



MINUTES

Coburg Planning Commission Regular Session

October 20th, 2021 7:00 P.M.
Virtual Meeting - Coburg City Hall
91136 N Willamette Street

MEMBERS PRESENT: Chair Thompson, Commissioner Marshall, Commissioner Doyle, Commissioner Clark.

MEMBERS ABSENT: Commissioner Derby, Commissioner Wood.

STAFF PRESENT: Anne Heath, City Administrator.

1. CALL TO ORDER

Chair Thompson called the meeting to order at 7:07 P.M.

2. ROLL CALL

Ms. Heath took roll and a quorum was present.

3. AGENDA REVIEW

There were no changes or notes on the agenda.

4. APPROVAL OF MINUTES – May 19th and July 27th, 2021

MOTION: Commissioner Marshall moved, Commissioner Clark seconded a motion to approve the minutes as presented. Motion passed unanimously.

5. PUBLIC TESTIMONY

- **Dwyer Written Testimony**

Chair Thompson shared that there was fairly extensive written testimony in the packet but there was no one signed up for public testimony.

6. COMMISSION BUSINESS | Planning Commission Elections

- **Election of Chair & Vice Chair Officers**

Ms. Heath explained that according to the bylaws the Commission needs to re-elect officers. She noted that the current Chair was Paul Thompson and the Vice Chair was William Wood and added that officers could be retained for up to two years.

MOTION: Commissioner Clark moved, Commissioner Marshall seconded a motion to re-elect Paul Thompson as Planning Commission Chair and William Wood as Planning Commission Vice Chair. Motion passed unanimously.

7. COMMISSION BUSINESS | Planning Commission Vacancy

- **Interview Potential Applicant | *Recommendation to Council***

Ms. Heath began the interview process with Alan Wells.

She asked why Mr. Wells wanted to be a Planning Commissioner for the city of Coburg. Mr. Wells answered to give back to the community which has been good for him. He said he enjoyed living there and if he could help then he would be happy to do it.

Ms. Heath asked what, in his view, was the role of an appointed public official. Mr. Wells answered listen to the different opinions that people might have about whatever matter they were talking about and using your best judgement to decide which way you think it should go. He added basically just to listen.

Ms. Heath asked what special attributes he would bring with his membership to the Planning Commission. Mr. Wells said he was an architect at one time and had a lot of training and practical land use planning a long time ago. He shared he had been in all aspects of commercial real estate for almost 40 years including in urban planning development, sales, marketing, and leasing. He thought he had a pretty good background for this kind of position and could be pretty objective in looking at different planning matters. He added that he currently sits on the ad hoc committee for development code rewrite.

Ms. Heath asked what his experience was with Oregon land use law. Mr. Wells responded that he had been involved in a number of projects where land use was an issue in his regular job around the state and in Washington. He said he had to deal with code and zoning matters while talking with different planning officials and communities almost daily.

Ms. Heath asked if he had any experience with public meetings and Robert's Rules of Order. Mr. Wells answered no outside of attending a lot of public meetings he had never been on a committee or commission before with the exception of the one he was currently on.

Ms. Heath asked what his understanding was of the future growth of Coburg. Mr. Wells said a lot of it has to do with solving some pretty significant transportation issues which was one of the reasons he wanted to volunteer for the Planning Commission. He said these were big issues facing the community and noted that he was not opposed to growth but said there were some infrastructure issues that needed to be addressed before they got much bigger than they were. He said they had all seen too many communities around the state that had not solved those problems and become almost inhabitable. Mr. Wells was encouraged that most of the community believed that, that they didn't want to completely discount growth in the community but they wanted to make it work.

Ms. Heath asked if he had considered the time commitment required for serving on the Planning Commission. Mr. Wells said that he had and it had been a concern as he and his wife traveled quite a bit and there would be some meetings he couldn't attend. Ms. Heath noted that they would continue with the hybrid meeting availability so he could attend from out of town.

Ms. Heath asked if he had ever received ethics training. Mr. Wells responded yes as a realtor he was required to put in 30 hours of continuing education every two years which included a mandatory ethics course.

Ms. Heath asked if he would have difficulty enforcing ordinances that he did not personally support and Mr. Wells answered no, not at all.

Ms. Heath said that conflicts sometimes arise between Coburg City Council and the Planning Commission and asked how he would handle these situations. Mr. Wells said there were bylaws that they would have to follow and that he would voice his opinion in this commission but outside of that he was not sure what he would do. He said he certainly would not want to impose his point of view on any of the City councilors or influence their decision.

