



MINUTES

Planning Commission Meeting

September 18, 2024 at 6:00pm

Coburg City Hall

91136 N Willamette Street

MEMBERS PRESENT: Jim Bell, Chair; Seth Clark, Vice Chair (via Zoom); John Marshall, Jerry Behney, Marissa Doyle (via Zoom)

MEMBERS ABSENT: Jonathan Derby, William Wood

STAFF/GUESTS PRESENT: Megan Winner; Planning Director, John Lehmann; Council Liaison

RECORDED BY: Madison Balcom; Administrative Assistant

CALL TO ORDER

Chair, Jim Bell called the Planning Commission meeting to order at 6:04 p.m.

ROLL CALL

Planning Director, Megan Winner called roll. A quorum was present.

AGENDA REVIEW

There were no changes.

PUBLIC COMMENT

There were no requests to publicly speak and no written statements had been received.

APPROVAL OF MINUTES

1. July 17th, 2024 minutes

MOTION

Mr. Marshall moved, seconded by Mr. Behney, to approve the July 17th, 2024 Planning Commission meeting minutes as presented.

Motion passed as 5:0.

COMMISSION BUSINESS

Mr. Bell opened the public hearing at 6:05pm.

2. Public Hearing | Coburg Community Charter School Conditional Sign Permit SN 01-24

Mr. Bell read the details of the public hearing and permit type.

Ms. Winner presented the application. She explained that several months ago the Coburg Community Charter School submitted a building permit application for a new free standing sign. That can be processed as a type 1 administration approval as long as they are in conformance with sign ordinance A-155. The sign proposal they submitted is larger than is allowed in the residential district where the school is located. The applicant was made aware and came in for a pre-application meeting and was led to the conditional sign permit process. Ms. Winner went on to explain further details of the property zoning, sign details and dimensions, and other details on the permit approval process.

Councilor Liaison, John Lehmann, asked if the advertising done on the sign changes anything. Ms. Winner said that the City does not regulate content on the sign.

Mr. Bell asked where the exact location of the sign is going to be. Ms. Winner said that it is just South of the driveway near the Fire District property.

Mr. Lehmann and Mr. Behney had some questions regarding the advertising done on the sign. Ms. Winner said that those would be questions for the applicant.

Coburg Community Charter School representative, Kelsey Bedortha, of 32115 Coburg Bottom Loop, stated that the bottom portion of the sign lists their sponsorships, which are the businesses that help support the school annually, so they are on the sign as a thank you. They will change every year depending on who is sponsoring the school, but those sponsors are not directly funding the sign.

Mr. Clark asked if there were any correspondence or concerns from neighbors about the sign. Ms. Winner said there were not any comments or concerns received.

Mr. Bell ended the public hearing at 6:16pm.

Mr. Marshall asked if the conditional sign permit could be changed or revoked over time. Ms. Winner said yes.

Mr. Marshall also asked if they would have to come back and reapply if they wanted to change or update the sign. Ms. Winner said yes, this approval is only for what is being presented tonight. The Planning Commission does have the ability to revoke the permit under certain instances outlined in the ordinance.

MOTION

Mr. Marshall moved, seconded by Mr. Behney, to approve the applicants' request of the Conditional Sign Permit based on the staff report and findings within the report.

Motion passed as 5:0.

UPDATES & FUTURE AGENDA ITEMS

3. August City Administration Report

Ms. Winner went through the items and updates in the Administration Report.

Mr. Behney asked if there has been any movement on the Elkhorn approval. Ms. Winner said nothing was submitted and the expiration date has passed. There is no longer an active land use approval for that.

ADJOURNMENT

Chair Bell adjourned the Planning Commission Regular Meeting at 7:21 p.m.

APPROVED by the Planning Commission of the City of Coburg on this _____ day of _____ 2024.

Jim Bell, Commission Chair

ATTEST: _____
Sammy L. Egbert, City Recorder