

AGENDA

Coburg Planning Commission Regular Session

October 20, 2021 at 7:00 p.m.
City Hall, 91136 N Willamette St.
Coburg, OR 97408

7:00p	1.	CALL MEETING TO ORDER	Chair Thompson
7:00p	2.	ROLL CALL	Anne Heath
7:05p	3.	AGENDA REVIEW	Chair Thompson
7:10p	4.	APPROVAL OF MINUTES – May 19 th and July 27 th , 2021	Chair Thompson
7:15p	5.	PUBLIC TESTIMONY Five minute limit each unless extended time approved prior to meeting by Chair. <ul style="list-style-type: none">• Dwyer Written Testimony	
7:20p	6.	COMMISSION BUSINESS Planning Commission Elections <ul style="list-style-type: none">• Election of Chair & Vice Chair Officers	Anne Heath
7:40p	7.	COMMISSION BUSINESS Planning Commission Vacancy Interview Potential Applicant <i>Recommendation to Council</i>	Anne Heath
		CITY UPDATES <ul style="list-style-type: none">• City Administration Report <i>Information only</i>	
8:00p	8.	ADJOURNMENT	Chair Thompson

The next regular meeting of the Coburg Planning Commission is scheduled for November 17 at 7:00pm at Coburg City Hall. If you need a disability accommodation to participate in this event, please notify the City of Coburg at least five days in advance. Call Coburg City Hall at 541-682-7852 or email sammy.egbert@ci.coburg.or.us to request reasonable accommodation or for more information.

COBURG PLANNING COMMISSION MEMBERS

Chair Paul Thompson
Vice Chair William Wood
John Marshall
Marissa Doyle
Jonathan Derby
Seth Clark
Vacant

COUNCIL LIAISON: Nancy Bell



MINUTES

Coburg Planning Commission

May 19, 2021 7:00 P.M.

Coburg City Hall

91136 N Willamette Street

Via Virtual Conference

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

COMMISSIONERS ABSENT: William Wood

STAFF PRESENT: Ann Heath, City Administrator; Megan Winner, Planning & Economic Development; Nancy Bell, City Council Liaison; Jacob Callister, LCOG; Henry Hearley, LCOG.

1. Call Meeting to Order

Chair Thompson called the meeting at 7:01 P.M.

2. Roll Call

Commissioner Thompson called roll and a quorum was present.

3. Agenda Review

There were no changes made to the agenda.

4. Public Testimony

There was no public testimony.

5. Approval of April 21, 2021 Meeting Minutes

MOTION: Councilor Derby moved, Councilor Marshall seconded a motion to approve the minutes from the April 21, 2021 Coburg Planning Commission meeting as presented. The motion passed unanimously.

6. Commission Business

- **Coburg Creek Subdivision**

Mr. Hearley began his presentation on planning updates. He shared that the development agreement for the Coburg Creek Subdivision, which was approved by the Commission in December, had been signed by the applicant and the City. He noted that the civil engineer had submitted their second round of public improvement reviews and they were now being conducted. He said that Ms. Winner was beginning to formulate potential addresses for those future lots. Mr. Hearley concluded that overall, the subdivision was progressing just fine.

- **Annexation & Zone Change (ANX 01-20 and ZC 01-20) Application**

Mr. Hearley shared that the applicant was still conducting the significant effects analysis traffic study required by Oregon Department of Transportation (ODOT). He said that they had added the open space requirement to the annexation agreement, noting that the entire 20% would be added to the property up-front and that the existing tree line of the eastern property boundary would be most of the required open space. He said this was because the City wanted to develop a cohesive open space and not one that is developed piecemeal.

Mr. Hearley said that the applicant, the City, and the Parks and Tree Committee had met last week and found the proposal acceptable.

He shared that recently the applicant had agreed to provide frontage improvements along Van Duyn including sidewalk, curb and gutter, and roadway widening to match future traffic needs such as an additional eastbound lane, in addition to an internal roadway to provide access. These improvements came at the direction of the City engineer.

Mr. Hearley reiterated that the City Council had elected to have the Planning Commission review this application first for recommendation, which will be forwarded onto City Council for final action. The timeline of this was dependent on the results of the traffic study.

Councilor Marshall asked what was involved in the traffic study. Mr. Hearley answered that this was not a traditional traffic study but a significant effects analysis which looks at worst case scenarios of what could happen on the property with parameters determined by the city. The results of this would be included in the findings for the transportation planning rule goal #12 and then reviewed and commented on by the city engineer. He clarified that state law required this analysis whenever an annexation took place.

Chair Thompson asked if there was any link back to the interchange area management plan in place which controlled traffic impact for the interchange. Mr. Hearley responded yes, annexation that occurs in that zone triggered the traffic study, and that ODOT also wanted the significant effects analysis completed. He added that it was possible but unlikely that ODOT would want a full traffic study.

Chair Thompson asked for any other questions on these updates.

Ms. Heath asked if these parcels would each have to be master planned with a traffic analysis as they are sold. Mr. Hearley answered yes, and that this would have to be revisited each time a parcel is developed.

Councilor Marshall asked what kind of input there was on the traffic analysis. Ms. Heath said that the engineer was required to participate and had a lot of input.

- **Transportation System Plan (TSP) Updates & Purpose**

Mr. Callister thanked the Commission for its time. He shared that Lane Council of Governments (LCOG) appreciated the opportunity to work hands-on with a member agency.

Mr. Callister began to give some background on the TSP. He shared that in 2014 the City of Coburg did a comprehensive update on its TSP from the late 1990s, which included some analysis of an in-process Urban Growth Boundary (UGB) expansion including areas to the northwest, south, and north of Coburg. He noted that the TSP and UGB were bundled together for efficiency and were approved by the county but were appealed locally and sent back to the city for revision. He noted that this was a frustrating loss of momentum which halted progress between 2015-2019 and that the TSP was stuck in limbo.

Mr. Callister said that one of the variables tied to the TSP was the east-west connector, which was part of the UGB expansion and was an opportunity to divert primarily commuter freight traffic from Harrisburg on an alternate route crossing over to Coburg Industrial Road and bypassing Willamette Street. He noted that this proposal was highly popular and that one of the consequences of backing away from the UGB expansion meant functionally backing away from the concrete project of the east-west connector. He added that for the first time, the east-west connector had been essentially demoted from what could have been a capital project to just a study on county land.

Mr. Callister explained that population forecasts were foundations for expansion and showed how much Oregon communities would grow. He said that in 2019 the forecast numbers for Coburg went way down mostly due to over-forecasting in 2009 which said that Coburg would triple in size in 20 years. He added that the recent forecast was much more realistic in its prediction.

Mr. Callister shared that the Council was leaning towards letting the remand go and not pushing the UGB expansion as infrastructure was being strained and this would free up the TSP to now be addressed again. He explained that staff and Council directed LCOG to do a basic upgrade of the TSP, functionally returning to where it was in 2015 and allowing them to pivot forward with incorporating changes they knew needed to happen.

Mr. Callister recalled the changes that arose from the pandemic in 2019 and 2020, noting the changes in traffic patterns which made traffic modeling difficult. He shared that due to the unique circumstances they were allowed to use the model numbers from 2015 and that they would have the modified draft version of the TSP within the next few months. He said that as

soon as the Mayor and Ms. Heath felt it was possible, the TSP could be brought forward with some other long-range planning, possibly related to the annexation. Mr. Callister added that once they had an acknowledged TSP they could then use things like grants and buildout scenarios, and would be in a better position to move forward.

Chair Thompson thanked Mr. Callister and Mr. Hearley for their presentations and asked for any further updates.

Mr. Hearley added that the Kendall Auto permit had been issued and they were moving forward with their development.

Mr. Callister shared that the City had been encouraged to submit a Transportation and Growth Management (TGM) grant, which he said was good news. Councilor Clark asked what type of grant this was, Mr. Callister answered that it was used to update TSPs by looking at transportation land use and could be incorporated with TSP components.

Chair Thompson said it sounded like the City hadn't decided exactly what it would apply for funding for. Ms. Heath responded that the City pre-applied to look at the TSP and the development code and align them, specifically to do a form-based code which included transportation elements, and that this was discussed in the community buildout.

Chair Thompson disclosed that he had served on the advisory committee to the TGM program and grant process for over a decade.