Ms. Heath asked if Commissioners had additional questions. Hearing none, she recommended the Chair make a motion.

MOTION: Commissioner Clark moved, Commissioner Doyle seconded a motion to recommend Alan Wells to the vacant seat of the Coburg Planning Commission. Motion passed unanimously.

Chair Thompson asked when the City Council would consider the appointment and when Mr. Wells would be able to start serving on the Commission. Ms. Heath said the City Council would appoint him at their November meeting and he could serve at the next meeting.

Commissioner Marshall asked for minutes for the ad hoc committee meetings and Ms. Heath said she would make them available at the next meeting.

Commissioner Marshall asked what were some big issues discussed in these meetings and Mr. Wells answered that their focus was on clarifying and cleaning up the zoning code as it related to the downtown commercial core and to a lesser extent the wording of the subdivision code. He noted there were some inconsistencies and grammatical errors that lead to some issues, some of which was a result of the Weichert subdivision that was approved. Mr. Wells said they tried to take into consideration code language from other communities like theirs that they considered good and would incorporate some graphic representations of building features they were talking about. Ms. Doyle added that they had took out all of the vagueness in the code to give better direction to someone who was designing a building to fit within Coburg.

Ms. Heath explained that they had contracted through Lane Council of Governments for a contractor who did their buildout scenario to create the form based code and make it a lot simpler to read, and they had also asked her to match that for the highway commercial district and create a one-sheet form based code for that. Ms. Heath added that the contractor would probably come back to the ad hoc committee after the first of the year to review the changes made and then would lead some form of community meeting where people could look at the code changes and point out any issues. After that there would be final changes to the code and then it would come to Planning Commission to vote on.

Ms. Heath said the other piece that the Council had asked for was for the engineer to make recommendations for an alternative design for collector streets so that the design standards for streets were in their code. She hoped that the Ad Hoc Committee would be willing to review this and explained that right now the collector streets design standards might not be the best fit for Coburg as they were narrow. Ms. Heath noted that this was important as they were already funded through a grant to fix the collector streets in Coburg but prior to going into engineering they wanted to make sure that they straightened out the code. She said also looking at the downtown corridor for what was required for one block on either side of Willamette Street in the design code, and looking at residential streets to maybe give a little more leeway to sidewalks moving around historic trees and make it a little more Coburgish.

8. CITY UPDATES

- **City Administration Report | *Information Only***

Ms. Heath shared some highlights of the administration report. She shared that regarding the water project, the contract for the eastside connection to Roberts Road had been signed and would happen this Fall season and the well design was under way. She said a sidewalk was being installed in front of Countryside Church which would connect to the Van Duyn West sidewalk. Ms. Heath shared that staff were undergoing a project directed by Council to survey all of the alleys in the City and would be calling in locates and photographing every alley to

make sure they were aware of any utilities and what was encroaching into the alleys. She added that the point of this was to determine whether all the alleys in Coburg were essential to the City and if they did not need an alley the City may move to vacate it. She explained that there were a lot of buildings that were encroaching into alleys around Coburg which had been there since the 70's but would not be legal encroachment at this point, and they were trying to develop a policy for people to ask for the encroachments to be allowed.

Ms. Heath said that they had completed the work session on the annexation calendar and said they would be receiving the annexation agreement and zoning change application at the November 17th meeting and the City Council would have a first reading of the ordinance on December 14th with a second reading on January 11th.

Ms. Heath shared that they did not receive the funds from the TGM grant for updating the transportation plan and they were still trying to decide what to do about that.

Ms. Heath said the Council approved the land swap for the land owned by the Shephard family adjacent to the park. She said the City would swap out some of the parking spaced to the south of City Hall and behind the Umbrella Properties building for the park land. She noted that their land was much more valuable than the City's land so they would be making a donation for the difference.

Ms. Heath shared that they had a meeting with the property owners on the east side of the freeway to answer questions about what was going on and how transportation would affect them. She added that the Cow Creek Indian Tribe had purchased the property on the corner at I-5 and they were looking at putting in hotels, restaurants, or dealerships of some kind, and their intent was economic development.

9. ADJOURNMENT

Hearing no further discussion, Chair Thompson adjourned the meeting at 7:43 P.M.

(Minutes recorded by Jayson Hayden)

APPROVED by the Coburg Planning Commission on this 15th day of December 2021.

Paul Thompson, Planning Commission Chair

ATTEST:

Sammy L. Egbert, City Recorder