



MINUTES

City Council & Planning Commission

Joint Work Session

September 26, 2023

Coburg City Hall

91136 N Willamette Street

COUNCILORS PRESENT: Nancy Bell; Mayor, John Fox, Alan Wells, Cathy Engebretson, Claire Smith

COUNCILORS ABSENT: Kyle Blain, John Lehmann

COMMISSIONERS PRESENT: Jim Bell; Chair, John Marshall, Jerry Behney, Marissa Doyle

COMMISSIONERS ABSENT: Jon Derby, Seth Clark, William Wood

STAFF PRESENT: Adam Hanks; City Administrator, Megan Winner; Planning Director, Sammy Egbert; City Recorder

RECORDED BY: Madison Balcom; Administrative Assistant

CALL TO ORDER

Mayor Bell opened the Joint City Council and Planning Commission work session at 6:00 p.m.

City Council and Planning Commission met in a work session to discuss planning related policies.

I. Food Trucks

Commissioner John Marshall asked if there was a limit on the amount of food trucks that were allowed to be there. Planning Director, Megan Winner responded saying no, as long as they're meeting all other requirements. Councilor Alan Wells mentioned that they have only approved five, and are not expanding beyond that.

Mr. Wells asked how they are operating, asking about water, sewer and electricity hookups. Ms. Winner said they are not using the city's water or sewer services, but are using a temporary electricity source. They also did not pull any construction permits. Mayor Nancy Bell mentioned

that there has been some questions that have come up at council, like how many food trucks they can have at any one time within the community.

Mr. Wells mentioned some issues that could come up, like traffic and parking. Ms. Winner said there are new standards for the amount of trips that are generated using a food truck, however with the climate friendly equitable community rule making there are no longer parking mandates in effect, with few exceptions.

City Administrator, Adam Hanks mentioned how parking has always been a balancing act. He asked for opinions and thoughts on how they want to regulate that. Councilor, Cathy Engbretson mentioned her thoughts on implementing some time requirements. Mr. Hanks mentioned how parking management, infrastructure and inventory is something that the City will have to manage.

II. Housing Trends (ADUs & NSFDs)

Ms. Winner said there has been an increase in Accessory Dwelling Units's (ADU's) and New Single Family Dwellings's (NSFD's) in town. The Wiechert subdivision has picked up and they expect that 2024 and 2025 will look very similar to 2022 and 2023 for NSFD's as far as the number of issued permits. The codechanges for ADU's is working as well. Councilor, John Fox asked if the trend were to continue for 2024 and 2025, would they would be maxing out availability for NSFD. Ms. Winner said she doesn't expect it to go up, but just look similar, but that they are running low on supply of residential land.

Councilor Claire Smith asked if there was anything in the code stating that someone who owns an ADU would need to be a resident of that same property. Ms. Winner said that Owner Occupancy requirements were removed as part of the last development code update. Ms. Smith asked what the reasons were for that. Ms. Winner said that they don't want to be a barrier of having more units. Ms. Smith then asked if the state determines whether it becomes an issue or not and if they could reinstate it at that point. Ms. Winner responded saying they could reinstate it if they felt they needed to.

Commissioner Marissa Doyle asked if they could increase the allowed amount of ADU's perproperty. Mr. Hanks said that it depends on what the Buildable Land Inventory tells them about what their shortages are. Ms. Bell said that the ordinance designates the number, and it would have to be reviewed and amended if they were to increase the allowed number of ADU's

Ms. Smith asked if ADU's are allowed to be Airbnb's, and if there is a limit on how many Airbnb's the community is allowed to have. Ms. Winner said ADU's can be used as Airbnb's or short term rentals, and there is not a regulation on how many the city can have. Ms. Smith said there are other communities that are regulating the amount of Airbnb's allowed so it doesn't affect the community negatively. She mentioned how she thought it would be beneficial to look at doing that before it becomes an issue for the city. Mr. Hanks said that he thinks the timing

might be right for that, and that they might want some rules in place before it becomes a problem.

Planning Commission Chair, Jim Bell asked that if someone had more than one ADU's in their backyard, what would be the classification as far as density. Ms. Winner said that their zoning district is traditional residential, which is low density, allows for one ADU. The city does have very small amounts of medium density residential, which is why the first addition to the Coburg Creek subdivision will have 4 duplexes in it.