Chair Thompson asked for any questions.

Councilor Marshall asked if the TSP was not required due to Coburg's size, but was done to be eligible for grant money. Mr. Callister answered that one of the requirements of the 2014 update was Coburg's relationship with the Metropolitan Planning Office (MPO), and that the benefits seen from the MPO were greatly facilitated by having a proper TSP and gave Coburg a seat at the table with larger entities. He added that communities of Coburg's size did similar plans and that it was a great opportunity to receive help from the MPO in current projects, but that state law did not require communities of this size to conduct complete TSPs. Chair Thompson added that cities under 5000 were not required to complete a TSP but said that there were benefits to having a TSP when applying for state funding and possibly being awarded funds for transportation projects.

Councilor Marshall asked if they had seen results from having a TSP. Mr. Callister answered that the TSP from 1999 had been effective in guiding decisions around access and project priorities, and that more direction from the TSP could be helpful. He said that the current update from 1999 to 2015 would just be the beginning. Mr. Callister added that developing the TSP would be helpful in working with neighboring jurisdictions and the state.

Chair Thompson said that the state updated much of the transportation planning rule especially the requirements of TSPs. He shared that he had served on that advisory committee when recommendations were shelved at the last minute due to concerns about creating new laws around climate change and carbon, and from Republicans walking out. He added that the Department of Land Conservation and Development (DLCD) had started a new round of rulemaking focusing on climate change, greenhouse gas emissions, and equity, which impacted the development of TSPs. He said these rules were expected to be drafted and presented for adoption around January and that they would require more work from cities around developing new ordinances and regulations. Chair Thompson added that the Eugene-Springfield-Coburg metropolitan area had been chosen to pilot this process.

Mr. Callister thanked the City for the cup he was drinking out of.

The Commission again thanked Mr. Callister and Mr. Hearley for their presentations.

7. City Updates

Ms. Winner noted that the administration report was provided for information only and Ms. Heath offered to answer any questions.

She shared that the water project was ongoing and that they were working to connect to the pipe already under the freeway. She remarked that the annexation process had a lot of pieces occurring at the same time, and that water was expected to complete around Spring 2022.

Ms. Heath said that City Council had been working on the Transportation Utility Fee (TUF) and would be addressing it in June with a second reading in July. She added that they had been distributing brochures to the community so that public comment could be heard.

She said that the City was trying to complete a land swap for a piece of Pavilion Park which was privately owned as they wished to own the whole park.

Ms. Heath shared that the first Budget Committee meeting had been the previous night and that it went well.

Councilor Marshall asked about house bill 3115 regarding setting ordinances on parks and open spaces, and Ms. Heath answered that legal councilor Ann Davies had been following it and that there were current ordinances not being followed as they were not sure they were legal to enforce. Councilor Marshall asked if the city was looking into defining a reasonable alternative to camping. Ms. Heath responded that they were having discussions and tracking these things, but that most people were in transition and did not have services available to them. She said a fund was developed to help these people get to their destinations and that this was working well so far to address their needs.

Chair Thompson asked about the lease on the Oddfellow Hall and the decision process for how it was used. Ms. Heath answered that the lease started June 1st for the downstairs and parking

lot only, saying that initially the request was for just the parking lot, but that the hope was to be able to raise revenue by renting out the building. She added that a grant was being sought to make it ADA compatible and that a committee was being formed to determine the policies for use of the building. She explained the opportunity of making the kitchen a community makerspace for rent and the need for a community meeting space.

Chair Thompson asked about the two water main breaks and if they had a significant impact on the budget and were a worry to the City. Ms. Heath responded that the water main had already been scheduled to be replaced and that they were trying to align it with street work so they only had to dig the street up once.

Chair Thompson asked for any further questions.

Councilor Marshall asked if the annexation would increase traffic due to the added jobs from the light industrial area and hoped that the City was looking into the impact of current police staff. Ms. Heath said that this was complicated because the City had neglected to include Van Duyn Road in the UGB, but that they were looking at options to bring the road in to be able to apply city standards. She added that they were working with regional partners, and that the City needed to address standards such as a collector road with two lanes heading east from the freeway to the industrial and residential areas. Ms. Heath said they had talked with the property manager who was very willing to work with the City. She shared that discussion had happened with county transportation about forming a partnership to apply for funding for the analysis and design work of the east-west connector. She noted that they needed to find out if MPO funding would cover this work and said that work on transportation issues was being done every day.

Ms. Heath shared that state figures projected Coburg's population growing by 750 by 2045 and that this would equal about 150 new houses. She was hopeful to build momentum to deal with both ends of town.

Councilor Clark asked if the City had enough buildable land for 150 houses and Ms. Heath said no, that this would require a UGB but added that there were interested property owners that would qualify. She said that this was expensive and would have to be started by the property owners. She noted that the City had to plan for 20-year growth and suggested considering the properties that did not put more stress on the transportation system.

Councilor Marshall asked how the annexation would affect policing, Ms. Heath said that one goal was to develop a community buildout which would look at where the community would grow and how it would affect every department. Part of this included identifying properties that would provide growth to the city and deciding how to address them through additional staffing and policing.

Chair Thompson and Ms. Heath thanked the Commission for their questions.

Chair Thompson asked when the next meeting would take place and Ms. Winning responded that it would be June 16th, and added that she was not aware of any land use applications but that they were trying to be consistent with meetings. In response to inquiry from Chair Thompson, Ms. Winning said she did not think there would be anything related to the annexation process before then. Ms. Heath added that this would probably be August or September at the earliest.

Chair Thompson asked for any input on training or suggestions for the June agenda. Ms. Winning suggested having a follow-up and asked for any feedback.

Chair Thompson asked Ms. Heath to bring back any further development on transportation related projects.

Councilor Marshall shared that he would be out of town on the 16th.

8. Adjournment

Hearing no further discussion, Chair Thompson adjourned the meeting at 8:05 P.M.

(Minutes recorded by Jayson Hayden)

APPROVED by the Planning Commission of the City of Coburg on this xx day of xx 2021.

ATTEST:

Sammy L. Egbert, City Recorder
Chair

Paul Thompson, Commission



City Council & Planning Work Session

July 27, 2021 – 6:00 P.M.

Virtual Meeting – Coburg City Hall

91136 North Willamette St.

COMMITTEE MEMBERS PRESENT: John Lehmann, Paul Thompson, Mayor Ray Smith, Nancy Bell, John Fox, Patty McConnell, Markus Alexander, Kyle Blain, William Wood.

COMMITTEE MEMBERS ABSENT: Seth Clark.

STAFF PRESENT: Sammy Egbert, City Recorder; Anne Heath, City Administrator; Gary Darnielle, City Attorney.

GUESTS: Jake Callister, Lane Council of Governments(LCOG)

1. Call Meeting to Order

Mayor Smith called the meeting to order at 6:02 p.m.

2. Roll Call

Ms. Egbert took roll and a quorum was present.

3. Committee Business

Mayor Smith announced that they were there to discuss the transportation system plan(TSP) in a joint session with the Planning Commission and City Council.

Ms. Heath began a presentation by noting that she had heard many concerns and complaints about transportation and the need to update the transportation plan for several months. She said that the plan that was moving forward was only a band-aid and needed a full update. She hoped to come up with a plan that dealt with current issues and also planned for the future and emphasized how to grow as a community and maintain a walkable, safe community.

Ms. Heath outlined several topics to be considered including local and county jurisdiction, street designations and design, the downtown corridor, safe routes to school, commuter and truck traffic, and urban growth boundary(UGB) access.

Ms. Heath showed pictures of country roads that were within the City limits that the City could consider taking ownership of.

She shared examples of collector streets which may not be designated correctly, noting parts of Skinner which were very narrow and Coleman with no sidewalks or bike lanes. She added that E Van Duyn probably wouldn't be large enough to serve the new industrial zone.

Ms. Heath shared that the downtown corridor had varied areas of concern including Mill St. and Harrison, in front of the antique mall which had merchandise near the street, McKenzie from Harrison facing west which was a common school drop off, and in front of Coburg Pizza which had many close calls reported by residents. She noted that some areas of the City may want to be considered for sidewalks or bike lanes.

