

**CITY OF COBURG PLANNING
PO BOX 8316 Coburg, OR 97408**

**STAFF REPORT
“The Greenhouse” Site Design Review
Food Vendor Hub with Commercial Kitchens & Gathering Space
SR 01-25**

Report Date: September 10, 2025

I. BASIC DATA

Applicant/Property Owners: Alan Wells
Alan R Wells Revocable Trust
PO Box 8250
Coburg, OR 97408 &
Marc D Mezzetta Trust
202 NW 6th St
Corvallis, OR 97330

Assessor’s Map and Tax Lot: Assessor’s Map 16-03-33-23 Tax Lot 03700

Situs Address: 91070 N Willamette Street, Coburg, OR 97408

Comprehensive Plan
Designation: Central Business District (C-1)

Current Zoning: Central Business District (C-1), Downtown District Overlay,
Architecturally Controlled Area Overlay, Historic Overlay

II. REQUEST

The request is for a site design review for food vendor hub called “The Greenhouse” on Willamette Street near the intersection with Pearl Street. The proposal includes a covered outdoor seating courtyard (1,680 sq. ft.), a building that will include two enclosed commercial kitchens, accessible restrooms (approximately 1,092 sq. ft) and a front porch (approximately 439 sq. ft.) totaling a footprint of approximately 3,213 square feet.

III. BACKGROUND

The subject property is zoned Central Business District within the Architecturally Controlled Area, Historic, and Downtown District overlay and contains a Comprehensive Plan Map designation of Central Business District. The subject property contains existing access from W McKenzie St. and frontage on Willamette St. The subject property abuts tax lots 16-03-33-23-03500, 16-03-33-23-03400 and 16-03-33-23-03800, all of which are zoned Central Business District. The subject property presently is a food truck plaza south of the Coburg Inn mixed use development. This proposed project replaces the existing food truck plaza (SR 04-22) with a permanent structure known as the Coburg Greenhouse—a small-scale, year-round food service destination designed to accommodate local culinary vendors in a shared-use environment.

The proposed project acts as the next phase and permanent structure for the site review for the existing food truck plaza approved by the Planning Commission in 2022 (SR 04-22).

IV. APPROVAL CRITERIA AND ANALYSIS FOR SITE DESIGN REVIEW

Article VII – District Regulations. Central Business District (C-1)

1. Purpose.

The Central Business District is intended to preserve and enhance the downtown area as the historic heart of the community. Coburg’s downtown is the community’s central location for commercial services, civic functions and mixed use. The district regulations are intended to ensure the downtown reflects the small town and historic character of Coburg, and provides an attractive, pedestrian-oriented setting.

FINDING: The proposed development is for a food vendor hub featuring two commercial kitchen spaces, accessible restrooms, and gathering area. This project aims to enhance the downtown area by providing additional commercial service and a community gathering space in a pedestrian-oriented setting that intends to reflect the historic character of Coburg in its design.

2. Uses and Structures.

a. Permitted Principal Uses and Structures (subject to Site Design Review provisions in ARTICLE XI)

- (1) Business and Professional Offices***
- (2) Civic uses and facilities such as government offices and facilities, libraries, community centers and fire stations***
- (3) Clubs, Lodges, Fraternities and similar uses***
- (4) Mixed-use development (a residential use with another permitted use), subject to standards in Article VIII.M***
- (5) Personal services(e.g., childcare, catering/food services, restaurants, dry cleaners, barbershops and salons, and similar uses) up to a 10,000 square foot footprint.***
- (6) Public parking lots and structures***
- (7) Public parks, playgrounds and recreational facilities***
- (8) Retail and Wholesale Stores and Shops, provided that:***
 - (i) Yard setbacks and other open areas shall not be used for the storage of business inventory, merchandise, equipment, or building materials, or for any scrap or salvage operation, storage or sale.***
 - (ii) The footprint of the building is no larger than 10,000 square feet.***
 - (iii) For wholesale uses: The ground floor facing the principal commercial street shall be used only for commercial sales or business or professional offices.***
- (9) Banks, lending and financial institutions, without drive-up facilities***
- (10) Existing agricultural, horticultural, and livestock uses(no new uses). Agricultural, horticultural, and livestock uses in operation on the effective date of this Code shall be deemed nonconforming uses***

and shall continue to operate subject to the provisions of ARTICLE VI of this Code.

(11) Single-family Dwellings on individual lots with frontage on a local or collector street, or on individual lots with frontage on an arterial street where the single-family dwelling existed before January 1, 2018.

(12) Except as prohibited under subsection c. below, multi-family dwellings subject to the design standards of ARTICLE VIII.L.4

(13) Mobile food carts, subject to obtaining a business license and certain standards in ARTICLE VIII.N

FINDING: The proposed development of a food vendor hub is unique and not specifically called out in the permitted uses section; however, staff can best describe the proposed project as a combination of personal services (e.g., childcare, catering/food services, restaurants, dry cleaners, barbershops and salons, and similar uses) (5); retail (8); and mobile food carts (13) uses, all of which are permitted principle uses in the underlying zoning designation.

