



Coburg Planning Commission
Hybrid Regular Meeting
November 16, 2022 at 7:00 p.m.
Coburg City Hall, 91136 N. Willamette St.
Coburg, OR 97408

COMMISSIONERS PRESENT: John Marshall, Seth Clark, Marissa Doyle and James Bell.
Via Zoom: Vice Chair, William Wood

ABSENT: Jonathan Derby and Alan Wells

STAFF PRESENT: Planner, Megan Winner and City Council Liaison, Nancy Bell.

1. CALL MEETING TO ORDER

Commissioner Marshall opened the Planning Commission meeting at 7:01 p.m.

2. ROLL CALL

Ms. Winner called roll. A quorum was present.

3. AGENDA REVIEW

Commissioner Marshall added the topic short-term/vacation rentals for discussion to be added to Item 6. Commission Business; following the Public Hearing.

4. APPROVAL OF MINUTES

MOTION: *Commissioner Clark moved, seconded by Commissioner Wood to approve the September 21, 2022 Planning Commission Meeting minutes as presented. The motion passed unanimously; Vote 5:0.*

5. PUBLIC TESTIMONY

There were no public speakers.

6. COMMISSION BUSINESS

- **Planning Commission Reappointments**

Megan Winner said at the previous meeting it had been incorrectly announced that Planning Commissioners Seth Clark, Alan Wells and Jonathan Derby were up for reappointment. Ms. Winner then asked if Commissioner William Wood and Commissioner John Marshall would like to continue to serve on the Planning Commission. They both answered “yes”.

- **Planning Commission Elections Chair & Vice Chair Officers**

Commissioner William Wood agreed to continue serving as Vice Chair.
Commissioner Jim Bell agreed to serve as Chair.

MOTION: Commissioner Marshall called for a roll call vote, asking each Commission member to indicate if they supported the motion to elect Commissioner Jim Bell for Chair and Commissioner William Wood for Vice Chair: Commissioner Jim Bell - Y, Commissioner John Marshall - Y, Commissioner Seth Clark - Y, and Commissioner Marissa Doyle - Y.

The motion passed unanimously; Vote 5:0.

- **Review of bylaws for setting meeting time**

The City Council had moved their meeting time from seven to six p.m. and wondered if the Planning Commission wished to do the same.

City Council Liaison, Nancy Bell clarified that it was a temporary change for the City Council. Due to their bylaws, the time change for meetings would not go into effect until February.

MOTION: Commissioner Bell moved, seconded by Commissioner Clark to move the Planning Commission meetings to a start time of 6:00 p.m., to commence in December and end in April At that time they would review and decide whether to continue with that start time.

The motion passed unanimously; Vote 5:0.

- **Public Hearing**

- **MA 01-22 Map Amendments | Recommendations to Council**

Commissioner Marshall asked if there were any conflicts of interest or any reason for a commission member to recuse themselves from the hearing. There were no conflicts. He next asked if anyone wished to challenge the impartiality of anyone on the Commission. There were no challenges. Commissioner Marshall read the regulations for public hearings.

Ms. Winner stated that there were no public speakers.

Commissioner Marshall requested the staff report.

Staff Report:

Ms. Winner explained that the request was for two amendments to the Coburg Zoning Map and the Comprehensive Zoning Map. The first proposed change was to amend the official Zoning map and the Comprehensive Plan map to remove a strip of Parks, Recreation and Open Space (PRO) zoning designation that was mistakenly left on three lots in the Central Business District. The second was to add the Downtown Coburg overlay district that was adopted by Council on September 27, 2022 to the boundaries of the Central Business District. Findings for the overlay district were adopted on September 27, 2022 with Ordinance A-200-L and more information could be found in the related file of PA 01-22. Ms. Winner stated this amendment was solely to correct an error and did not approve any development.

In the 1980 map, that whole area was deemed PRO space, prior to 1980 the land was zoned for agriculture. In May of 1994, Ordinance No. A-131-G, (Attachment C) was passed and re-zoned lot #16-03-32-11-2400 from park and open space to residential. The lots for current discussion were not part of the new plat of Coburg Estates. When comparing the latest zoning map with the 1980 Comprehensive Plan Map diagram, one can see how the strip was left out. The strip was not part of the future subdivision plat and was not donated parkland attached to the subdivision. The properties are zoned at the County as Central

Business District and not listed in the Park Master Plan Maps as current or future parkland, as it was never part of the master plan for the future. Ms. Winner concluded her presentation by offering the Commission five options for recommendations to the City Council: 1. approval 2. approval with modifications 3. approval with conditions, 4. denial or 5. adoption of an alternative.

Commission members briefly discussed the information in Ms. Winner's presentation. Commissioner Marshall then concluded the Public Hearing.

MOTION: Commissioner Bell moved, seconded by Commissioner Clark to amend the Comprehensive Plan Map and Zoning Plan Map to reflect two changes. The first proposed change to amend the official Zoning Map Comprehensive Plan Map to remove a strip of Parks, Recreation and Open Space (PRO) Zoning designation that was mistakenly left on three lots in the Central Business District. The second to add the Downtown Coburg overlay district that was adopted on September 27, 2022 to the boundaries of the Central Business District.

The motion passed unanimously; Vote 5:0.

- Discussion on Temporary/Vacation, Short-Term Rentals
Commissioner Marshall brought this issue to the Commission, on behalf of a resident complaint regarding land use and noise ordinances within residential areas.

Ms. Winner shared that currently short term rentals are allowed within the City of Coburg. Property owners are supposed to register with the City of Eugene to pay the transient room tax. Short term rentals are currently a hot issue in many cities. Staff has spoken to legal about looking into the creation of a potential ordinance to address the concern. If Planning Commission wanted staff to prioritize this task, it is encouraged they recommend to Council that short term rental regulations be added to the staff workplan for the upcoming year.

Commissioner Bell summed it up by stating that they were trying to solve disruptions to residential life, noise and parking issues which were covered by existing ordinances and would not necessarily require additional regulations specific to short term rentals. He posed the question; how can small cities or towns enforce noise disturbances and what resources are needed?

Commissioner Wood replied that he felt it was an issue that could be addressed with the existing laws and institutions such as the noise ordinance. He believed that one isolated incident should not be used as a trigger for action on their part.

Commissioner Marshall said that they would not be forwarding this on to The City Council at this time.

7. CITY UPDATES

- **City Administration Report | *Information Only***
The next regular meeting for the Planning Commission is scheduled for December 21, 2022 at 6:00 p.m.

Ms. Winner noted that the Planning Commission would be very busy in December addressing several land use applications. She anticipated having a public hearing in December and wondered if the planning group would benefit from an alternative regular meeting date. Ms. Winner stated that she would send out a poll to ascertain the Commission members' availability.

Commissioner Marshall inquired on the progress of the Industrial Park. Ms. Winner answered that the applicant had not yet received a building permit. They were doing grading and

installing utilities. The building permit is in review with Cottage Grove, who the City of Coburg contracts building services with.

Commissioner Marshall inquired on the progress of any development on the east side of the freeway. Ms. Winner replied that she had not received any applications for developments on the east side of I5.

8. ADJOURNMENT

Commissioner Marshall adjourned the meeting at 7:45 p.m.

(Minutes recorded by Trenay Ryan, LCOG)

APPROVED by The Planning Commission of the City of Coburg on this 21st day of December 2022.



James Bell, Commission Chair

ATTEST:


Sammy L. Egbert, City Recorder