Ms. Heath noted that safe routes to school was very important and gave examples of McKenzie and Harrison and the road running past the fire station which weren't necessarily safe for school children to travel.

Ms. Heath explained that truck traffic was very heavy and noted an alarming amount of trucks driving within the bike lane and blocking the view of traffic pulling out while parking.

Ms. Heath shared that access to the urban growth boundary and to some residential areas were currently landlocked and the developer had to pull their application due to lack of access to the land. She shared some comments and concerns from the community which included the need for more off-street parking and traffic flow through town affecting noise level and safety.

Councilor Bell asked about the developer pulling their application due to lack of access and Ms. Heath clarified that they had resubmitted with fewer homes and would come back with another application once the City had addressed the access issue.

Mr. Callister shared that there were some clear persisting issues which were culminating and needed to be appropriately addressed. He said that the original plan was to try to adopt the 2014 TSP and noted that the current TSP was from 1999. He suggested it would be great to adopt the 2014 TSP while leaving out the UGB piece. Mr. Callister shared that a land conservation development representative suggested looking into the opportunity to engage in a planning process and take advantage of state funding. He stressed the need to stick with a plan.

Mr. Callister outlined the transportation and growth management objectives which involved the furthering of wise consistent planning of both transportation and land use. He shared the objectives for developing a TSP including ensuring methodic public and inter-agency coordination, seeking feedback and guidance from elected officials, producing a written document containing comprehensive documentation and distillation of the transportation planning process and conclusions, and the community's policies, standards, and priorities for achieving the transportation system that meets the community's identified needs.

He outlined seven tasks designed to help develop a transportation system plan following ODOT's structure while integrating the custom components of Coburg's situation. These tasks included ensuring public involvement and inter-agency coordination to provide feedback, establishing TSP update goals and objectives and deciding what to add and what to keep, conducting literature review and reviewing existing plan policies, standards, and laws, taking inventory of the existing transportation system, determining transportation needs and how to optimize land, developing and evaluating alternative objectives from capital projects to traffic operations, and developing the transportation system plan. He noted that the plan adoption process included presenting the plan to the community and included work sessions to vet questions and concerns.

Mr. Callister shared that the estimated project cost was \$100,000 and had an estimated timeline of 18 months. He explained that this work was conducted and managed by state consulting firms. He added that these grants were available biannually.

Mayor Smith suggested to be careful not to go beyond the 2014 update as they would have to deal with new laws and requirements.

Ms. Heath noted that a TSP was not required for a city of this size but explained that the funding involved was essential.

Councilor Fox asked when the biannual cycle began and Mr. Callister answered spring of 2023.

4. Adjournment

Mayor Smith adjourned the meeting at 7:03 p.m.

APPROVED by the Mayor and Council of the City of Coburg this 14th day of October, 2021.

Ray Smith, Mayor

ATTEST:

Sammy L. Egbert, City Recorder

APPROVED by the Planning Commission of the City of Coburg this 20th day of October, 2021.

Paul Thompson, Planning Commission Chair

ATTEST:

Sammy L. Egbert, City Recorder

DRAFT

August 10, 2021 **AUG 12 2021**

Coburg Planning and Zoning Commission
91136 N Willamette Street
Coburg OR 97408

Dear Commissioners:

Over the last two decades the City of Coburg has done extensive urbanization studies, in 2004, 2010 and 2014 to review its future growth and expansion. These studies have resulted in an expansion of the urban growth boundary. Accordingly, it is a good time to take a look at the land use options for urban expansion, annexation, and zoning that would work best for the City and its adjacent neighbors.

We have reviewed portions of the original studies and have found some areas of concern regarding suitability of the proposed Light Industrial zoning in Area 8, namely that a disproportionately high part of the perimeter consists of residential land use, a potentially inappropriate adjacent use. We also have evaluated an alternative zoning for Area 8, Campus Industrial, which we feel would be more beneficial to both the City and adjacent residents. In addition, we have looked closely at some of the attributes of Area 7 and found that it is in fact very suitable for annexation as Light Industrial zoning, and would provide a substantially larger acreage of land than Area 8. These evaluations are presented in some detail in the attached document titled *Evaluation of Coburg Study Areas 7 and 8 for Suitable Zoning*.

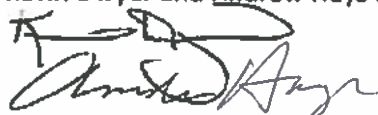
Accordingly, we recommend that Coburg not consider annexing Area 8 unless it is rezoned for Campus Industrial use. To the extent that the City of Coburg requires additional land to designate as Light Industrial Use, Area 7 would appear to provide an appropriate area for expansion of the City's Light Industrial designation and one which would not impact surrounding residential uses.

We also recommend that the annexation and rezoning of Area 8 not be given serious consideration until ODOT provides a planned and funded replacement of the I-5 overpass consistent with its current conceptual plan. We feel it is critical to insuring the safety of all residents and future workers in case of an emergency such as the wildfires that currently threaten our state. Van Duyn is the only entrance/exit available to those of us who live and may work east of I-5.

We would be pleased to meet with the Commission and/or city staff to informally discuss our findings and recommendations.

Best regards,

Kevin Dwyer and Andrew Hays on behalf of Diamond Ridge Water Association



Copy to Zack Mittge, Hutchinson Cox Attorneys

AUG 12 2021

Evaluation of Coburg Study Areas 7 and 8 for Suitable Zoning
August 10, 2021

1. Area 8 suitability for Light Industrial zoning

- a. **Earlier studies.** Coburg reviewed eleven areas around the perimeter of the city as part of the Coburg Urbanization Study in 2004, as shown by Map 1: Proposed Study Area(s) (Attachment 1.). Several of these areas were recommended for expansion beyond the then existing urban growth boundary, for Non-Employment and for Employment, along with areas recommended for Urban Reserve, as shown on Map 9: Urb. Study Expansion Recommendations (Attachment 2). A portion of Study Area 7, north of Van Duyn and east of I-5 was designated for Employment expansion. Subsequently the 2010 Urbanization Study reviewed all the study areas, which included a more detailed look at Study Area 7 "East I-5 North" (240 acres) and Study Area 8 "East I-5 South A" (106 acres). Final evaluation of these parcels for suitability resulted in the current selection of Study Area 8 for the current urban growth expansion, along with the pending annexation and zoning for Light Industrial.
- b. **Current and proposed zoning.** The current area planned for annexation and zoning is a Lane County parcel of land zoned as E40-Exclusive Farm Use (40 acre minimum). It is bordered: on the north by Van Duyn Boulevard and county land zoned E40; on the east by county land zoned as RR10-Rural Residential (10 Acre minimum); on the south by county land zoned as E-40; and on the west by the City of Coburg land zoned as Highway Commercial. Following annexation this parcel is proposed to be zoned as Light Industrial.
- c. **Percent of Area 8 perimeter zoned as residential.** Given the current surrounding land use, how suitable is Area 8 for Light Industrial Zoning? Map 11. Study Areas & Zoning in the Coburg Urbanization Study (Attachment 3.) presumably would provide an indication of the land use context. However, the Map does not identify the zoning for Diamond Ridge on the west, which is residential, and a closer look at the actual land use on the east of the parcel would indicate that it is mainly an RV resort, with approximately half of its occupants in more or less permanent residence. Hence people who live here full time, as either Lane County residents or as City of Coburg residents, occupy almost 60% of the perimeter of the area, a fact that Map 11 does not suggest.
- d. **Preferred Residential and Light Industrial separations.**
 - i. **What is the impact of a substantial adjacency of residential occupancy to an industrial area?** Good land use planning suggests that industrial areas are best located so that they are buffered from

residential areas, typically with commercial uses, major transportation arteries, and open space, to mitigate against the less than desirable visual aspects of the industrial buildings and the attendant noise, lighting, and air pollution.

- ii. Area 8 industrial and residential adjacency. An evaluation of the Light Industrial land in Coburg and similarly sized and located communities, indicates that the proposed zoning residential adjacency is well in excess of both Coburg's own residential land use (almost nil at about 1%) and other communities' residential land use (on the order of 10% to 15%). Refer to Table 1. Light Industrial and Perimeter Residential Zoning below.
- iii. Impact. This substantial proximity of residential land use to light industrial land use is undesirable and may create ongoing complaints to the City.

