



Coburg Planning Commission
Regular Session
September 16, 2015 – 7:02 P.M.
Coburg City Hall
91136 North Willamette St., Coburg

PRESENT: Chairperson, John Bosley, Bryan McConnell, Lorrie Zeller, Judith Behney, John Marshall, and staff, Petra Schuetz

ABSENT: Jonathan Derby

1. AGENDA REVIEW (CHANGES / ADDITIONS): None.

2. PUBLIC TESTIMONY: No public testimony.

3. COMMISSION BUSINESS:

- a. **SR-05-15, Depot House Site Review, Historic. Location, 32677 E. McKenzie Street:** Petra Schuetz reported. The use is going from vacant use (over six months), historic single family residential property, a.k.a. Depot House to commercial office in the Central Business District. Ms. Schuetz added this went from a type II review to a type III because of 'retail'. The applicant will be using the building for office space. There will not be any changes to the outside structure of the home. Staff recommends approving the application after all criteria and findings of fact have been met. The site review approval is subject to the following conditions:
- i. The proposal must have a parking plan. Curb stops will need to be included.
 - ii. No sign was proposed with the application. If a sign will be needed then a separate sign permit is required.
 - iii. Prior to occupancy, the building must be connected to the sewer system.

There was discussion as to whether the space is presently being occupied and Schuetz said it is not. Schuetz was asked what the process is if someone occupies before conditions have been met and she said the applicant would get a vacancy notice and stop work notice.

McConnell moved to accept the SITE PLAN WITH THE THREE CONDITIONS OF APPROVAL. Commissioner Behney seconded this motion which passed 5:0.

b. **Planning Commission By-Laws:** Councilor Nelson has previously brought up his concern that Commissioner Zeller was no longer eligible to reside on the Planning Commission because she moved out of city limits. The by-laws state two members on the Planning Commission can live out of city limits, but no more than 6-miles, therefore she is still eligible to serve. After discussion, Commissioners chose to leave the by-laws as written but change the verbiage on the application to say, "City staff must be notified if you move out of city limits". The application will also ask for address verification using a driver's license (the license will not be kept on file.). The application will be updated by next month.

There was discussion of how items are placed on the agenda and also on *Point of Order*. Only voting members of the Planning Commission can declare *Point of Order*.

4. CITY UPDATE

Commissioner Marshall asked how the drainage issue was resolved; Schuetz said she would have Bob Butler forward him the PIP plans.

Commissioner Marshall asked how the site plan was coming along for the RV Park. Ms. Schuetz said there are some concerns with their engineer. The City is keeping a close eye on this and the City's engineer is not providing anymore recommendations on how to solve their problems. They were told to not submit anymore plans until they resolved their issues. Schuetz added they have learned from this and a new Standard Operating Procedure is being implemented from Public Works as an improvement plan. There are also new design codes introduced into Public Works. Commissioner Marshall said he would like to hear back on how these issues are progressing.

Schuetz and Commissioner Behney gave an update on the UGB Study/UGB Expansion and also the Transportation System Plan. Both passed yesterday evening when they went before the Lane County Planning Commission. The next step is they go before the Lane County Commissioners Board. The City was complimented on the Reginal Economical Analysis they did. Coburg is the only city to do this. Schuetz said Thousand Friends were not at the meeting but may be when it goes before the Lane County Commissioners Board. Their objection has to do with *Exception Land*. They do not feel the City is using all that is available.

Schuetz reported that Coburg Loop Segment 2 final plat is being developed by the engineer. Property owner's signatures have delayed the project. Documents should be to ODOT in two weeks.

5. APPROVAL OF MINUTES

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**Commissioner Marshall moved to accept the MINUTES FROM AUGUST 19, 2015.
This was seconded by Commissioner Zeller and then passed with a 5:0 vote.**

With no further commission business the meeting adjourned at the hour of 8:02 p.m.
(Recorded by Robin Adair)

ACCEPTANCE

Approved 10/21/15
Date

Yes 5 No 0 Abstained -

Attest John Bosley Date 10/21/15
John Bosley, Chairperson

Sammy L. Egbert Date 10/21/15
Sammy L. Egbert, City Recorder

