

ATTACHMENT F

MEMORANDUM

TO: Coburg City Council

FROM: Ad Hoc Committee on Development Code Review

DATE: June 9, 2022

RE: Report and Recommendation for Development Code Update

This report has been submitted to the Coburg City Council to document the recommendations to date of the Ad-Hoc Committee on Development Code Review.

FORMATION OF THE COMMITTEE: Council Direction, December 2020, Resolution number 2020-22.

MEMBERS OF THE COMMITTEE: John Fox (City Councilor), Patty McConnell (City Councilor), Paul Thompson (Planning Commission Chair), Marissa Doyle (Planning Commissioner), Alan Wells (Planning Commissioner, Business Owner), Cathy Engebretson (Citizen-at-large), and Jerry Behney (Citizen-at-large).

TASK OF THE COMMITTEE

1. **Subject Matter:** The Committee was tasked with reviewing Coburg's Development Code and recommending Code revisions to the Planning Commission and City Council.
1. **Resources:**
 - a. The City of Coburg engaged a reputable third-party Land Use consultant, The Urban Collaborative, to provide guidance to the Ad Hoc Committee on standard and best practices for Land Use regulations and Development Code, and to draft the technical language and layout that will form the basis of the Committee's recommended revisions to the Development Code.
 - b. The Committee also reviewed Coburg's existing Development Code, as well as excerpts of Development Code from several other cities of varying sizes and locales that Committee members thought were relevant to Coburg's architectural and built environment design goals.

2. Scope for Phase 1 (2021 – 2022):

- a. **C1 Zone (Central Business District):** review the existing Development Code for the C1 District (aka Zone), the Build-Out Scenario Project report from 2020 on the C1 District, and public feedback to the Build-Out report.
- b. **All other zones - “low hanging fruit” for Current Phase:** In addition, review Coburg’s Development Code in all other Districts (aka Zones) for revisions needed that are simple and/or straightforward; (in the interest of time, more complex issues in Zones *other than* C1, will be tabled, for further discussion after the Current Phase recommendations are acted upon by Planning Commission and City Council).
- c. **All Zones - list of issues for Ad Hoc Committee to review in Phase 2 (ASAP):** Identify and list Development Code items that need to be reviewed and revised in a future phase. *

* Phase 2 is TBD as of the date of this memo; however, the Ad Hoc Committee recommends this work commence as soon as possible after the Phase 1. This is due to deficiencies in the existing Development Code that put the community at risk of losing its highly sought-after traditional small-town layout and architecture, and that create confusion and frustration for applicants, staff and the public.

RECOMMENDATION

At the June 9, 2022 meeting of the Ad-Hoc Development Code Review Committee, the committee voted unanimously to recommend the Planning Commission and City Council adopt the attached Exhibits A through E, as amended on June 9, 2022:

Exhibit A**: Code matrix showing the existing Development Code language and proposed amendments.

Note: **Exhibit A serves as both a general summary of the proposed changes, and also includes specific proposed changes to development code language for multiple Land Use Districts (aka Zones) in Coburg.

Exhibit B: Draft regulating plan, development checklist and rendering for the form-based code for the Central Business District (C-1) zoning district.

Exhibit C: Highway Commercial zoning district rendering.

Exhibit D: Draft Public Facilities section.

Exhibit E: Draft alternative street standards.

PUBLIC OUTREACH

The Committee’s recommendations will be presented to the Coburg Planning Commission and City Council. Each body will hold one or more Public Hearings on the proposal, which include multiple opportunities for public comment.

FUTURE OF COMMITTEE

The committee is requesting its continuance through at least Phase 2 of the Development Code review.

ATTACHMENTS

1. Recommended changes to Coburg's C1 (Central Business District) District Regulations and to other zoning District regulations:
 - a. Exhibit A**: Code matrix showing the existing Development Code language and proposed amendments.

Note: **Exhibit A serves as both a general summary of the proposed changes, and also includes specific proposed changes to development code language for multiple Land Use Districts (aka Zones) in Coburg.
 - b. Exhibit B: Draft regulating plan, development checklist and rendering for the form-based code for the Central Business District (C-1) zoning district.
 - c. Exhibit C: Highway Commercial zoning district rendering.
 - d. Exhibit D: Draft Public Facilities section.
 - e. Exhibit E: Draft alternative street standards.
2. Meeting Minutes of the Ad-Hoc Committee on Development Code Review.