2. Alternative zoning options for Area 8

- a. Options. If Light Industrial zoning is not suitable for Coburg in this location, what are some good alternatives? One alternative would be to consider zoning Area 8 as Campus Industrial.
- b. The characteristics of Campus Industrial Zoning. This land use meets the needs for commercial/industrial uses that are a good fit with low density urban development, especially in proximity to residential, and open space, such as farm land and natural areas. Some of the key characteristics include:
 - i. A low ratio of building space to open space. Building heights are limited, typically to 3 stories, and more of the site is devoted to open landscaped space, pedestrian walkways, and parking. Both the building occupants and the surrounding neighbors benefit from the visual impact of the "park like" setting.
 - ii. Less negative environmental impact. Obnoxious external impacts (noise, pollution, vibration, glare) are even more restricted than Light Industrial permitted uses.
 - iii. Enhanced architectural design. While these occupancies typically have a large number of employees, visual design requirements work to insure that even large buildings are architecturally attractive.
- c. Examples of local Campus Industrial. Northwest Springfield has a good example of a Campus Industrial zone, bordered partially by I-5 on the west, Lane County farmland to the north, the McKenzie River to the east, and

Game Farm Road to the south. The entire zone is relatively large, on the order of 300 to 350 acres. Occupants include Royal Caribbean International (visible from I-5), Peace Health Riverbend Annex (whose lobby was recently used for Covid vaccinations), and Wayfair (formerly offices for Symantec). Interestingly one of the immediately adjacent neighbors, on the south side of Game Farm Road is Patrician Mobile Park, a residential occupancy.

- d. Suitability for Coburg. In many respects Coburg's Area 8 would be a perfect fit for campus industrial area use:
 - i. It is large enough to accommodate any likely corporate industrial/commercial occupant or occupants.
 - ii. The beautiful forested portion of the site along the southeast side of the parcel, along with the retention of the line of mature trees bisecting a portion of the parcel would provide a welcome visual amenity for corporate offices or workspaces.
 - iii. With the required setbacks and environmental impact restrictions inherent in the zoning ordinance, complaints from the neighboring occupants to the west (the RV resort) and to the east (the Diamond Ridge subdivision) are likely to be greatly reduced.

3. Other areas suitability for Light Industrial zoning

- a. Zoning Alternatives. Since Area 8 is unsuitable for Light Industrial, are there other areas that might be better? Going back to the original Coburg 2004 Urbanization study which identified Study Area 7, it would be useful to reevaluate this land. In many respects Area 7 is ideal for Light Industrial:
 - i. It has zero residential adjacencies.
 - ii. Since it is substantially larger than Area 8 it would generate more tax revenue.
 - iii. It would mirror the existing Light Industrial area on the west side of I-5.
- b. Evaluation of possible constraints in developing Area 7.
 - i. As part of the 2010 Coburg Urbanization Study, Area 7 was identified as having some concerns with respect to flooding and protected wetlands. These findings were based on published data on hand at the time, and indicated about 5% of the land was Wetlands, based on the National Wetland Inventory, and about 5% was in a High Risk-100 Year Flood Plain. Study Area 8 had no identified Wetland or Flood Plain area and was consequently judged more suitable for development. At this point Coburg may want to look more closely at these findings.

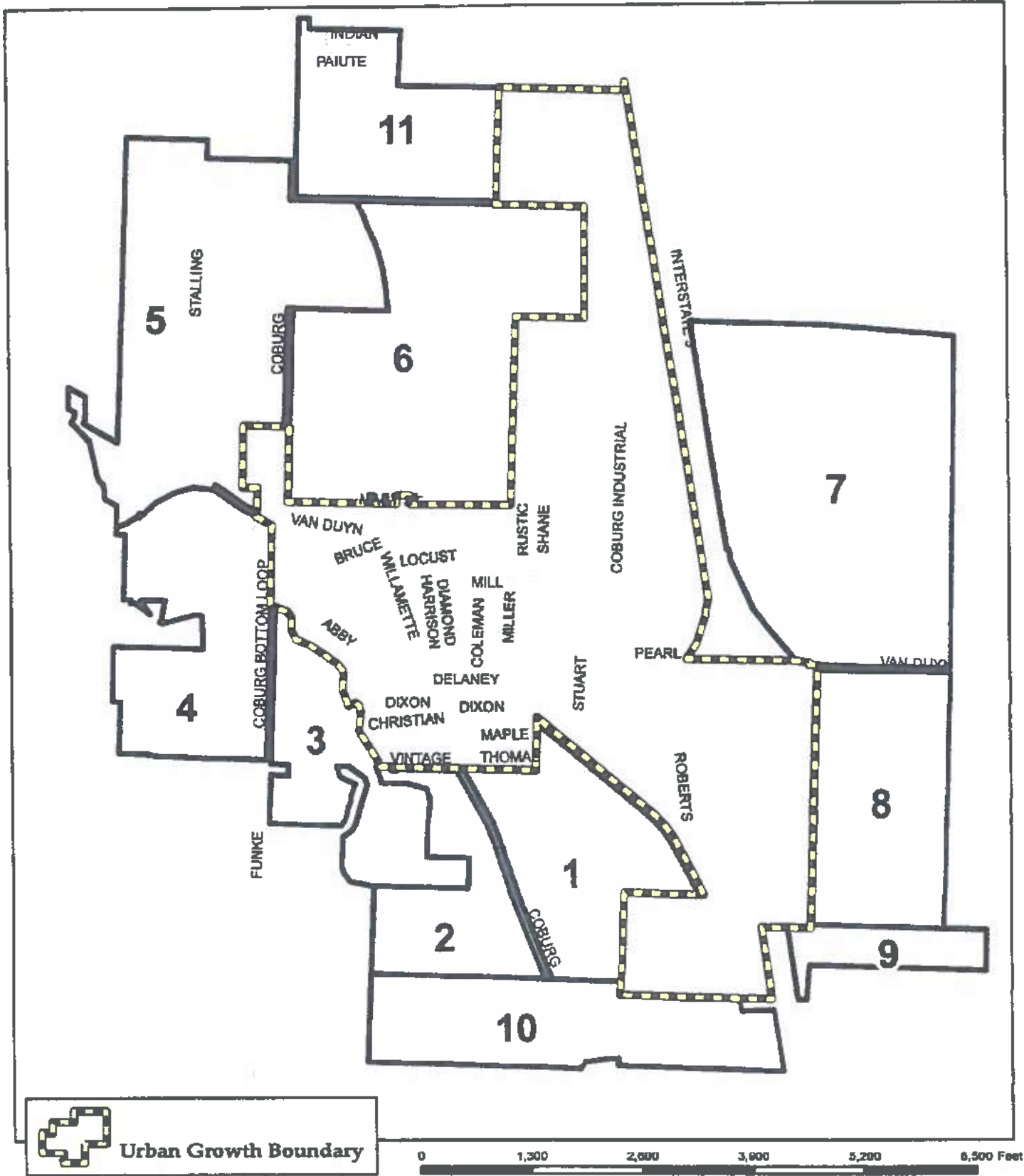
1. **Wetlands.** The identified wetlands are shown on Map 12 (Attachment 4) in the study and are largely in the north-east corner of the area. However, looking at the aerial photography of the site (see Attachment 5, a Google Maps image) it appears that this farmland has been tilled over for years as grazing land, with no surface indication of plant materials or soil characteristics that would qualify currently as wetlands. It is recommended that a brief field evaluation of this location be made, and it is most likely that wetlands as a constraint to the use of Area 7 for Light Industrial does not exist.
2. **Floodplain.** The identified flood plain area is at the northern boundary of the study area, where small streams including Daniels Creek merge with Muddy Creek and begin to create a flood plain area extending north. The relatively minor extent (on the order of 10 or so acres) and its location along the edge of the parcel suggests that conventional site grading for surface drainage and building pads put onto engineered fill (standard practice for industrial buildings) would make the site completely usable for industrial occupancy. It would be useful to note that in Coburg's existing industrial development there is a small flood plain area near the southwest corner of the northern Industrial Way development. Map 12 (Attachment 4) and Attachment 6., a Google Maps image, shows that the building for Pacific Headwear and Promotions Inc. is actually built on a designated floodplain. An on-site evaluation indicates that the building is at a floor elevation above the high level of the 100-year flood. Accordingly, it is likely that the floodplain situation in Area 7 is similarly not a constraint for development.
4. **Other development constraints.** The suitability of development of Areas 7 and 8 will be constrained by other factors, principally traffic related, since industrial land usage will generate substantially more traffic than the current farmland, and the I-5 overpass needs to be replaced. In addition, the residents of the Coburg hills to the east will have concerns about emergency exiting in the event of fires, regrettably a more likely hazard now and in the future.