Food carts will be required to obtain Type I approval subject to the standards of Article VIII.N. Staff will review the applications for compliance with standards of Article VIII.N upon Type I permit submittal. To ensure Article VIII.N mobile vending standards are met, staff recommend this as condition of approval.

Condition of Approval #1: All food trucks must obtain Type I Land Use approval for mobile vending prior to operation.

3. See Article VII Section K. Downtown Coburg Form Based Code Overlay for Central Business District for building standards and other regulations and requirements in this zoning district.

FINDING: These standards and regulations are addressed in the following section.

Article VII – District Regulations. Downtown Coburg Overlay District

1. Purpose: The intent of the Downtown Coburg Overlay District is to:

- a. Encourage and direct development within the boundaries of the Downtown Coburg Overlay District;***
- b. Encourage a form of development that will achieve the physical qualities necessary to preserve and enhance the downtown area as the historic heart of the community, reflect the small town and historic architectural character of Coburg, and provide an attractive, pedestrian-oriented setting; and***
- c. Encourage smaller-scale commercial and business facilities, civic building and city functions, and mixed use, as stated in the Coburg Comprehensive Plan, Policy 11.***

FINDING: The proposed development is for a food vendor hub. This project aims to enhance the downtown area by providing additional commercial service and a community gathering space in a pedestrian-oriented setting that reflects the historic character of Coburg in its design.

2. Applicability

- a. The Downtown Coburg Overlay District shall be an overlay district that applies over the existing C-1 zoning district.**
- b. Use and development of land within the Downtown Coburg Overlay District shall be regulated as follows:**
 - (1) Any existing use shall be permitted to continue and the use shall be subject to the underlying zoning requirements and not the Downtown Coburg Overlay District.**
 - (2) Any alteration to the footprint, height, or massing of the existing building, or alteration of any parcel shall subject the entire building to the requirements of the Downtown Coburg Overlay District and shall be brought into compliance with the requirements of the Downtown Coburg Overlay District to the maximum extent practical, as determined by the Planning Commission.**
 - (3) Where a new building is proposed, the site shall be subject to the requirements of the Downtown Coburg Overlay District.**
- c. Development applications within the Downtown Coburg Overlay District shall be required to follow the Review Procedures contained in Article X.**

FINDING: The proposal includes a new building and is subject to the Downtown Coburg Overlay District regulations and review procedures which are demonstrated in this report. Criterion met.

3. Regulating Plan

a. Purpose and Applicability

- (1) A Downtown Coburg Overlay District Regulating Plan has been adopted that divides the Downtown Coburg Overlay District into parcel types. Each parcel type designated on the Regulating Plan prescribes Requirements for building form, height and massing which ensures that future growth helps meet the community's goals and vision for the district.**
- (2) All new development, redevelopment, alteration to the footprint, height, or massing of an existing building, and improvement to parcels within the Downtown Coburg Overlay District must comply with ARTICLE VII 53 Coburg Zoning Code regulations for the applicable Parcel Type as well as applicable regulations in the City of Coburg Development Code.**

b. Parcel Types. The following list defines the intent of each Parcel Type.

- (1) Downtown Core Parcel Type (i) The primary intent of this parcel type is to create a vibrant, high density, pedestrian-oriented Main Street along N Willamette St. (ii) The mixed-use character of this parcel type is reflected in the verticality of its buildings, where each floor typically hosts a different use. Typically along street fronts, retail or service uses are located on the ground floor of the building, and residential (lofts), office, retail, trade or service uses are located on the upper floor(s).**
- (2) Downtown Flex Parcel Type**
 - (i) The primary intent of this parcel type is to encourage vibrant, pedestrian-oriented, mixed-use development throughout the Downtown Coburg Overlay District.**
 - (ii) The mixed-use character of this parcel type is defined by the flexibility and compatibility in use, in a sense that no parcel is restricted to a single use. This allows retail, service, office, livework, and residential**

(townhomes or lofts) uses to be within proximity of each other, vertically or horizontally.

FINDING: The subject property is the Downtown Flex Parcel Type. The proposed development is in line with the intent of this parcel type.

