



## MINUTES

### Coburg City Council Meeting

October 14, 2025 at 6:00 PM

Coburg City Hall

91136 N Willamette Street

**MEMBERS PRESENT:** Nancy Bell, Cathy Engebretson, Alan Wells, John Lehmann, Jaymason Bouwman, Donnie Myers, Claire Smith

**MEMBERS ABSENT:** none

**GUESTS/STAFF PRESENT:** Adam Hanks, City Administrator; Sammy Egbert, City Recorder; Dan Miller, Coburg Police Sergeant; Megan Winner, Planning Director; Megan Dompe, Coburg Main Street Director

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

#### CALL TO ORDER

Mayor Bell called the City Council meeting to order at 6:01pm.

#### PLEDGE OF ALLEGIANCE

Councilor Smith led the Pledge of Allegiance.

#### ROLL CALL

City Recorder, Sammy Egbert called roll. A quorum was present.

#### MAYOR'S COMMENTS

Mayor Bell mentioned her upcoming Sip & Chat meetings, reminding council that they are not mandatory, but they are welcome to come. There are currently two dates scheduled, and they will look at more once those are done. Mayor and staff will be creating an FAQ document based on the questions people have at those meetings.

Mayor Bell also reminded council that the next regular meeting is Wednesday, November 12<sup>th</sup>, instead of Tuesday, because of Veteran's Day. They also have a work session on October 28<sup>th</sup>.

Mayor mentioned that she was recently in Portland for the League of Oregon Cities conference, which was great. She met a lot of people, and they had some great keynote speakers, with many different and interesting topics like generational workforce influence, futuristic ideas, and artificial intelligence.

#### AGENDA REVIEW

Ms. Egbert noted that in their red folders are the Mayor's Sip & Chat flyer, October City Administration Report, and a new copy of the updated Council Look Ahead document.

## **PUBLIC COMMENT**

Coburg Main Street Director, Megan Dompe, spoke about the Oregon Main Street conference that took place last week hosted by the Albany Downtown Association and Oregon Parks and Recreation. 250 leaders from around the state were present at the conference. Ms. Dompe was selected to speak on the topic of Responsible Tourism in Rural Communities, especially the model for best practices that Coburg Main Street has implemented in partnership with the City of Coburg. She led a 45-minute breakout session with a crash course on the model that they have developed and continue to develop. There were 60-70 attendees, followed by a great Q&A session where they asked about the Countryman, transient lodging tax, and how tourism can be used to benefit the community. She had several people ask after the session about how they could get help with their rural community, and since then two state organizations have reached out about ways they can help get this message out to more rural communities. Dompe thanked the Council for their support, and said that this is great for Coburg, who is leading in this space for the state. They have some collaborative efforts in the works, which she will report on as they come up.

## **CONSENT AGENDA**

There were no requests to remove an item from the consent agenda.

- 1. Minutes from September 9, 2025 City Council Meeting**
- 2. Minutes from September 23, 2025 City Council Work Session**
- 3. Planning Commission Appointment**
- 4. Historic Preservation Commission | Heritage Committee Appointment**

**MOTION:** Councilor Bouwman, seconded by Councilor Wells, moved to approve the Consent Agenda as presented.

***The motion passed unanimously as 6:0, with Councilors Bouwman, Engebretson, Lehmann, Myers, Smith and Wells voting affirmatively, none opposed.***

Mayor Bell explained that with the approval of the consent agenda, Jerry Behney and William Wood were re-appointed to the Planning Commission, and James Bell was appointed as a new member of the Heritage Committee.

## **ORDINANCES AND RESOLUTIONS**

- 5. Public Hearing | First Reading**

**ORDINANCE A-200-N** AN ORDINANCE AMENDING ARTICLES VII, VIII, X, XXI, AND XXV OF THE COBURG ZONING CODE TO ADDRESS STATE OF OREGON CLIMATE FRIENDLY AND EQUITABLE COMMUNITIES' RULEMAKING AND OTHER GENERAL HOUSEKEEPING AMENDMENTS

Mayor Bell opened the public hearing at 6:17pm, and held the first reading on Ordinance A-200-N.

Mr. Hanks said that this is the first reading of an ordinance for some land-use code changes that were generated by state legislation a while back. There was an overview of this at the last work session.

Ms. Winner gave some background on the Climate Friendly and Equitable Communities Rulemaking. There have been several components of CFEC, which Coburg has done in stages. One component was the completion of the preferred scenario plan, the current one is the code amendments, and the next will be the local Transportation System Plan (TSP) which will be a few years down the road.

DLCD has provided a lot of support towards this work. The parking reform changes were suggested by DLCDC staff, and they contracted with LCOG to conduct a code audit project, which developed a walkable model code and was compared with Coburg's existing local zoning regulations as part of the walkable design standards. Coburg scored very well with the audit, and a lot of the new requirements are already very in line with what Coburg is already doing. Winner went through each change with council, comparing the existing language with the proposed amendments. Council had some questions as they went through the changes, which Ms. Winner answered.

