



MINUTES
Coburg Planning Commission
December 15, 2021
Coburg City Hall
91136 N Willamette Street

COMMISSIONERS PRESENT: Paul Thompson, Chair; William Wood, Vice Chair; John Marhsall, Jon Derby, Seth Clark

COMMISSIOENRS ABSENT: Marissa Doyle.

STAFF PRESENT: Megan Winner.

1. Call Meeting to Order

Chair Thompson called the meeting of the City of Coburg Planning Commission to order at 7:01 p.m.

2. Roll Call

Ms. Winner called roll. Commissioner Doyle was absent. A quorum was present.

3. Agenda Review

Ms. Winner said that the minutes from the October 20, 2021, and the November 17, 2021, meetings had been sent out and needed to be approved.

4. Minutes Approval

MOTION: Commissioner Clark moved, seconded by Vice Chair Wood, to approve the October 20, 2021, and November 17, 2021, Planning Commission meeting minutes as presented. The motion passed unanimously.

5. Commission Business

- **2021 Planning Commission Goals Review and Reporting**

Ms. Winner said that the goals that the Commission put together earlier in the year were included in the packet. She wanted them to go over the goals and reflect on what they had accomplished. City Council also wanted a Commissioner to fill out a brief report and, if possible, bring it to the January 11, 2022, City Council meeting to talk about. Chair Thompson said he could write the report, however he could not present it. Commissioner Marshall said that he would be available to present the report.

The first goal was “to participate in trainings on land use in Oregon including public meeting law, ethics law, timely/relevant topics”. Ms. Winner noted that they had Gary Darnelle come to a few meetings to present on such information.

The second goal was “to enhance communication with staff, City Council, and other Committees”. Ms. Winner felt like there had been some steps in the right direction for this goal since they had held a few joint meetings with other Committees.

Chair Thompson wondered if staff could put together a joint training with another Committee. Ms. Winner replied that they would work on finding something relevant for two groups. Chair Thompson thought it could be nice to attend a training on a topic that either the Heritage Committee or Park & Tree Committee had on their list. Ms. Winner said that the Ad-Hoc Development Code Committee had started a form-based code project for the central business district with the Urban Collaborate (who did the build-out scenario). The draft summary of the Ad-Hoc Committee feedback would be presented to the Commission in March.

The third goal was “to gain information on what the City was expecting including annual budget updates, City Council goals and priorities, and the work and goals of other Committees”.

Ms. Winner said that the Commission would set new goals after the City Council retreat in 2022. At that time, they would also share the goals that the City Council had made.

6. City Updates

- City Administration Report

Ms. Winner pointed out the alley analysis that staff was doing. They were trying to determine which alleys could be vacated and which were being used. A survey was sent out to residents as well. That information would be looked at in the beginning of 2022.

Chair Thompson asked if the Commission would have a role in that project. Ms. Winner was unsure. They were still early in the project.

Chair Thompson asked if the City’s goal was to vacate as many alleys as they could. Ms. Winner would not say that was the goal. They just wanted to make sure that they were aware of the function of the alleys in the City.

Commissioner Marshall wanted feedback from Anne Heath on her take on the City Council meeting from the night before. He wanted to know if the Commission had a choice in the manner, but he did not think they did. Chair Thompson agreed.

Vice Chair Woods felt that the City Council had a misunderstanding of what the Planning Commission’s job was. They were bound to the code and could not just deny a project because they did not like it. Chair Thompson wanted the Commission to educate the City Council on their role more in 2022.

7. Adjournment

Chair Thompson adjourned the meeting at 7:33 p.m.

(Minutes recorded by Lydia Dysart)

APPROVED by the Planning Commission of the City of Coburg on this 19th day of January 2022.

ATTEST:

Sammy L. Egbert, City Recorder

Paul Thompson, Commission Chair

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