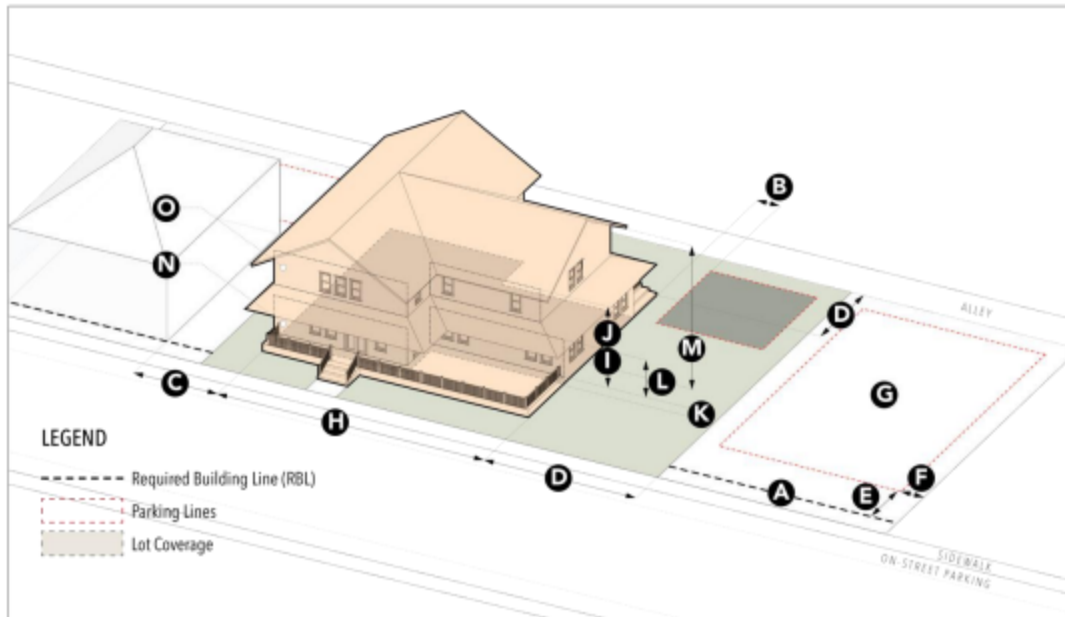
4. Building Standards

a. Purpose and Applicability

(1) The purpose of this section is to set forth regulations for Building Standards and design guidelines applicable to Parcel Types within the Downtown Coburg Overlay District. These standards are intended to ensure that new developments strengthen and enhance the existing architectural character and neighborhood scale of Downtown Coburg.

FINDING: Building standards for the downtown flex parcel type are presented in the Zoning Code as the chart below. To clarify, each standard is addressed individually following the image of the chart in this staff report.

B. DOWNTOWN FLEX BUILDING STANDARDS



Use	
Ground floor:	retail, service, office, trade, residential
Upper floor(s):	retail, service, office, trade, residential
Placement	
Front required building line (RBL)	0 ft min. - 6 ft. max.; the front-most part of the building (i.e. wall, front porch) must be built to the RBL
Setback from secondary roads and parking	6 ft min.
Setback from other buildings	comply with applicable Uniform Fire Code standards
Rear and side setbacks	0 ft min.; see Notes when abutting Traditional Residential parcel
Parking setback from RBL	20 ft min.
Parking setback from parcel lines with no RBL	6 ft min.; 20 ft min. when abutting Traditional Residential parcel
Coverage	
Lot size	25 ft min. width; 1,500 sq ft min. area
Lot coverage	100% max.; see Notes for prerequisites
Primary street facade built to RBL	60% min. of RBL length
Building width and length	150 ft max.; exterior building articulation required every 40 horizontal feet or less
Height	
Minimum number of floors	1 floors
Maximum number of floors	3 floors
Ground floor elevation	0 in min. above sidewalk; 16 in min. for above-grade residential use
Floor to floor height	10 ft min.
Building height	45 ft max.; see Notes when abutting Traditional Residential parcel
Fenestration	
Percent of facade area (ground floor)	50%-80%
Percent of facade area (upper floors)	40%-80%

Use: Ground floor: retail, service, office, trade, residential

FINDING: The proposed use will provide goods and service to the public, associated with retail and service commercial uses. Any special events such as entertainment or seasonal markets will need to obtain separate City approval as required. Criterion met.

Placement

Front required building line (RBL) 0 ft min. - 6 ft. max.; the front-most part of the building (i.e. wall, front porch) must be built to the RBL

FINDING: The front porch is setback six feet from the front property line, also known as the required build line. This criterion is met.

Setback from secondary roads and parking 6 ft min.

FINDING: The structure is set back 25 feet from the existing asphalt parking lot, aligning with the adjacent building. Criterion met.

Setback from other buildings comply with applicable Uniform Fire Code standards

FINDING: Setbacks comply with applicable Fire Code according to the applicant's response to the development checklist (Attachment A). This will be verified at the time of building permit review. Staff recommend obtaining required building permits as a condition of approval.

Condition of Approval #2: Prior to the commencement of construction activities, the applicant shall submit for and obtain the required building permits.

Rear and side setbacks 0 ft min.; see Notes when abutting Traditional Residential parcel

FINDING: Rear and side yard set backs are not denoted on the applicant's materials but are assumed to be equal to or greater than the required zero foot minimum. The subject property does not abut a Traditional Residential parcel.

Parking setback from RBL: 20 ft min.

FINDING: Existing parking is setback approximately 100 feet from RBL. Criterion satisfied.