Ms. Smith asked about how the sewer and water fees for the ADU's are charged, and if they are charged for each individual ADU. Mr. Hanks said that the monthly charges have a rate structure, but full SDC's aren't currently being charged. City Recorder, Sammy Egbert said that it is something they will be addressing when they do their utility fee ordinances to set a very clear policy on it and make it consistent. Ms. Smith asked if it was possible to put a separate water meter on the ADU's and that they would be charged by use. Mr. Hanks said that it is possible, but you could have charges for a second unit without another meter being put in.

Commissioner Jerry Behney mentioned that Serenity Lane had restaurants and a hotel on their wish list, and that Airbnb's would effect that. Ms. Doyle said that the tank size determines how many bedrooms you can have, which limits how many ADU's you can put in. Mr. Fox said how he hopes they embrace the medium-high intensity, like a three-story building, which would add more downtown population. Mr. Hanks thought that will be a key part of the BLI, and Mr. Fox added that it could attract funding.

Mr. Marshall asked how they would handle the parking situation. Mr. Fox mentioned how mass transportation and limited bus service is also part of that. Ms. Winner said that it's important to know that it's not that they won't ever be getting parking, it will just be more of a market demand. John Marshall mentioned his concern on how the residential areas are already dealing with lots of overflow parking into neighborhoods and on street parking, and that if the businesses don't provide parking it will add more to the overflow and make it worse. Mr. Hanks said that from the state perspective one of the most effective ways to increase ridership is to make single occupant vehicle travel and parking difficult to deter that. He said how they want to be looking at the housing mix also, not just the total housing units and BLI.

III. Climate Friendly & Equitable Communities

Ms. Winner explained that they did recently talk to Planning Commission about these efforts. This is a state rule making that Coburg would be able to seek exemption from because of its population. However, because Coburg is part of a Federally Designated Metropolitan Planning Organization (MPO), it's important to participate in the process to be able to voice some issues and provide context that is important to the region. Therefore, they are moving forward with MPO partners and participating in the rule making. She talked about the dates and timeline of the project and also mentioned that DLCD will be providing some funding to cover staff time for the work of implementing this rule making.

Mr. Bell said that his frustration is that the City has a transportation and land use plan that is not well linked to the external traffic generators of the area. He mentions that part of the traffic concerns are out of their control, and that he feels the Climate Friendly & Equitable Communities seems to be going nowhere. Mr. Marshall said that he thinks that's why it's so important to be part of the MPO. Ms. Bell talked about how they have had some good meetings recently with Regional Solutions, ODOT and County Commissioners, and how there is attention that is being paid to exactly this problem. She mentioned how they have been funded for a study on Freight Routes for 2026, for some sort of bypass.

Ms. Smith mentioned how if the state and community are serious about really changing the amount of greenhouse gasses in the community, businesses that generate lots of traffic should come to the table and offer ways to help minimize that. Ms. Doyle said how the Coburg kids are the first to get on the bus and the last to get off. Ms. Smith said how a lot of those kids will be driven in the morning, and then take the bus home because they get there too early. They mentioned how LTD busses could put a route out here for kids to use that is timelier.

Mr. Hanks said how there was some conversations about the I-5 interchange challenge of getting the upgrade to exit 189, by utilizing transit as a stepping stone to changing the category and dealing with the trip count. Ms. Smith said how when Marathon first opened, there were two or three LTD busses that came through here. Ms. Engebretson offered a thought about how maybe having smaller busses on transit that come through neighborhoods more frequently would be a better option.

Mr. Bell asked if CFEC was an unfunded mandate and Ms. Winner nodded yes. He then said how they are mandating that the cities elect to do this, and providing no money for the kind of transportation systems that could get them to the goal. Mr. Hanks said he wouldn't characterize it that straight forward and explained it as the unfunded mandate to the city probably wouldn't receive any money, but to the bigger picture solutions there is funding whether or not its adequate is different. Ms. Bell said that they do listen and it's important that we keep voicing those concerns.