Table 1. Light Industrial and Perimeter Residential Zoning

Location	Approximate size light industrial zoning in acres	Approximate Percent of perimeter in residential land use	Notes
Coburg existing light industrial	220	1%	
Coburg study area 7	240	0%	
Coburg study area 8	106	57%	Perimeter residential % includes Diamond Ridge and Premier Resorts, which is a Highway Commercial zone.
Creswell	320	15%	Zoning identified as industrial.
Junction City	330	9%	
Veneta	60	8%	Zoning is identified as Industrial Commercial. An additional 17% of the perimeter zoned General Residential is separated by Highway 126 and Luther Street extension "Green Corridor"

Note: The approximate extent of industrial development in the currently designated industrial zones is 100% in Coburg, 50% in Veneta and 20-25% in Junction City and Creswell, based on review of current aerial photographs.

Attachment 1



**Map 1:
Proposed Study Area(s)
Coburg Urbanization Study**



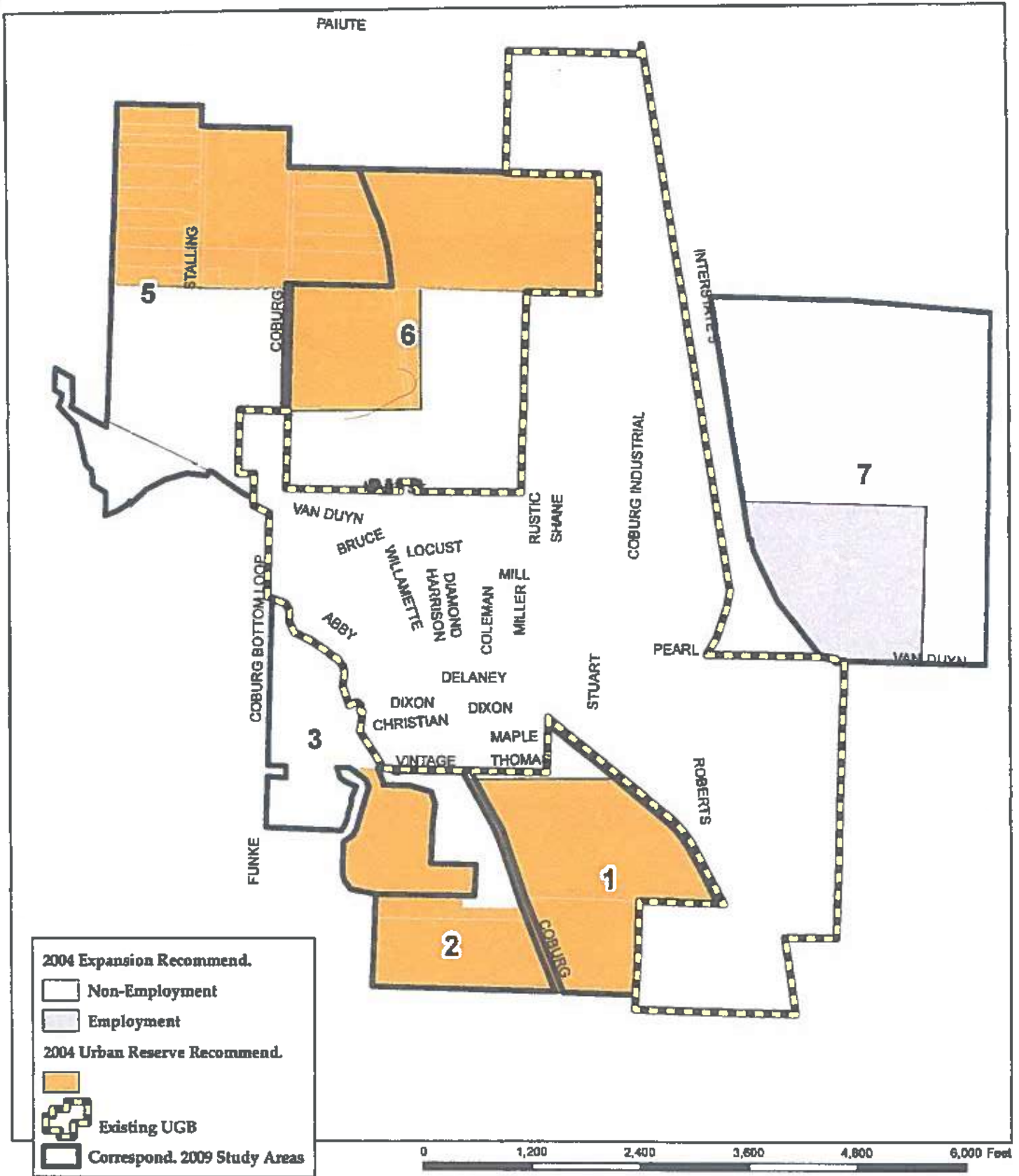
LCOG

1 inch = 1,500 feet

The information on this map was derived from digital data provided by Lane County's Geographic Information System. Lane County is not responsible for the accuracy or completeness of the information on this map. Users should verify the accuracy of the information on this map before using it for any purpose. The information on this map is provided for informational purposes only. The information on this map is not intended to be used for any other purpose. The information on this map is not intended to be used for any other purpose.



