



## **MINUTES**

### **Planning Commission Meeting**

May 20, 2026 at 6:00pm

Coburg City Hall

91136 N Willamette Street

**MEMBERS PRESENT:** Chair; John Marshall, Vice Chair; William Wood (via ZOOM), Jerry Behney, Marissa Doyle, Jon Derby (via ZOOM)

**MEMBERS ABSENT:** none

**STAFF/GUESTS PRESENT:** Megan Winner, Planning Director

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

#### **CALL TO ORDER**

Chair, John Marshall called the Planning Commission meeting to order at 6:11 p.m.

#### **ROLL CALL**

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

#### **AGENDA REVIEW**

Ms. Winner noted that there are currently two vacancies on the Planning Commission. They received one application, however that applicant decided to withdraw their application to gain a better understanding of the commission's role. Therefore, no appointment considerations were held, and it was removed from the agenda.

#### **PUBLIC COMMENT**

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

#### **COMMISSION BUSINESS**

##### **1. Sign Ordinance A-155-A Amendments Discussion & Staff Direction**

Ms. Winner presented a memo, reviewing the framework for updates, with proposed amendments intended to improve clarity, address legal compliance issues, and modernize regulations.

Winner noted that staff plans to bring back proposed language changes for the sections highlighted in green, noted in the provided packet. The yellow areas are those that are more

complicated to address. They are also not causing any problems at this time and are marked for a more comprehensive update at a later time. The red items are to be deleted.

The primary objective of the amendments is to clarify some processes and regulations around temporary and illuminated signs, and to remove language not currently in legal compliance. Ms. Winner went through the changes and highlighted sections. Commissioners did note a few other areas of concern that were not previously marked. Winner answered any questions of the commission.

## **UPDATES & FUTURE AGENDA ITEMS**

### **2. April City Administration Report**

This report was provided. Ms. Winner mentioned some of the bigger topics in the report, including the Coleman Street Collector Project, the new four-way stop, a Business Retention and Expansion Survey, and the Housing Capacity Analysis project. Commissioners had a few questions about these items, which Ms. Winner answered to the best of her knowledge.

Ms. Winner advised commissioners to send comments and suggestions directly to her rather than using “reply all” email chains, to avoid issues related to public meeting communications. Staff would then compile and share feedback with the full commission.

## **ADJOURNMENT**

Chair Marshall adjourned the Planning Commission Meeting at 6:51 pm.

**APPROVED** by the City of Coburg Planning Commission on this \_\_\_\_\_ day of \_\_\_\_\_ 2026.

\_\_\_\_\_  
John Marshall, Chair

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