Parking setback from parcel lines with no RBL 6 ft min.; 20 ft min. when abutting Traditional Residential parcel

FINDING: This subject parcel has a RBL. This criterion is not applicable.

Coverage

Lot size 25 ft min. width; 1,500 sq ft min. area

FINDING: The approximate tax lot square footage is 16,988. Criterion met.

Lot coverage 100% max.; see Notes for prerequisites

FINDING: Proposed lot coverage is approximately 20%. Criterion met.

***Primary street facade built to RBL 60% min. of RBL length
Building width and length 150 ft max.; exterior building articulation required every
40 horizontal feet or less***

FINDING: Proposed building has width of 42 feet and length of 76 feet 5.5 inches as shown on the site plan in Attachment A. Criteria met.

Height

Minimum number of floors 1 floors

Maximum number of floors 3 floors

***Ground floor elevation 0 in min. above sidewalk; 16 in min. for above-grade
residential use***

Floor to floor height 10 ft min.

Building height 45 ft max.; see Notes when abutting Traditional Residential parcel

FINDING: The proposed structure is one floor, flush with the existing sidewalk grade, has a floor-to-floor height of 10 feet and an overall height of approximately 25 feet and does not abut a Traditional Residential parcel. Criteria met.

Fenestration

Percent of facade area (ground floor) 50%-80%

FINDING: The proposed façade area is 412 sq. ft. with 245 sq. ft. of fenestration provided for a total of 53% fenestration per the applicant's narrative (Attachment A). Criteria met.

Notes

Buildings on parcels that abut a Traditional Residential parcel must be set back at least one foot for each foot in building height from the shared property line(s), up to a maximum required setback of 45 ft; building height is measured from the average grade to the top of the wall facing the shared property line or to the top of the highest window or door, whichever is higher

FINDING: Proposed building does not abut Traditional Residential parcel. Criterion not applicable.

One hundred percent coverage is allowable when applicable minimum loading space, stormwater, setbacks, and parking requirements are met

FINDING: Proposed lot coverage is approximately 20%. Criterion met.

Primary building entrance must be located along the Required Entry Zone (REZ) and be oriented to the street

FINDING: Proposed building entrance is located along the Required Entry Zone and is oriented to Willamette St. Criteria met.

Pedestrian sidewalks or walkways must be provided to connect the building primary entrance to the public right of way

FINDING: Proposal includes pedestrian walkway to connect the building to the public right of way (sidewalk) on Willamette St. and also provides connectivity to the parking area and adjacent development to the north. Criterion met.

Uses that create odor, dust, smoke, noise, or vibration that is perceptible beyond the property boundaries are prohibited

FINDING: Proposed use will not create odor, dust, smoke, noise or vibration that is perceptible beyond the property boundaries. Any entertainment events will be required to obtain the necessary approval of the city for special events or temporary uses. Criterion satisfied.

All new developments are required to provide a minimum of two of the following pedestrian amenities

- ***Outdoor seating options***
- ***Extra wide sidewalk***
- ***Courtyard or pocket park***
- ***Rain garden and/or planters***
- ***Pedestrian-scaled awnings or canopies***
- ***Other opportunities for open spaces***

FINDING: As stated in the applicant's narrative (Attachment A), the proposed project is pedestrian oriented and features outdoor seating options, courtyard/existing pocket park open space area, existing infiltration planters, and pedestrian walkways. Criteria met.

All new constructions and major renovations are required to incorporate historic building exterior design elements as detailed in Section 3.c of this Overlay Code "Architecturally Controlled Areas."

FINDING: Proposed building does incorporate historic building exterior elements including windows and doors; façade treatments, roof design, and rear wall treatment. Criterion met.

The Downtown Coburg Overlay District is exempt from the minimum off-street parking requirements under Article VIII.B Section 2(b) of the Coburg Development Code, except for employees parking and work vehicles that are stored on site.

Refer to Article VIII.M.2.b.(1) for off-street vehicle parking standards for mixed-use development in the Downtown Coburg Overlay District

FINDING: Employee parking and work vehicles will be accommodated in the existing Coburg Inn parking lot. No mixed-use development is proposed. Parking reform implemented by the State's Climate Friendly and Equitable Communities (CFEC) rulemaking applies. Criteria met.

If more than four dwelling units are proposed, an alley or private mid-block lane are required for vehicle access

No structural improvements, except road surfacing, are allowed within 10 feet of the centerline of an alley

FINDING: No dwelling units or structural improvements within 10 feet of the centerline of an alley are proposed. Criteria not applicable.

e. Architecturally Controlled Areas. Building Standards are not intended to indicate or suggest any specific architectural style. However, because the Downtown Coburg Overlay District is part of Coburg's "Architecturally Controlled Areas," the physical form of buildings in this district is regulated to reflect the local historic architectural characteristics.

(1) The following historic building exterior design elements are required for all new construction and major renovations in order to maintain and improve the historic storefront character of the downtown. Historic Structures are also subject to the conditional use criteria in Article XIV.

