



**MINUTES**  
**Code Review**  
**Ad-Hoc Committee**

September 23<sup>rd</sup>, 2021 5:30 P.M.  
Virtual Meeting - Coburg City Hall  
91136 N Willamette Street

**COMMITTEE MEMBERS PRESENT:** John Fox, City Councilor; Marissa Doyle, Planning Commissioner; Alan Wells, Business Owner; Cathy Engebretson, Citizen At-Large.

**COMMITTEE MEMBERS ABSENT:** Patty McConnell, City Councilor; Paul Thompson, Planning Commission Chair.

**STAFF PRESENT:** Anne Heath, City Administrator.

**RECORDED BY:** Jayson Hayden, Lane Council of Governments (LCOG).

**1. CALL TO ORDER**

Chair Fox called the meeting to order at 5:37 P.M.

**2. ROLL CALL**

Ms. Heath took roll and a quorum was present.

**3. COMMITTEE BUSINESS**

- **Review and Wrap-up**

Chair Fox shared that he had sent out the formula-based restrictions they had looked at earlier and thought that they were pretty much finished reviewing the proposed code changes.

Chair Fox asked the committee to share any thoughts on what worked, what didn't, and what could be improved upon for any committee. He noted that working remotely while not having a shared digital storage or drop box between the members was difficult. Ms. Heath suggested adding a drop box to their website that the public could see it but the committee could access it and said she would talk with Ms. Egbert about this. Ms. Doyle suggested using a whiteboard program to be able to take shared notes on documents.

Ms. Engebretson thought that meeting bi-weekly instead of monthly was good as it would have been easy to forget what was talked about the last meeting with such a content-heavy topic.

Ms. Heath said she would send out the stages of work once the contract with LCOG was in place to be able to review with Zoe what she is doing. She said Zoe wanted to have a workshop in the end where people can look at it and give feedback.

Ms. Engebretson thought that one priority in the code after what they had been working on was multi-family and how to get more affordable homes when new subdivisions were developed. Ms. Heath noted that Oregon would be mandating that all cities over 50,000 redo their code to allow for multi-family housing in residential neighborhoods. She said a lot of larger cities were applying for grant funds to do this work and it would be interesting to see some of the code that comes from them to borrow. Chair Fox

#### **4. MINUTES FOR APPROVAL**

- **April 22<sup>nd</sup>, 2021**

Ms. Engebretson wished to request a change to something she said on the second paragraph of page two. She wanted to rephrase it to say that it is believed stores like Dollar Tree have led to food deserts. Ms. Heath suggested using the word concerning and Ms. Engebretson agreed.

- **June 17<sup>th</sup>, 2021**

Ms. Engebretson mentioned that on page two under committee business in section 4 they were talking about examples of code language which she said was not clear in the text. She wished to add that the Council discussed example code language that had been provided to them and clarify that they were talking about examples and not their actual code

On the fourth paragraph down on page two she noted that at that point they had changed topic and it was not clear what the paragraph was talking about. Ms. Heath suggested scratching the text if it was not relevant. Chair Fox thought that they were talking about everyone in the central business district going through the approval process as it was a small district but he supported scratching the section. Ms. Doyle thought it was talking about making sure businesses fit in well with Coburg. Chair Fox said from looking at the next sentence that they were talking about the looks of downtown and keeping the character but was not quite captured. Ms. Engebretson suggested striking this section as she did not remember what exactly was being talked about.

On page three Ms. Engebretson noted that transition homes for the elderly would require a small square footage instead of a large square footage. On paragraph six she wished to clarify that Ms. Heath was advised by Lane County that traffic backing up from school pickups should not be used as a justification for an east-west connector and Ms. Heath added that it was the traffic engineer that had advised her of that. Ms. Heath wished for it to say that she was advised by the City engineer.

- **July 15<sup>th</sup>, 2021**

There were no corrections for these minutes.

**MOTION:** Ms. Engebretson moved, Mr. Wells seconded a motion to approve the minutes as amended. Motion passed unanimously.

**5. FUTURE MEETINGS | DATES TO REMEMBER**

- **Next Code Review Ad-Hoc Committee Meeting: NO MEETINGS SCHEDULED AT THIS TIME**

**6. ADJOURNMENT**

Hearing no further discussion, Chair Fox adjourned the meeting at 6:14 P.M.

**APPROVED** by the Development Code Review Ad-Hoc Committee of Coburg this \_\_\_\_ day of xx 2021.

\_\_\_\_\_  
Chair, John Fox

ATTEST:

\_\_\_\_\_  
Sammy L. Egbert, City Recorder