



MINUTES

Coburg City Council Special Meeting

September 27th at 6:00 P.M.

91136 N Willamette Street

Hybrid Meeting in-person or via Zoom

MEMBERS PRESENT: Mayor Smith and Councilors Nancy Bell, John Fox, Kyle Blain (left meeting at 7:18), John Lehmann and Patty McConnell

MEMBERS ABSENT: Mark Alexander

STAFF PRESENT: City Administrator Anne Heath, City Recorder Sammy Egbert, City Attorney Anne Davies, Chief of Police Larry Larson, Public Works Director Brian Harmon and Megan Winner, Coburg Planning

RECORDED BY: Angela Kern, Lane Council of Governments (LCOG)

CALL TO ORDER

Mayor Smith called the meeting to order at 6:05 pm.

PLEDGE OF ALLEGIANCE

Mayor Smith led the Pledge of Allegiance.

ROLL CALL

Ms. Egbert called roll. A quorum was present.

MAYOR COMMENTS

Mayor Smith praised the Staff and Council, noting that a lot had been accomplished. He commented on the completion of the water main replacement on his street. He also thanked the Council and community for their well-wishes about his health and said he appreciated the support.

AGENDA REVIEW

Ms. Egbert noted that there are three items in the red folder for the record:

- Addition to Tab 5 email correspondence from City Administrator, Anne Heath to City Council on the proposed zoning code amendments.
- Addition to Tab 5 email to Mayor and City Administrator, Anne Heath from Councilor McConnell regarding the proposed zoning code amendments.
- Addition information on Oregon Public Meeting Law for Council.

Ms. Heath explained that the Water Feasibility Study report would be postponed until the October 11th City Council meeting due to illness.

CITIZEN TESTIMONY

None

RESPONSE(S) BY CITY COUNCIL

None

CONSENT AGENDA

1. Minutes Review: August 9th, 2022

Council President Bell noted that on page 6 of 10, "...questioned Mr. Weichert..." should read "...questioned Mr. Weichert's representative Derrick Westover".

2. Paverite USA Contract
3. Planning Services Intergovernmental Agreement
4. Kizer and Sons, Inc Farm Lease Agreement

MOTION: Councilor Fox moved to accept the Consent Agenda as amended, seconded by Councilor Lehmann. The motion passed unanimously -- 5:0:0.

ORDINANCES AND RESOLUTIONS

5. Second Reading

ORDINANCE A-200-L AN ORDINANCE AMENDING ARTICLE VII.C OF THE COBURG ZONING CODE TO IMPLEMENT A FORM BASED CODE FOR THE CENTRAL BUSINESS DISTRICT AND IMPLEMENTING OTHER GENERAL HOUSEKEEPING UPDATES TO THE ZONING CODE.

Ms. Winner presented, noting that there had been no changes, but that the questions asked via email by Councilors McConnell and Lehmann regarding square footage and outdoor retail space had been answered in the red folders.

Councilor Lehmann wished to add language clarifying and restricting outdoor retail space. He also wondered whether the square footage restrictions could be appealed to the Council. Ms. Davies said that the Council would be bound by the code and could not grant exceptions. Councilor Lehmann worried that such restrictions would hinder the Council in the future.

Councilor Fox noted that 10,000 square feet was quite a large space.

Councilor Lehmann raised the question of outdoor retail space. Ms. Heath explained that the current language permitted outdoor space above and beyond the 10,000 square feet permitted. Councilor Blaine wondered if there should be language restricting the maximum outdoor space allowed.

Councilor McConnell wanted it noted that she preferred a smaller maximum square footage and could not vote yes on zoning code that permitted up to 10,000 square feet.

Councilor Bell reminded the Council that the language specified that a business must be less than 10,000 square feet and must meet the conditional use criteria.

Guest Robert Lamont spoke to the square footage restrictions, concerned that they prohibited shared retail and office space. Ms. Heath clarified that mixed use was not subject to the same restrictions.