- (i) Decorative doors, transom, or clerestory windows.**
- (ii) Windows with trim comparable in style to that commonly used on other historic buildings in the C-1 district.**
- (iii) Certain percentage of the ground floor facade facing the street must have windows. The lower edge of these windows must be no more than 30 inches above the sidewalk. Refer to the corresponding Parcel Type's Building Standards for applicable range of fenestration percentages.**
- (iv) The pitch and style of rooflines must be comparable to existing historic rooflines.**
- (v) Surface detailing is required for blank walls (permitted on nonstreet facing facades only) and must include offsets, windows, siding, murals, or other similar features.**
- (vi) Weather protection for pedestrians (awnings or canopies). Lighted or bubble awnings are not allowed.**

FINDING: The proposed building has incorporated the historic building exterior design elements as detailed in Section 4.e as required. Per the applicant's narrative, *The Coburg Greenhouse design incorporates several historic exterior design elements:*

- Windows & Doors: The exterior walls in the seating area will include decorative doors, transoms, and window trim consistent with other historic buildings in the district, similar to the adjacent Coburg Inn building.*
- Façade Treatments: The street-facing façade includes windows with sills 1' - 6" above the sidewalk. The large overhead windows are designed to create a strong visual and physical connection to the outdoors. When open, they transform the courtyard into an engaging indoor outdoor space, complete with bar-height counters that allow guests to sit at the window, enjoy a meal or drink, and interact with the surrounding activity. This design encourages social connection, supports flexible seating arrangements, and enhances the overall dining experience by bringing the outside in.*
- Roof Design: The roof pitch and style are compatible with adjacent historic rooflines, and the structure features a cupola for architectural interest.*
- Rear Wall Treatment: The rear wall will include an architectural feature over the service door and/or landscaping to avoid the blank wall monotony.*
- Pedestrian Weather Protection: Awnings and overhangs are provided along the east (street facing) side of the building continuing the adjacent Coburg Inn's.*
- Primary Street Façade: Built to meet the RBL along 60% of the frontage. This standard is met.*

- **Building Width/Articulation:** The building's maximum width is 42 ft. Architectural articulation is provided at the west-facing rear entrance, satisfying the requirement for articulation every 40 ft or less.

Criteria met.

f. Shopfront Design Standards. *Building frontage, which is the intersection between the ground floor of the building and the public sidewalks, defines the character of each building. Collectively, building frontages define the built character of a neighborhood. Therefore, welcoming frontages are a critical ingredient in achieving the intent of creating a walkable, interactive, and vibrant public realm in downtown Coburg.*

(1) Shopfronts are required for the ground floor of all Downtown Core buildings that face the main street (N Willamette St) and Pavilion Park.

(2) The following shopfront design standards detail frontage elements that can help provide streets and the general public realm with a comfortable, human-scale, lived-in appearance.

(i) Shopfronts must be composed of a base up to 30 inches tall, with clear glazing that extends from the base to at least eight feet above the sidewalk level.

(ii) Windows and doors must extend along at least 60 percent of the length of the shopfront facade. The lower edge of these windows must be no higher than 30 inches above the sidewalk. Any groundlevel shopfront windows facing circulation networks must be kept visible (unshuttered) at night.

(iii) Storefronts must incorporate weather protection elements for pedestrians (awnings or canopies); lighted or bubble awnings are not allowed.

(iv) The location, design, and lighting of signage is integral to the shopfront design; refer to Coburg Sign Ordinance A-155.

FINDING: The proposed building features a shopfront including entry oriented to Willamette St., a covered front porch with pedestrian walkway, and large roll up doors that provide open air seating weather permitting and a shopfront feel when closed. Any signs will require a sign permit and will be reviewed outside the purview of this application. Staff recommends sign permits as a condition of approval. Criteria met.

Condition of Approval #3: Future sign proposals must obtain sign permit and comply with Sign Ordinance A-155.

5. Sustainable Landscape Standards for Downtown Coburg

a. Purpose and Applicability

(1) Landscape plays a number of very important roles in the built environment, both at the parcel level and at the larger, neighborhood level. Its more conventional role includes helping generate a network of comfortable, habitable, and beautiful public and private open spaces that support pedestrian functions and a full range of activities in a vibrant public realm.

The role of landscape has also evolved to promote environmental stewardship, addressing sustainability concerns particularly in relation

to biofiltration stormwater management. This section focuses on the ways in which site designs can integrate practices of sustainable stormwater management known as “Low Impact Development (LID).”

(2) Applicant or developer of all new development, redevelopment, alteration to the footprint, height, or massing of an existing building, and improvement to parcels, must demonstrate post-development runoff at or below pre-development rates.

(3) New developments must provide on-site vegetated stormwater infrastructure as necessary, appropriately sized by the site designers to mitigate any increase in stormwater runoff post-development.

