



## MINUTES

### Coburg Planning Commission

Regular Meeting

September 21, 2022 at 7:00 p.m.

Coburg City Hall, 91136 N. Willamette St.

Hybrid Meeting in-person or via Zoom

**COMMISSIONERS PRESENT:** John Marshall, Seth Clark, and Alan Wells.

Via Zoom: Jonathan Derby

**COMMISSIONERS ABSENT:** Planning Commissioner Marissa Doyle and Vice Chair William Wood

**STAFF PRESENT:** Planner, Megan Winner and Council Liaison, Nancy Bell.

**GUEST PRESENT:** Sherry Powell.

#### 1. CALL MEETING TO ORDER

Commissioner Marshall opened the Planning Commission meeting at 7:01 p.m.

#### 2. ROLL CALL

Megan Winner called roll. A quorum was present.

#### 3. AGENDA REVIEW

There was one change to the Agenda. Elections were going to be pushed back to October, per the bylaws.

#### 4. APPROVAL OF MINUTES

**MOTION:** *Commissioner Clark moved, seconded by Commissioner Wells to approve the July 20, 2022 Planning Commission Meeting minutes as presented. The motion passed unanimously; Vote 4:0.*

#### 5. PUBLIC TESTIMONY

There were no public speakers in person or online.

## 6. COMMISSION BUSINESS

Megan Winner announced that planning commissioners Seth Clark, Alan Wells and Jonathan Derby were up for reappointment. All three stated that they wished to continue serving on the planning commission.

- **Planning Commission Vacancy**  
**Interview Potential Applicant | *Recommendation to Council***

Applicant Jim Bell introduced himself. Mr. Bell had been on the Planning Commission a few years ago, however he had also been hired as the City Emergency Manager and wished to serve in only one position. Mr. Bell stated that he was no longer employed as the Emergency Manager and was now freely available for the role of Planning Commissioner.

There were no questions presented.

**MOTION: *Commissioner Clark moved, seconded by Commissioner Wells to recommend to the City Council, the reappointment of Commissioner Clark, Wells and Derby and also to recommend the appointment of Jim Bell to the planning commission. The motion passed unanimously; Vote 4:0.***

- **Public Hearing**  
**SN 02-33 & SR 03-22 Illumination of Pape Signs**

Ms. Winner explained the proposal for a site design review for the interior illumination of two approved, installed and existing signs. All illuminated signs were subject to approval by the Planning Commission through the site review process. One sign was 49 square feet, with an illumination of 22 square feet. The second sign was 36 square feet, with an illumination of 13.5 square feet.

Cherri Powell spoke on behalf of Kelly Reid from Ramsay Signs. Ms. Powell stated that the two installed signs were very attractive, similar to their other signs, fitting well on the building and were not overpowering. She said they were small in comparison to what was allowed there by code and would put off little illumination. She also noted that they had the capability to be dimmed if needed and that she could provide the number of lumens if desired.

Ms. Winner stated that as of 7:19 p.m., no one had signed up for public testimony.

**MOTION: *Commissioner Wells moved, seconded by Commissioner Clark to approve the request based on staff recommendations. The motion passed unanimously; Vote 4:0.***

## 7. CITY UPDATES

- **City Administration Report | Information Only**

Ms. Winner noted there were current street projects on Abby, Austin, Bruce and Water. Resurfacing would continue through Monday. McKenzie Street was receiving an upgrade to match Mill Street, with a sidewalk on the north end, as well as some pavement and potentially some parking.

Ms. Winner anticipated that the map amendment accompanying the updates to the development code would come to the Planning Commission soon.

An application was received for a site review for a restaurant in town. The Commission was awaiting additional information that has been requested.

## 8. ADJOURNMENT

Commissioner Marshall adjourned the work session at 7:26 p.m.

*(Minutes recorded by Trenay Ryan, LCOG)*

**APPROVED** by The Planning Commission of the City of Coburg on this 19<sup>th</sup> day of October.

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Commission Chair John Marshall

**ATTEST:**

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Sammy L. Egbert, City Recorder