



Coburg Planning Commission
Special Meeting
March 31, 2021 7:00 P.M.
Via Video Conference

COMMISSIONERS PRESENT: Chair Paul Thompson, Marissa Doyle, Seth Clark, John Marshall, Commissioners.

COMMISSIONERS ABSENT: Jon Derby, William Wood, Judith Behney.

STAFF PRESENT: Sammy Egbert, City Recorder; Anne Heath, City Administrator; Henry Hearley, LCOG Associate Planner; Megan Winner, Planning Technician and Economic Development Assistant and Nancy Bell, City Council Liaison

GUESTS: Mike McNutt, Teresa Bishow, Dave Bakke, Duane Farnham.

1. CALL MEETING TO ORDER

Chair Thompson called the meeting to order at 7:00 p.m.

2. ROLL CALL

Chair Thompson took the roll and stated that a quorum was present.

3. AGENDA REVIEW

There were no changes made to the agenda.

4. APPROVAL OF MINUTES

MOTION: Commissioner Marshall moved, seconded by Commissioner Doyle, to approve the January 20, 2021 and February 23, 2021 Planning Commission minutes as presented. The motion passed unanimously.

5. PUBLIC TESTIMONY

There was no public comment.

6. COMMISSION BUSSINESS | Public Hearing

Mr. Hearley noted that the property fronted Roberts Road and was zoned as light industrial. The applicant wanted to do interior renovations to house the new collision auto-body repair and paint shop. They also wanted to create a breeze way between the two buildings. The applicant hired a traffic engineer to do a traffic study. All issues that were found were fixed.

The Coburg Code did not specify off-street parking for industrial zones, so the issue came to the Planning Commission for direction. The applicant proposed 30 off-street parking spaces. That number was based off the 25 employees and five spots for additional guests. Staff found the proposal to be acceptable.

Mr. Hearley mentioned that a Landscape Architect was hired to submit the Landscape Plan. The sight would have 21% landscaped areas. The applicant would be adding four new shrubs and one new tree, as well as an underground irrigation system.

There were two recommended conditions for approval from staff to the Planning Commission. First, prior to the commencement of construction activities, the applicant shall submit for and obtain the required building permits. Second, details of utility connections, including wastewater system design, pretreatment and waterline details shall be reviewed during the building permit process, and approved prior to occupancy. Mr. Hearley stated that staff recommended approval of the application.

Commissioner Thompson opened the public hearing.

Ms. Bishow thanked staff for their dedication to assisting them moving forward with the location. She said that the people at Kendall Auto Group were compassionate and knowledgeable about cars and how they can be helpful to drivers. Ms. Bishow thought their presence would stimulate the community and add to the Coburg community.

Mr. Farnham appreciated all the work from staff and was happy to see how quickly they were moving through the timeline.

Commissioner Marshall asked how far out the traffic study went from the location. Traffic on Willamette and Pearl had been an ongoing issue and he wondered if they should have been included. Mr. Hearley replied that they looked at that intersection and Lane County got involved. The concern Lane County raised was that more traffic would come from that area.

Commissioner Thompson closed the public hearing.

MOTION: Commissioner Marshall moved, seconded by Commissioner Doyle, to approve land use file SR-01-21 Kendall Auto Group Site Design Review based on the recommendations, conclusions, findings, and conditions included in the staff report.

VOTE: The motion passed – 4:0.

7. CITY UPDATES

Ms. Heath mentioned that Lane County moved into a COVID-19 low-risk rating. City Hall opened, but everyone was continuing to stay six feet apart and wear masks. There was still a minimum number of people inside the building.

The I-5 bore project had just been finished. Ms. Heath said everything went well and the next step would be connecting the waterlines. The annexation application had been received and a traffic study was being done through ODOT. She mentioned that the Planning Commission might not see that until May. Commissioner Thompson asked if City Council would be making that decision or if the Planning Commission would. Ms. Heath replied that the Planning Commission would make a recommendation, but City Council would make the final decision.

Ms. Heath shared that the City applied for a few grants. One was a Travel Oregon grant to create a bike hub. For that grant they received \$11,000. Partnered with other funding the project had a total of \$50,000 behind it. They hoped it would be done by July or August. There would be a bike parking area with tables (potentially picnic tables) and maybe some lockers.

Another grant was submitted that day to fund a pop-up pavilion through Travel Oregon. They hoped that having it would make more people stop in Coburg. It included circle tables with solar panels attached to them so they could be used as charging stations. They would be useful during power outages. Ms. Heath said that Travel Lane County wrote them a letter of support along with their application. They were asking for \$100,000.

Ms. Heath said that they were going to look at City Planner applications the next day. They were hopefully that there would be applicants that would lead to interviews. If they did not find anyone, they would continue working with Henry Hearley through LCOG.

City Council had met the day before in a work session to talk about the Transportation Utility Fee (TUF). The program was moving forward and would go to City Council in June for a public hearing.

Ms. Heath shared the Planning Commission's working goals. The document would be sent out to everyone after the meeting. They had made one of their goal's education, but she wanted to know if they had anything specific in mind when they said that. Commissioner Clark said they wanted to do broad education. Ms. Heath said they were looking at having trainings at future Commission meetings.

Commissioner Thompson was curious about how public safety had not been included in the goals. He knew that it was an issue that was talked about a lot among the residents. Ms. Heath informed him that that was included in their goals and that the police were also aware and working on the issue. Police hours had been expanded to cover more late hours as a result.

Commissioner Marshall asked for an update on the Code Review. Ms. Heath said that the Committee was working on reviewing the code. They were looking to tie the Transportation Plan to the Code Review as well. She said they would see more information in May.

8. ADJOURNMENT

Commissioner Thompson adjourned the meeting at 7:56 p.m.

(Minutes recorded by Lydia Dysart)

APPROVED by the Planning Commission of the City of Coburg on this 21st day of April 2021.

Paul Thompson, Planning Commission Chair

ATTEST:

Sammy L. Egbert, City Recorder