Attachment 2



Map 9: 2004 Urb. Study Expansion Recommendations Coburg Urbanization Study

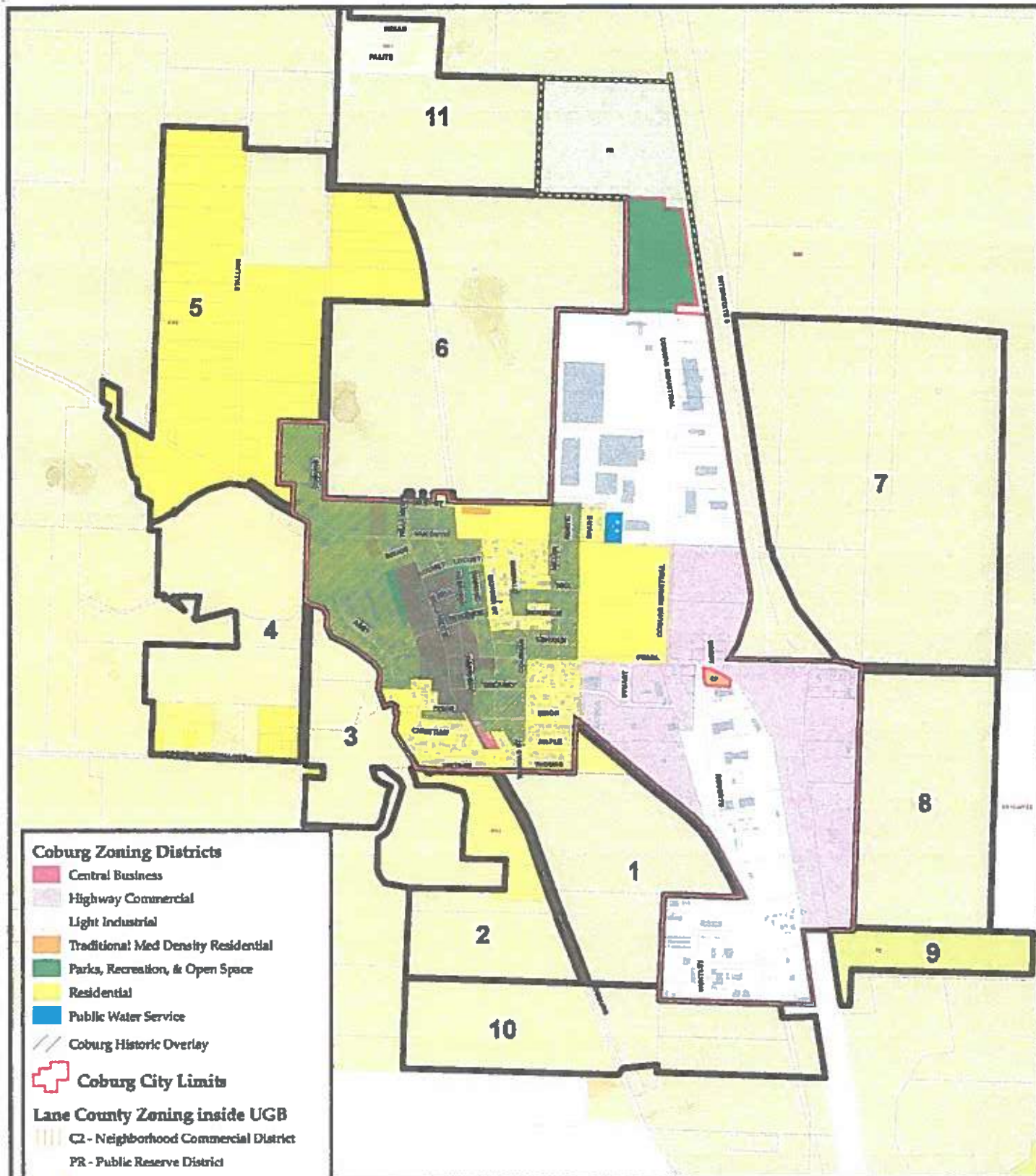


LCOG

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Attachment 3



- Coburg Zoning Districts**
- Central Business
 - Highway Commercial
 - Light Industrial
 - Traditional Med Density Residential
 - Parks, Recreation, & Open Space
 - Residential
 - Public Water Service
 - Coburg Historic Overlay
 - ⊕ Coburg City Limits
- Lane County Zoning inside UGB**
- C2 - Neighborhood Commercial District
 - PR - Public Reserve District
- Urban Growth Boundary**
- Urban Growth Boundary
- Lane County Zoning outside UGB**
- F2 - Impacted Forest
 - E30 - Exclusive Farm Use (30 acre minimum)
 - E40 - Exclusive Farm Use (40 acre minimum)
 - RR1 - Rural Residential (1 acre minimum)
 - RR2 - Rural Residential (2 acre minimum)
 - RRS - Rural Residential (5 acre minimum)



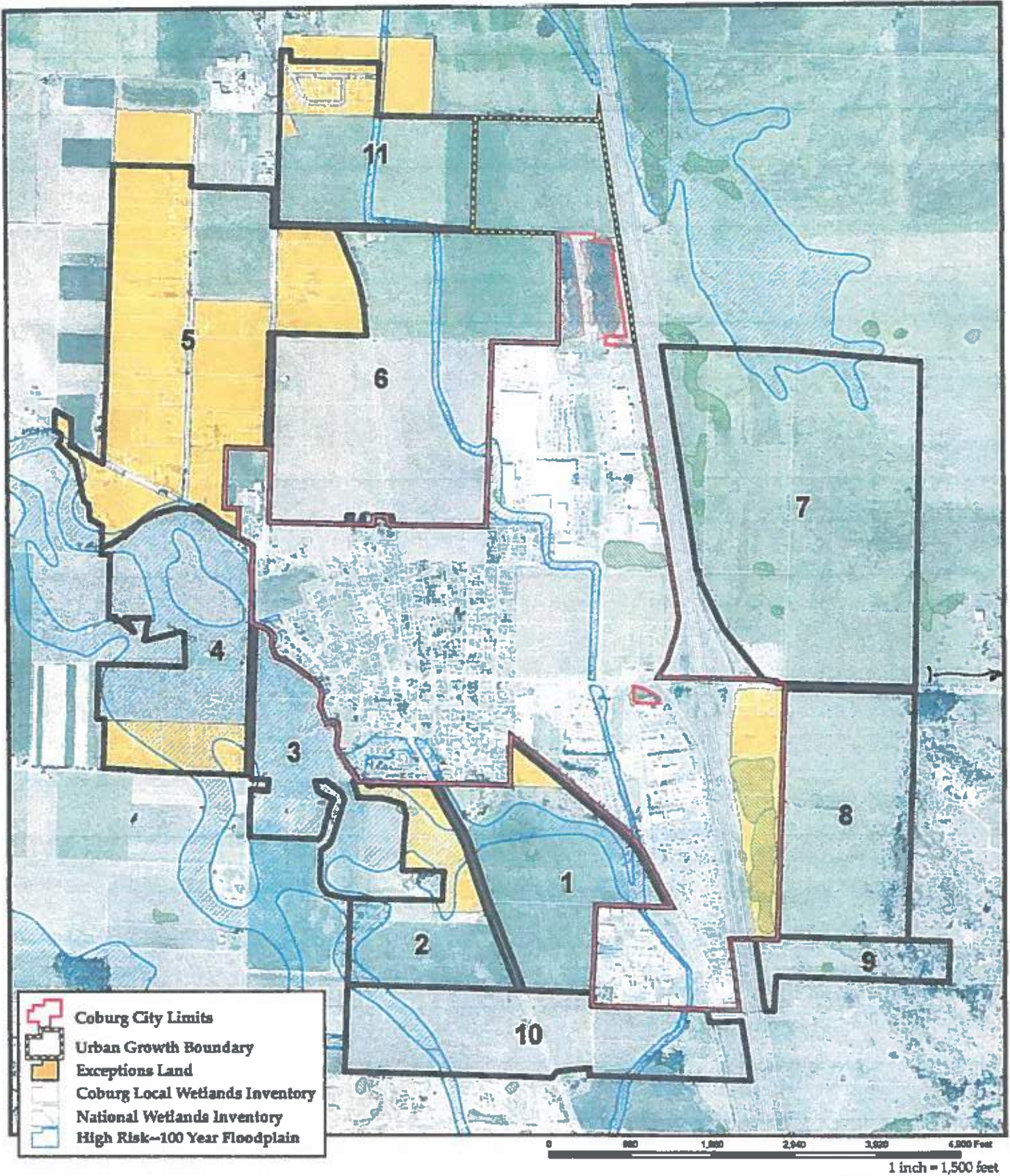
Map 11: Study Areas & Zoning Coburg Urbanization Study



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Attachment 4



Map 12: Study Areas with Exception & Constrained Lands
Coburg Urbanization Study



The information in this map was derived from the best available data and is not a guarantee of accuracy. The user assumes all responsibility for the use of this information. The user agrees to hold the LCOG and its staff harmless for any errors or omissions in the map. The user agrees to hold the LCOG and its staff harmless for any errors or omissions in the map. The user agrees to hold the LCOG and its staff harmless for any errors or omissions in the map.







Imagery ©2021 Google, Imagery ©2021 Maxar Technologies, State of Oregon, Map data ©2021 200 ft

August 11, 2021

The undersigned acknowledges receipt of three hard copies of a Letter to the Commissioners and a document entitled "Evaluation of Coburg Study Areas 7 and 8 for Suitable Zoning, prepared by the Diamond Ridge Water Association.

Name: Sammy L. Egbert
Signature: Sammy L. Egbert, City Recorder
Date: 8/12/2021
Title: City of Recorder, City of Coburg

cc: Diamond Ridge Water Association
Zack Mittge, Hutchinson Cox Attorneys

Received by
City of Coburg
AUG 12 2021



CITY OF COBURG

91136 N Willamette | P.O. Box 8316
Coburg, Oregon 97408

APPLICATION FOR BOARDS, COMMISSIONS AND COMMITTEES

Please indicate the position you are applying for:

- Planning Commission
- Budget Committee
- Historic Preservation (Heritage Committee)
- Park/Tree Committee
- Finance/Audit Committee
- Other please indicate _____

Name: Alan Wells Phone: (541) 990-9613

Email: Alanwells1960@gmail.com

Physical Address: 32660 E. Locust Mailing Address: PO Box 8256 Coburg 97408

Occupation: self employed - comm. real estate

How long have you lived in Coburg? 11 yrs. How long have you lived in Oregon? 30 yrs.

