



MINUTES

Planning Commission Meeting

April 07, 2024 at 6:00pm

Coburg City Hall

91136 N Willamette Street

MEMBERS PRESENT: Jim Bell; Chair, John Marshall, Jerry Behney, William Wood (via Zoom)

MEMBERS ABSENT: Seth Clark; Vice Chair, Jonathan Derby, Marissa Doyle,

STAFF/GUESTS PRESENT: Adam Hanks; City Administrator, John Lehmann; City Council Liaison

RECORDED BY: Madison Balcom; Administrative Assistant

CALL TO ORDER

Chair, Jim Bell opened the Planning Commission Meeting at 6:01 p.m.

ROLL CALL

Chair Bell called roll. A quorum was present.

AGENDA REVIEW

There were no changes.

PUBLIC TESTIMONY

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

COMMISSION BUSINESS

a. Willamette Forks Extension Request

Mr. Bell said they had some good discussion about this last meeting but had some questions from the requesting party, and some questions for the City regarding legal issues.

Mr. Hanks mentioned that the staff report included in the packet gives a brief summary of last meeting's discussion on this topic and also includes an updated exchange with the applicant in Attachment A with some more provided information from the applicant.

Mr. Bell explained that he had a conversation with Mr. Hanks about not needing legal counsel for this issue as long as they meet the criteria for extension. Mr. Bell said he felt they got a better reason for the delay in construction for the project.

Mr. Hanks summarized the four criteria for granting extensions and the extension timeframe.

Mr. Marshall asked if staff felt happy with the reason for extension that was provided. Mr. Hanks said yes overall, and the financing and contracting issues are pretty common, and believes the six month extension is enough time to give commission the ability to accommodate but doesn't stretch it out too far.

Mr. Lehmann asked if the change of use between the original and the extension request would count as a modification. Mr. Bell said no, it would not. Mr. Lehmann then asked if they would be allowed to get an OLCC license, and Mr. Hanks said they could if they needed or wanted.

Mr. Behney mentioned that it seemed like it would leave an opening for primary and accessory uses, and asked how they would make sure it is used how it was first intended. Mr. Hanks said they are only allowed to use it how it was intended in the original request. The wording listed in the extension request does not change or impact the original approval.

Mr. Lehmann asked if there was a completion date requirement. Mr. Hanks said that if they do not see any activity before September, the end of the extension, the applicant would have to start the whole application process over again. If they do initiate activity on the project, the building permit activity will continue to extend the timeframe as long as they're active.

Mr. Behney asked if there was any way they could advise the applicant to attend a Planning Commission meeting so they could ask more questions. Mr. Hanks said it might be helpful but they cannot base their decision off of whether they attended or not.

MOTION

Commissioner Marshall moved, seconded by Commissioner Wood to approve the Willamette Forks Extension Request.

Motion passed — 4:0.

UPDATES & FUTURE AGENDA ITEMS

a. City Administration Report | *Information Only*

- The City Administrator Report covers precise event details and data on department statistics for the Police, Municipal, Planning and Building and Public Works.
- Updates have been provided on City Projects, Grants, Programs, Franchise Agreements and the League of Oregon Cities (LOC).
- Upcoming Events
- Priority Projects and Task Lists

Mr. Bell asked how the City is doing with the water system projects. Mr. Hanks said a Council work session was held in September on the topic and an upcoming work session is scheduled for July for an update on the Water System. Hanks noted that progress continues on the well #3 project. With the well piping and pump in place, work has begun on the well house, the SDADA electronic control systems, the treatment housing and equipment and the transmission line to connect the well to the City's distribution system.

The loan that funds these projects has roughly \$2 million left and the completion of the well #3 systems will deplete much of those funds. Staff is hopeful that two additional projects will be able to be completed with the remainder of the loan funds and will have a better sense of the remaining funds once the transmission line project is put out to bid in the fall.

There was also discussion about the potential need for a longer-term water supply solution since well #3 didn't result in producing as much water as hoped/expected. Hanks noted that staff will be discussing that at the July work session and will include the concept of re-visiting a regional water connection as one of the long term options for future water supply to serve both the newly annexed light industrial property on the east side of I-5 as well as the incremental residential growth that is expected over the next 10-20 + years.

ADJOURNMENT

Chair Bell adjourned the Planning Commission Regular Meeting at 6:49 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