Councilor Blaine left the meeting at 7:18 pm.

After much discussion and clarification of the terms formula-based and form-based, footprint and floor space, and outdoor retail space, it was decided to add language that included outdoor retail space.

Central Business District Conditional Uses, Subsection 9 was amended to read: "...formula-based businesses with a total floor space of less than 10,000 square feet, which shall include outdoor retail space." Prohibited Uses, Subsection 8 was amended to read: "...formula-based businesses with a total floor space greater than 10,000 square feet, which shall include outdoor retail space." Article 11, Section E2B, Subsection 10 was amended to add: "...retail space outside of the building footprint, and other similar improvements."

MOTION: Councilor Lehmann moved to adopt **Ordinance A-200-L** as amended, seconded by Councilor Bell. The motion passed 3:1:0, with Councilors Bell, Fox and Lehmann voting Aye and Councilor McConnell voting Nay.

Mayor Smith thanked Councilor McConnell for standing up for her beliefs and thanked the Council and Staff for their work.

COUNCIL ACTION ITEMS

6. Brave Bull Liquor License Application - 91115 N. Willamette St.

Ms. Egbert presented, asking for a recommendation to Oregon Liquore Licence (OLCC).

Councilor McConnell asked if there were any guidelines regarding how many liquor licenses should be granted per capita. Ms. Egbert didn't know for sure but would look into.

MOTION: Councilor Fox moved to recommend OLCC grant the Hoggboard Co. a liquor license, seconded by Councilor Bell. The motion passed unanimously -- 4:0:0.

7. Finance Audit Committee Appointment

MOTION: Councilor Fox moved to recommend OLC approve the appointment of Elise Landry to the Finance Audit Committee, seconded by Councilor Lehmann. The motion passed unanimously -- 4:0:0.

ADMINISTRATIVE INFORMATION REPORTS

8. Pickleball Court at Norma Pfeiffer Park

Mr. Harmon presented. He revealed that it was possible to park vehicles on the court, meaning that the court would not need to be dismantled during events.

Councilor McConnell wondered if the net was removable for basketball. Mr. Harmon explained that the court was rarely used for full games of basketball and the net was unlikely to be an impediment.

Mayor Smith suggested that the Parks Committee might consider establishing an investment policy regarding the courts.

Councilor Lehmann inquired about the condition of the backboards. Mr. Harman said they were in good shape but the nets were replaced annually. Councilor Lehmann asked if there were lights. Mr. Harmon said yes, but that he didn't think they were operational.

9. Administration Monthly Report

Ms. Heath presented.

Councilor Lehmann asked for an update on the crack sealing. Mr. Harmon addressed the question and explained asphalt preservation. Councilor Bell asked how long the crack seal would last. Mr. Harmon predicted a 5-year lifespan. Councilor McConnell wondered if the bike hub would be treated. Mr. Harmon said he intended to follow up on that.

10. Water Reservoir Feasibility - Postponed

COUNCIL COMMENTS

Councilor Fox volunteered that he liked the proposed placement of the water towers as per the Water Reservoir Feasibility Study.

Councilor Lehmann wondered if the Odd Fellows dispute had been resolved and if the Council-recommended letter had been sent. Ms. Davies responded that she had not had an opportunity to send the letter, but that the situation had resolved. Ms. Heath clarified that she had told the owner that their request had been denied, and they had accepted the verdict. She noted that the City now pays the bill on the power pole in question.

UPCOMING AGENDA ITEMS

Succession Plan
Coburg Continuity of Operations Plan
Zone Code & Comp Plan Map Amendments

FUTURE MEETINGS

October 11 City Council

ADJOURNMENT

Council President Bell adjourned at 7:53 pm.

APPROVED by the City Council of the City of Coburg on this 8th day of November, 2022.

Nancy Bell, Acting Mayor

ATTEST: _____
Sammy L. Egbert, City Recorder