- b. On-site Stormwater Infrastructure (1) LID is an approach to land development that works with nature in managing stormwater as close to its source as possible to minimize stormwater runoff from buildings and impervious surfaces. Unlike a conventional system that would simply pipe unfiltered stormwater through metal grates straight into drainage channels, LID-based stormwater management approach relies on vegetated natural systems to collect, infiltrate, and filter rainwater on site, often reducing the need for costly underground structures.***

FINDING: The existing on-site vegetated stormwater infrastructure (infiltration planters) was designed to manage stormwater for future phases of the Coburg Inn development and will be utilized to manage the stormwater for this proposal using an LIS approach and suggested best management practices. Criteria met.

ARTICLE VIII. SUPPLEMENTARY DISTRICT REGULATIONS

L. Design Standards and Guidelines

1. Purpose The design standards in this section are intended to ensure that new development contributes to the overall livability of the community by:

- a. Preserving and enhancing the small town and historic character of the Coburg;***
- b. Ensuring architectural compatibility;***
- c. Providing a physical setting that is safe and inviting for walking and other pedestrian activity;***
- d. Promoting design that is aesthetically pleasing and consistent with the values of the community as expressed in the Comprehensive Plan.***

2. Applicability These standards apply to all new development and substantial improvements, unless otherwise stated within the Coburg Zoning Code. Substantial improvements shall include the following:

- a. Additions that consist of more than 33% of the total floor area of the primary structure and are visible from a public-right-of-way; or***
- b. Additions that consist of more than 50% of the total floor area of the primary structure and are not visible from a public-right-of-way.***

FINDING: As demonstrated through the applicant's narrative and the plans (Attachment A), the proposal positively contributes to the overall livability of the community. The development is located within the Central Business District and is consistent with the architectural requirements of the Architecturally Controlled Area and Downtown District Overlay. The proposed design is aesthetically pleasing, pedestrian oriented, and provides a unique service to the public.

ARTICLE VIII.B.2 OFF-STREET PARKING REQUIREMENTS

B. Parking Regulation

2. Off-Street Parking Requirements.

d. Exceptions and Reductions to Off-Street Parking Requirements

(1) The Central Business District (C1) is exempt from the minimum parking requirements of Section 2(b), except that off-street parking shall be provided for employees and work vehicles that are stored on site, as follows:

(i) All new commercial development, including change of use, in the C-1 district that requires one or more employees shall provide a number of on-site parking spaces equal to the greatest number of employees that will be on site at any particular time. The Planning Official shall determine the number of required offstreet parking spaces for a proposed use, or expansion of a use, based on information submitted by the applicant.

(ii) One off-street parking space shall be provided for each work vehicle. "Work vehicles" are those vehicles associated with the business that are stored on-site or that are parked on-site for any period of time during regular work hours.

(iii) The determination by the Planning Official of the number of spaces required under subsection (i) and (ii) shall be provided in writing, based on written evidence submitted by the applicant.

(iv) The Planning Official may waive or reduce off-street parking requirements in accordance with Section 2(d)(3)

FINDING: The Central Business District (C1) is exempt from the minimum parking requirements of Section 2(b), except that off-street parking shall be provided for employees and work vehicles. Employee parking and work vehicles will be accommodated in the existing Coburg Inn parking lot. No mixed-use development is proposed. Further, parking reform implemented by the State's Climate Friendly and Equitable Communities (CFEC) rulemaking applies and reduces/eliminates enforceable parking minimums. Criteria met.

5. Bicycle Parking

a. Bicycle parking requirements shall apply to all developments that require a site plan or amended site plan for new development, changes of use, and building expansions and remodels that require a building permit, as follows:

(2) Non-Residential Parking. There shall be a minimum of one bicycle space for every seven motor vehicle spaces. At least half of all bicycle parking spaces shall

be sheltered. Bicycle parking provided in outdoor areas shall be located near the building entrance, similar to vehicle parking spaces, unless existing development on site precludes that option. Fractions shall be rounded to the nearest whole number.

b. Bicycle Parking Facilities Design Standards

(1) Bicycle parking facilities shall either be stationary racks which accommodate bicyclist's locks securing the frame and both wheels, or lockable rooms or enclosures in which the bicycle is stored.

(2) Bicycle parking spaces shall provide a convenient place to lock a bicycle and shall be at least six feet long, two feet wide, and seven feet high. Upright bicycle storage structures are exempted from the parking space length standard.

(3) A 5-foot aisle for bicycle maneuvering shall be provided and maintained beside or between each row of bicycle parking.

(4) Bicycle racks or lockers shall be anchored to the surface or to a structure.

(5) Covered bicycle parking facilities may be located within a building or structure, under a building eave, stairway, entrance, or similar area, or under a special structure to cover the parking. The cover shall leave a minimum 7- foot overhead clearance and shall extend over the entire parking space. If a bicycle storage area is provided within a building, a sign shall be placed at the area indicated that it is for bicycle parking only.

(6) Bicycle parking shall not interfere with pedestrian circulation.