Are you a registered Voter? Yes No

List boards, councils, or commissions, if any, that you have served on:

currently on Coburg's Zoning Committee

List and briefly describe community or service oriented organizations of which you are or have been a member:

none really

Describe any goals, ideas or objectives you have for the City of Coburg:

to keep the character of the community while addressing issues such as transportation and growth

List any skills, training, or experience that you have that might be useful to this position:

Architect, real estate (35 years) development

Why would you like to be appointed to this position?

very concerned about the future of the community

Signature: [Handwritten Signature]

Date: 6-29-2021

COBURG CITY COUNCIL MONTHLY REPORTS



TOPIC: City Administration Report

Meeting Date: October 12, 2021

Staff Contact: Anne Heath, City Administrator

Contact: 541-682-7871, anne.heath@ci.coburg.or.us

The following is an overview of important activities during the month of September, general administration, and upcoming work to be done. The information in this report is compiled by the City Administrator and Department Directors.

GENERAL ADMINISTRATION

Water Project

- Contract for Eastside Connection at Roberts Road has been signed. This work will begin in the fall season.
- Well design and development is underway

Van Duyn West Sidewalk

- Contract has been signed and this work will begin in the fall season.

Alley Vacation

- Staff has met with the Engineer and is working on a designed work plan. An informational only report is under a different tab.

Annexation

- The calendar for the annexation agreement and zoning change application is as follows:
 - Work Session for Annexation Agreement – October 12 – 6:00 p.m.
 - Planning Commission – November 17th
 - City Council – December 14th – 1st reading of ordinance
 - City Council – January 11th – 2nd reading

Local Improvement District Pay-off

- In August, Travis Huff was a guest of City Council at which time he requested the City to consider waiving the interest due on the LID for property recently sold to the Cow Creek Umpqua Tribe of Indians. At that time the Council recommended he go back to the title company and speak with them as to why they were not made aware of the lien on the property. In September, the City received full payment of the delinquent LID plus full interest. The account is now officially paid in full.

TGM Grant for Transportation Plan Update

- The City recently received notice that we were not awarded the grant for the Transportation Plan Update. The grant was highly competitive and there were many more proposals than funding available. City staff are discussing next steps either by starting the process without grant funds, or waiting until the next grant cycle which would be 2023.

TUF Implementation

- First billings for the TUF are in the October Utility billing. The majority of businesses have received a personal letter letting them know what their TUF charge will be. It is anticipated that the monthly revenue for the TUF will be approximately \$12,000. Next step is to begin working with funders to obtain loans to begin the roadwork.

Amended Financial Statements

- Council have been made aware of the need to amend the financial statements for June 30, 2020. The purpose was to correct an error in how the budget was recorded in the document. It did not change the bottom line financial figures, nor the total budget figures in the financial statements. However, it corrected the way the budget was recorded in the document as the budget transfer for 2020 approved by the Council were not included in the budget figures. This alleviated some departments appearing over budget in the initial report. The Council received this document by email in September. A copy is attached to this report.

Staff Salary Changes

- As requested by City Council, an analysis was completed as to the costs of implementing a salary adjustment for staffing as adopted by Resolution 2021-20. This analysis was provided by email to the City Council in September. A copy is attached to this report.

Land Swap

- The City Administrator met with the Shepard Family to discuss a possible land swap. This would swap the grassy area to the south of City Hall as well as some parking areas directly behind the Umbrella Properties buildings for the piece of land adjacent to Pavilion Park and up against the old City Hall property. There is a difference in value which would result in a donation by the Shepard Family for the difference. The Shepard family has agreed to consider this swap with one stipulation. More information is contained under a separate tab.

Zoning code – Ad Hoc Committee

- The Committee have completed their recommended changes for development code amendments and staff is preparing them to be sent to Urban Collaborative in order to complete the actual changes for the Development Code document. This will include form based code for the Central Business and Highway Commercial districts. There are also some recommended changes for the residential development code. There will be a report to City Council on the specific recommendations in November. The Ad-hoc Committee is not completely done with their work, but will take a break until after the

first of the new year while Urban Collaborative prepares draft changes. They will reconvene when the draft changes are available for review.

The work of Urban Collaborative will fall under the City's contract with Lane Council of Governments for which Urban Collaborative works through for some small cities. City Administrator is working with LCOG to address this in the general city contract.

Upcoming Meetings

October 13 Heritage Committee
October 19 Park Tree Committee
October 20 Planning Commission
October 26 City Council Work Session "Public Works"
October 27 Finance | Audit Committee
November 9 City Council

DEPARTMENTS AND OPERATIONS

City Recorder

- City Recorder
 - Recorded 6 contracts
 - 12 Lien Searches
 - September 14th to October 12th were five Public Meetings. These were noticed, electronic and paper retention completed, minutes recorder scheduled and virtual meeting set up with invites sent to committee members.
 - Recruitment continues for Budget Committee, Heritage Committee and Finance Audit Committee vacancies.
 - Public Meetings will be back to in person with the option of joining remotely. Updated website, public notice, minutes recorder schedule and updated the room reservation calendar.

- Utility Billing
 - September Utility Billing
 - 594 Utility Bills
 - 64 Past Dues Charged
 - 7 Active payment plans
 - 7 Change in service
 - 3 Accounts added
 - Transportation Utility Fee implemented on all accounts and included on October utility bills.

Finance

- See Finance Report under separate tab. A quarterly financial report will be presented to City Council in November.

Planning & Economic Development

- ANX 01-20 & ZC 01-20: Joint City Council & Planning Commission work session to review annexation agreement October 12th. First public hearing scheduled for Planning Commission meeting November 17th;
- SUB 02-20: Construction has begun on new 26 home subdivision;
- SR 01-21: Construction continues on Kendall Auto Collision Repair facility on Roberts Rd. including sign permits;
- PA 01-21: Awaiting comments from agency referral;
- 14 Structural/Plumbing/Mechanical/Electrical Permits issued in September;
- Certificate of Occupancy issued for 32872 East McKenzie St.;
- Heritage Committee ordered plaques for three historic preservation award recipients;
- Congratulations to the Code Review Ad-Hoc Committee for concluding work in September. Work with Urban Collaborative LLC. for code revisions including form-based code for the CBD is underway and will incorporate the recommendations from the committee;
- Building permits for Bike Hub project ready to issue;

Public Works

- **Streets and ROW.**
 - **Street**
 - Working on replacement of street light pole that was damaged by a vehicle on W Van Duyn St
 - **Storm Water**
 - Crews cleaned (they have more to do) storm inlets on Pearl, S Industrial, and Roberts Rd

Water Utility

- **Repairs**
 - Crews repaired two service lines in PVE
 - We repaired the Cla-Valves (used to help reduce flow and pressure into system and reservoirs) located at the Booster Station
 - Crews trimmed the trees at the Booster Station
 - Worked with contractor on upgrading the Water System SCADA
- **Sewer Utility**
 - **Collections**

- Crews added a carbon filter to air relief station that was damaged this last summer on Coburg Loop Path. This will reduce the sewer smell coming from the area.
 - **Pumping**
 - 1 tank
 - **Inspections**
 - 20
 - **Callouts**
 - 14
 - **Plant Repairs & Major Maintenance**
 - Crews replaced a 300gal chlorine tank
 - Crews preformed the Recovery Cleans on the membranes
- **Parks Dept**
 - **Parks and Tree Committee**
 - Work party worked on Booth Kelly Trail
 - Crews trimmed shrubs at Jacob Spores Park
 - Crews are working on repainting and replacing boards on all park and street benches
 - **Park Maintenance**
- **Misc.**
 - **Locates 12**
 - **Work Orders 47**

Municipal Court

- **September 2021 Activity Measures:**
 - **Citations (Crimes and Violations)**
 - New Citations for September 21, 2021 Court Date: 53
 - **September 2021 Receipts Including Collections,**
 - **Total Fines:** \$ 11,298.92 (total monies taken in for the month, nothing deducted), *compared to \$12,434.90 in September of 2020*
 - **Net Fines:** \$9,257.00 (City share only, NOT including collections), *compared to \$10,169.00 in September of 2020*
 - **September 2021 Professional Credit Service Collections:**
 - **Total Collection Revenue:** \$2,041.92 *compared to \$2,265.90 in September of 2020*
 - **Turned over to collection:** \$ 12,360.00 *compared to \$14,310.00 in September of 2020*

Comparisons should only be considered when viewing the year-to-date amounts as court dates are not consistently held on the same dates each month, nor is there consistent cases presented to the court.

