark mentioned possibly having a future conversation about re-wording or clarifying the use of “odors” in the code when it comes to food trucks or structures to be more specific to “noxious” or unwanted smells as apposed to enticing smells, as well as smoke and emissions put off.

### **ADJOURNMENT**

Pro Tem Chair Clark adjourned the Planning Commission Meeting at 7:20 pm.

**APPROVED** by the City of Coburg Planning Commission on this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

\_\_\_\_\_  
Seth Clark, Pro Tem Chair

**ATTEST:** \_\_\_\_\_  
Sammy L. Egbert, City Recorder