Ms. Bell closed the public hearing at 6:46pm.

The second reading will be at the November 12, 2025 meeting.

## **ADMINISTRATIVE INFORMATION REPORTS**

### **6. Building and Electrical Permit Fees, and Dangerous Building Code review**

Mr. Hanks said they were originally intending to bring forward an ordinance for the dangerous building code, but there ended up being a lot more work still to be done. Hanks explained the building permit program, and the provided memo explains what staff is working on to prepare the dangerous building code, permit fees review, related plans and other codes altogether before it goes to council.

### **7. Storm Drain Master Plan Update**

More accurately called the Storm Water Master Plan, Hanks provided the executive summary which goes over what the plan includes. The last storm water master plan was done in 1999, and the storm water facilities haven't massively changed. Therefore, now is a good time to do the update. Hanks went over a few components that will come with the master plan update and improvements.

### **8. Police Department Quarterly Report**

Mr. Hanks and Sergeant Miller presented the Police Department Quarterly Report. These reports provide more depth and longer trending stats on what the Police Department service levels and call volumes look like. Hanks mentioned the Traffic Safety Grant, which Sergeant Miller was instrumental on, which does a lot for the community and pedestrian safety.

Ms. Smith expressed her thoughts about this information being provided to the public in some way. She finds it important and valuable for the community to see these statistics, and understand what law enforcement does day to day, and what really goes on in Coburg.

Mr. Hanks explained that the city administration report, which includes the quarterly police report, is provided to all committee members, posted on the website and Facebook, as well as the quarterly police reports being posted separately on the website and on the police Facebook page. Mayor also noted that she puts some police stats in her monthly updates as well. Hanks would be interested to see whether this would be valuable content for the Countryman, but would be a conversation with Coburg Main Street.

Mr. Lehmann asked about the Police Department FTE (full-time equivalent) and current number of reserve officers. Mr. Miller explained that they are currently down 1.5 FTE and the week is split between him and Officer Wilson. If they are not here, they are on call, and they are constantly going back and forth. Currently, they have 6 reserve officers, 2 of which are solo and can pull a shift on their own. That number could potentially increase soon, as they have a few who have done some training

and may have that opportunity. They also have some past officers who have turned in applications, but the city and department have to figure out how that would work before those are coordinated. The length a reserve officer serves varies greatly. There are some reserves that have been in the program for many years but do not want to be full-time officers, but others use it as a gateway to get into law enforcement and gain some experience in the field before getting a full time position somewhere. They average about 3-4 hours a week per reserve officer of service hours.

Hanks said that from an operational capacity standpoint, anywhere from 8-12 officers would be a manageable amount for the program, which the police department is working towards.

## **9. Financial Update**

Mr. Hanks said financially, the year is starting off pretty normal and there is nothing unusual happening. More details and trends will be visible come beginning of the calendar year.

## **10. Administrative Monthly Report**

Mr. Hanks went through the items in the report including the Housing Capacity Analysis Grant award which LCOG is leading, Coburg's inclusion on a six-city project for a Community Disaster Resilience Planning grant, a U of O Real World Project opportunity, Accountant staffing update, and the regular current projects and contracts, and department activity and statistics.

## **LIAISON UPDATES & COUNCIL COMMENTS**

Ms. Engebretson mentioned that she will be out of town for the next regular council meeting on November 12<sup>th</sup>. She wanted council to know that because of that, she will not be here for the second reading and approval of the zoning code amendment ordinance, but she is fully supportive of it. She also encouraged councilors to remind the community of the various Coburg organizations that are available and there to help bring people from all walks of life together.

Ms. Smith also reminded council that Coburg Main Street is starting their community meetings again, with the next one on October 20<sup>th</sup> at the IOOF Hall. Smith also gave a Park|Tree Committee update, where they discussed the wrap up of Pavilion Park and plans for finalizing the grant. There is also a vacancy on the Park|Tree Committee. The committee collectively put in 8 hours of volunteer time in July and discussed the maintenance and upkeep of Coburg's parks and open spaces.

Mr. Lehmann stated that the Planning Commission had a proposal for improvements to "The Greenhouse" food truck area and are excited to see how things progress.

Mr. Wells said the Heritage Committee met last week and moved to appoint a new committee member, Jim Bell.

Mr. Bouwman noted he has not heard anything new from LTD and will send a follow up email to them.

Ms. Bell said she has been attending the Coburg Area Emergency Volunteers meetings. They had about 14 people at the last meeting and people are interested in the emergency response volunteering.

**UPCOMING MEETINGS**

Oct 28, 2025      City Council Work Session  
Nov 12, 2025      City Council Meeting

**ADJOURNMENT**

Mayor Bell adjourned the meeting at 7:44 pm.

**APPROVED** by the City of Coburg City Council on this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Nancy Bell, Mayor of Coburg

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

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