Other Information:

- **Upcoming Court Date: October 5,2021, Regular Court Session**
- **Fall OACA Court Conference cancelled due to COVID**

Police Department

Beginning in October, 2021, the Police Department will expand their reporting of Police activity in the City Council report quarterly. This report includes Police activity stats for the quarter ended September 30, 2021. Beginning with the quarter ended December 31, 2021, additional reporting on Officer time will be included. This will include Harrisburg patrol reporting.

The Chief has identified areas of activities as reported in the reports we receive from Lane County Dispatch.

Coburg Police Department stats are divided into the following six categories.

1. Traffic/person stops

Traffic stops, person stops, truck inspections,

2. Patrol/business checks

3. Person Crimes/calls for service

Assaults, rape, sex abuse, all other sex crimes, subject down, fight, menacing, all domestic violence crimes, welfare checks, harassment, runaways, suicidal subject, deceased subject, peace officer hold (POH Mental hold) etc.

4. Property crimes/calls for service

Theft, unlawful use of a motor vehicle, unlawful entry into a motor vehicle, alarms, criminal mischief, motor vehicle accident, fraud, criminal trespassing etc.

5. Society crimes/calls for service

DUII, reckless driving, unlawful possession of a controlled substance, disorderly conduct, illegal camping, assist public, all dog and animal issues, suspicious vehicle, speeding vehicle, suspicious conditions, abandoned vehicle, traffic hazard, ATL drunk driver, disabled vehicle, city ordinance violations, prowler, etc.

6. Warrant arrests/fugitive from Justice

7. All other crimes/calls for service

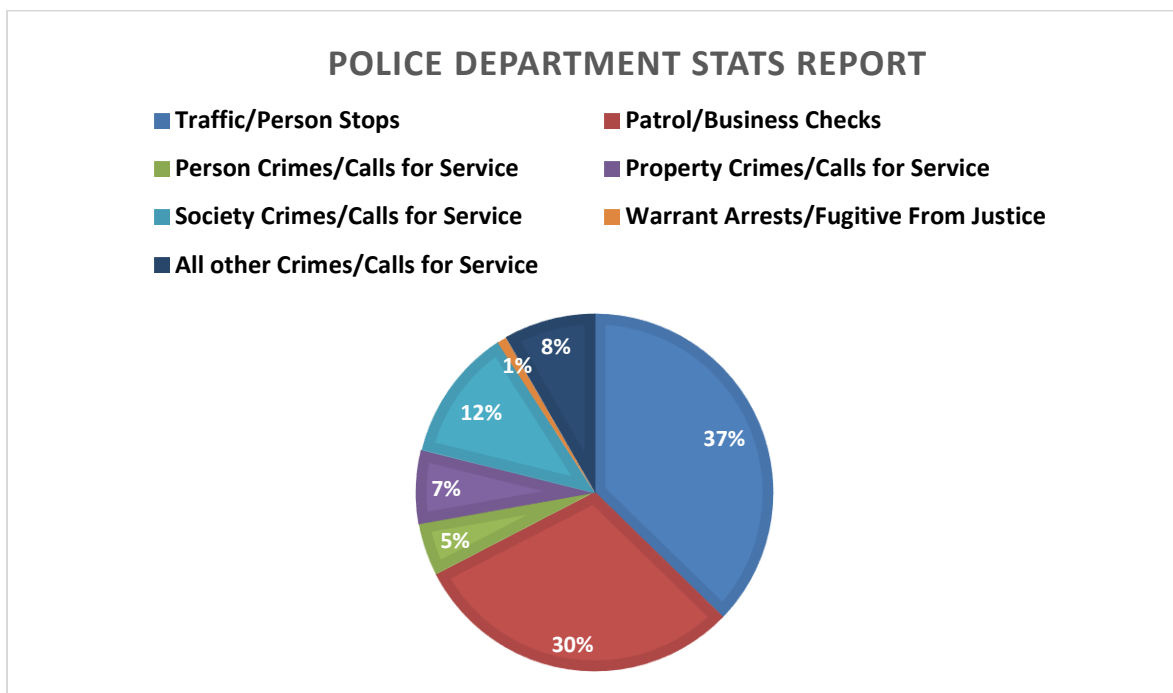
Citizen contact, assist other agency LCSO, OSP, Coburg Fire Department, follow up investigation, vin inspections, training, court, special assignment, stop sign down, etc.

When placing these stats into a graph, the Council will begin seeing a report that looks like the below. This will change monthly based upon the stats provided by Lane County Dispatch.

The raw data for these categories is as follows:

1. Traffic/person stops	303
2. Patrol/business checks	245
3. Person crimes/calls for service	39
4. Property crimes/calls for service	54
5. Society crimes/calls for service	98
6. Warrant arrests/fugitive from justice	7
7. All other crimes/calls for service	67

The same data is provided here in graph form.



Below is an example of reporting the list of calls for service for Coburg Police Department July 1st 2021 to September 27th 2021

Traffic stop	Criminal trespass	Unlawful entry into a motor vehicle
Lost property	Vin inspection	Follow up investigation
Receiving stolen property	Patrol check	Theft
DUII	Business check	Court
Prisoner transport	Vehicle pursuit	Unlawful entry into a motor vehicle
Vehicle tow	Fight	Locate subject

Open door	Loud noise	Disorderly subject
Alarm	Training	Stop sign down
Suspicious conditions	Dead subject	Harassment
Dispute	Illegal fireworks	Illegal parking
Animal complaint	Assist fire department	Disabled vehicle
Subject down	Citizen contact	Welfare check
Assist OSP	Dog at large	Motor vehicle accident
Incomplete 911 call	Civil standby	Assist public
Prowler	Warrant arrest	Truck inspection
Assist fire department	Open door	Disable vehicle
Attempt to locate drunk driver		Overdose
Sex abuse	Rape	
Peace Officer Hold POH (Mental Hold)		Illegal camping
Found Contraband	Criminal mischief	Impound vehicle

SEPTEMBER POLICE ACTIVITY

- Officers investigated two stolen motorhomes from Camping World; one of the vehicles was subsequently recovered in Goshen.
- Officers investigated a motor vehicle crash involving mailboxes.
- Officers arrested a suspect for contempt of court.
- Officers arrested a driver on multiple felony drug warrants.
- Officers arrested a suspect for domestic violence assault 4.
- Officers took a report for a runaway juvenile who returned home later that evening.
- Officers investigated a motor vehicle crash involving a dog. The dog was taken to the Vet Hospital. The dog owner identified their dog via Police social media and recovered the dog.
- Officers cited a driver for misdemeanor driving while suspended.
- Officers were involved in a pursuit. The driver was taken into custody and charged with felony attempt to elude a police officer, resisting arrest and reckless driving.
- Officers located a person wanted out of the Lane County Sheriff's Office; the suspect was subsequently cited for theft and misuse of a credit card.
- Officers investigated a theft of computer equipment from the TA.
- Officers had an abandoned vehicle towed and resolved another parking ordinance violation.
- Officers investigated a criminal mischief from the Premier RV Resort.
- Officers conducted several welfare checks on a suicidal person; officers ensured she was safe.
- Officers investigated a motor vehicle crash between two commercial trucks.
- Officers instructed high-risk traffic stops at the reserve academy.
- Officers assisted OSP apprehend an armed suspect who pointed a rifle at another citizen during a road rage incident; the suspect was charged with several counts of felon in possession of a firearm.

- Officers completed VIN checks for local businesses.
- Officers completed their annual required number of truck inspections to maintain their Level 2 certification.

Upcoming Events:

- September - Antique Fair Cancelled
- October 8th Evidence room audit
- November/December – MILO (Multi Interactive Learning Objective) training (De-escalation)

Attachments

At the 2021 City Council retreat the City Council discussed ways to better connect with City Committees and the Planning Commission. Council decided it would be helpful to stay updated monthly on what each committee is working on. They requested that staff provide the minutes from all public meetings in the monthly City Council packets.

- | | | |
|----|-----------|---------------------|
| A. | 8/11/2021 | Heritage Committee |
| B. | 8/12/2021 | Code Review Ad Hoc |
| C. | 8/17/2021 | Park Tree Committee |
| D. | 9/8/2021 | Heritage Committee |
| E. | 9/9/2021 | Code Review Ad Hoc |