Ms. Engebretson said how at the Lane Act Committee meetings, they've been asked to state the goals for Coburg relating to transportation, and she has voiced the main two as thru-traffic on Coburg Rd. and the I-5 interchange. Mr. Hanks said how it is gradual, slow and constant and will happen, just not within a quick timespan. They talked about the transportation group and what the next steps will be for that.

IV. Integrated Land Use / Transportation & BLI

Ms. Winner explained how the City is applying for a grant from DLCDC to do an update to the BLI. The most recent one done for Coburg was in 2010, which does not include some significant changes that have taken place. The BLI is an assessment of the supply of land for residential, industrial and recreational use. Ms. Bell asked how soon they would know if they got the grant. Ms. Winner responded about 1-2 months.

Ms. Bell asked how it worked and Ms. Winner said it is GIS data, which looks at parcels, structures, natural and manmade constraints, acreage, etc. Mr. Hanks said he's been involved in some of these before and it requires some field work and spot checking but most can be done pretty efficiently. Mr. Marshall asked if this is just within the current urban growth boundary, and Mr. Hanks said yes. Mr. Marshall asked if it would help identify areas of the urban growth boundaries that need to be adjusted and Mr. Hanks responded saying no, but it will inform but won't specifically touch on it. Mr. Behney and Mr. Hanks touched on the problems between wanting to keep farmland and also wanting to have a walkable city. Ms. Bell touched on the Housing Crisis and the Governors mandates, while also wanting farmland and walkable cities.

V. Sign Ordinance

Mr. Hanks wanted to know what the issues were for Council and Planning Commission. Does the sign ordinance need to be reviewed or updated, is it about the enforcement of the ordinance, is it the language of it, etc. Ms. Bell said she looked at our sign ordinance, which is currently 23 pages and quite comprehensive, and said it is a combination of both on her end. She spoke on how Councilor Lehmann's concern was the sandwich signs, and how they hinge on walking and the sidewalks. Ms. Smith mentioned the idea of looking at our sign ordinance compared to a very restrictive sign ordinance of another city.

Mr. Hanks talked about his take, and how he thought the temporary signs was looser than most, especially the ability to have them on the right-of-ways, mentioned the challenges in effective enforcement, and also how it was a little redundant. Ms. Smith said that one thing that has been on Main Streets agenda was wayfinding signs, and doing it without it becoming visual clutter. Mr. Hanks mentioned how implementing wayfinding signs would most likely change the sign code. Ms. Bell said that some of the permit issuance is also reviewed by the planning commission.

Mr. Hanks voiced how reviewing the sign code would be a good amount of work, but it could be done internally, and possibly an idea for the Council Retreat. Ms. Bell said it would be helpful to compare our ordinance to other cities sign codes in similar size cities. Mr. Hanks offered Jacksonville as a good comparison.

QUESTIONS, DIRECTION TO STAFF, FOLLOW UP INFO & SUGESTIONS

Mr. Fox had a comment about the retreat planning session about reducing the administratively challenging issues to allow increasing of consistently effective enforcement practices.

Ms. Engebretson made a comment about her interest in making updates to the development code, and where they can find a copy of the transportation system plan. She expressed her concern on the subdivision code and how to link the transportation system plan to the land use and development code.

Ms. Bell commented on the fact that the transportation system plan is a little confusing and does need to be redone and linked to each other. Mr. Hanks followed that saying that the benefit of being looped in with the TSP is that the cost share goes down.

Mr. Hanks asked Ms. Engebretson what particularly she was concerned with on the subdivision code. She replied that she thinks we struggle with how new neighborhoods connect in with the street network. She would like to see them to be more spelled out, and make the process smoother and create less problems when new applications.

Mr. Marshall mentioned how the issue may not be the development within the development code, but it's the access to that development and whether or not those streets meet city standards and are up to date to allow them to proceed.

ADJOURNMENT

Mayor Bell adjourned the work session at 7:45 pm.

APPROVED by the City Council of the City of Coburg on this 14th day of November 2023.

Nancy Bell, Mayor of Coburg

ATTEST: _____
Sammy L. Egbert, City Recorder

APPROVED by the Planning Commission of the City of Coburg on this ___ day of _____ 2023.

Jim Bell, Chair

ATTEST: _____
Sammy L. Egbert, City Recorder