FINDING: Stationary racks are proposed to provide on-site bicycle parking. There are approximately 33 motor vehicle spaces in the existing parking lot and bicycle parking is provided outside the Coburg Inn. Applicant proposes three bicycle spaces are required, two spaces will be located at the rear and side of the building in proximity to pedestrian and vehicle circulation areas without obstructing walkways. According to the applicant's narrative, at least half of the bicycle parking spaces will be sheltered, using either an eave or freestanding cover, with a minimum 7-foot overhead clearance and full coverage of the bicycle spaces. Criteria met.

C. Pedestrian and Bicycle Access and Circulation.

1. Internal pedestrian circulation shall be provided within new commercial office, and multi-family residential developments through the clustering of buildings, construction of hard surface walkways, landscaping, or similar technique.

2. Pedestrian access to transit facilities shall be provided from new commercial, employment, and multi-family residential development while existing developments shall provide safe and accessible pedestrian access to transit facilities when a site changes uses or is retrofitted.

3. Internal pedestrian and bicycle systems shall connect with external existing and planned systems, including local and regional travel routes and activity centers such as schools, commercial areas, parks and employment centers.

FINDING: The proposed project is pedestrian-oriented and pedestrian access to transit facilities (bus stops) is provided on Willamette St. The subject property is located in the heart of the downtown commercial area and adjacent to Pavilion Park. Criterion met.

D. Sign Regulations See Coburg Sign Ordinance A-155 (reprinted 01/30/01)

FINDING: According to the applicant's narrative (Attachment A), proposed signage for the Coburg Greenhouse will consist of three hanging signboards, similar in style and scale to those currently in place at the Coburg Inn. These signs will be mounted above the front porch entries, one for each vendor space, and will serve as primary identification for the individual businesses housed within the shared-use facility. Each signboard will be approximately 16" high x 72" wide and constructed of durable, weather-resistant materials in keeping with the architectural character of the building and the surrounding historic context. The signs will be mounted to the porch beam, designed to complement the building's aesthetic without obstructing pedestrian or vehicular views. Staff recommend condition of approval (noted above in this report as Condition of Approval #3) that applicant submit for a sign permit in the future, at which time any proposed signs will be reviewed for compliance with Ordinance A-155 when a sign/building permit application is submitted.

Condition of Approval #3: Future sign proposals must obtain sign permit and comply with Sign Ordinance A-155.

E. Streets, Alleys and Other Public Way Standards

1. Improvements to City Streets shall conform to the standards as set forth in this section.

FINDING: The applicant is not proposing any improvements to City streets nor are improvements to City streets required as part of the proposal. Criterion not applicable.

F. Other Public Improvements

5. Sewage. All buildings within the city limits must connect to the city sewer system.

FINDING: The proposed building will connect to city sewer. Applicant will need to demonstrate shared septic tank agreement prior to building permit issuance. Criterion conditionally met.

Condition of Approval #4: Applicant must demonstrate shared septic tank agreement prior to building permit issuance

6. Water Supply. All lots and parcels in any land division shall be served by the Coburg Water system.

FINDING: The lot is served by the Coburg water system and has sufficient water pressures for the proposed project. Criterion met.

I. Screening Standards for Multi-Family, Commercial and Industrial Development

1. Unless otherwise specified in this code, screening shall be required:

a. When commercial or industrial districts abut residential districts

FINDING: The subject properties do not abut a residential district. This criterion does not apply.

b. For outdoor mechanical devices

FINDING: There are no ground level outdoor mechanical devices subject to screening requirements. This criterion does not apply.

c. For outdoor storage yards and areas

FINDING: The proposed development does not include any outdoor storage areas. This criterion does not apply.

d. For trash receptacles

FINDING: Proposed project will use existing screened trash receptacles. This criterion does not apply.

e. For multi-family developments

FINDING: The proposal does not include multi-family developments. This criterion does not apply.

f. Parking areas with more than two off-street spaces

FINDING: No parking area is proposed as part of this development. This criterion is not applicable.

2. Screening shall be a non-see through or sight-obscuring fence, evergreen hedge, or decorative wall (i.e., masonry or similar quality material) shall be erected along and immediately adjacent to the abutting property line.

FINDING: No screening is required of the proposed development. Criterion not applicable.

3. Trash receptacles. Trash receptacles shall be oriented away from adjacent buildings and shall be completely screened with an evergreen hedge or solid fence or wall of not less than feet in height.

FINDING: Proposed project will use existing screened trash receptacles. This criterion does not apply.

4. Parking lots. Parking areas with more than two off street spaces shall be screened with an evergreen hedge or fence at least four feet high. To the greatest extent practicable, such parking areas should be situated away from neighboring residential units and shall be located to the rear or side of the multi-family development. Parking areas with five or more spaces shall be landscaped and provide the required number of parking spaces in accordance with Section VIII of this Code.

FINDING: No parking area is proposed as part of this development. This criterion is not applicable.

ARTICLE XI. LAND USE REVIEW AND SITE DESIGN REVIEW

E. Site Design Review - Application Submission Requirements

2. Site Design Review Information. In addition to the general submission requirements for a Type III review ARTICLE X.D an applicant for Site Design Review shall provide the following additional information, as deemed applicable by the City Planning Official. The Planning Official may deem applicable any information that he or she needs to review the request and prepare a complete staff report and recommendation to the approval body:

c. Architectural drawings. Architectural drawings showing one or all of the following shall be required for new buildings and major remodels:

- (1) Building elevations (as determined by the City Planning Official) with building height and width dimensions;***
- (2) Building materials, colors and type;***
- (3) The name of the architect or designer.***

FINDING: See Attachment A for the building plans and architectural drawings submitted as part of the site design review process.

e. Landscape plan. A landscape plan may be required and at the direction of the City Planning Official shall show the following:

- (1) The location and height of existing and proposed fences, buffering or screening materials;***
- (2) The location of existing and proposed terraces, retaining walls, decks, patios, shelters, and play areas;***
- (3) The location, size, and species of the existing and proposed plant materials (at time of planting);***
- (4) Existing and proposed building and pavement outlines;***
- (5) Specifications for soil at time of planting, irrigation if plantings are not drought-tolerant (may be automatic or other approved method of irrigation) and anticipated planting schedule;***
- (6) Other information as deemed appropriate by the City Planning Official. An arborist's report may be required for sites with mature trees that are protected under The City's tree Ordinance.***

FINDING: Conceptual landscaping showing proposed and existing landscaping elements can be seen on the site plan (Attachment A). Criterion met.

i. Traffic Impact Study, when required, shall be prepared in accordance with the road authority's requirements. See ARTICLE X., Section I, for relevant standards.

FINDING: The City did not require a traffic impact study be completed by the applicant as part of the proposal. Criterion not applicable.

F. Site Design Review Approval Criteria. The review authority shall make written findings with respect to all of the following criteria when approving, approving with conditions, or denying an application:

1. The application is complete, as determined in accordance with ARTICLE X Types of Applications and ARTICLE XI.E, above.

FINDING: The application for site design review submitted by Alan Wells has been found to be complete for processing. The application was deemed complete on August 5, 2025. Criterion met.

2. The application complies with all of the applicable provisions of the underlying Land Use District and Supplementary District Regulations (ARTICLE VII & VIII), including: building and yard setbacks, lot area and dimensions, density and floor area, lot coverage, building height, building orientation, architecture, and other special standards as may be required for certain land uses;

FINDING: As found and discussed in this staff report, the application complies with all of the applicable provisions of the underlying Land Use District (Central Business District, Architecturally Controlled Area, Historic, and Downtown District Overlays) and the Supplementary District Regulations. Criterion met.

3. The applicant shall be required to upgrade any existing development that does not comply with the applicable land use district standards, in conformance with ARTICLE VI, Non-Conforming Uses;

FINDING: The application complies with all of the applicable provisions of the underlying Land Use District (Central Business District, Architecturally Controlled Area, and Downtown District Overlay) and the Supplementary District Regulations.

4. The application complies with all of ARTICLE VII District Regulations and ARTICLE VIII Supplementary District Regulations and other standards as applicable;

FINDING: As discussed and found in this staff report, the proposal complies with the District Regulations of ARTICLE VII District Regulations and VIII Supplementary District Regulations and other standards as applicable.

5. Existing conditions of approval required as part of a prior Land Division (ARTICLE XII), Conditional Use Permit (ARTICLE XIII), Master Planned Development (ARTICLE XIV) or other approval shall be met.

FINDING: There are no existing conditions of approval required to be met. Criterion not applicable.

V. CONDITIONS OF APPROVAL

Condition of Approval #1: All food trucks must obtain Type I Land Use approval for mobile vending prior to operation.

Condition of Approval #2: Prior to the commencement of construction activities, the applicant shall submit for and obtain the required building permits.

Condition of Approval #3: Future sign proposals must obtain sign permit and comply with Sign Ordinance A-155.

Condition of Approval #4: Applicant must demonstrate shared septic tank agreement prior to building permit issuance

VI. INFORMATIONAL ITEMS

Any special events such as entertainment or seasonal markets will obtain separate City approval as required.

From Lane County Transportation Planning Staff review:

In accordance with Lane Manual 15.515, stormwater runoff from private property must not be directed to the Lane County Road right-of-way or into any Lane County drainage facility, including roadside ditches.

A facility permit is required for any work done in the County Right-of-Way.

VII. Findings of Fact to be Signed by Chair

The findings of fact in support of approval, with all conditions of approval are attached to this staff report, should Planning Commission approve the proposal. Any changes to the findings at the hearing or a denial decision, will have to be reflected in the findings of fact to be signed by the Planning Commission Chair.

VIII. ATTACHMENTS

Attachment A – Applicant’s materials

Attachment B – Notice materials

Attachment C – Final Order to be signed by Chair, if approved.