

AGENDA

Coburg Planning Commission Regular Session

November 17th, 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	Megan Winner
7:05p	3.	AGENDA REVIEW	Chair Thompson
7:10p	4.	COMMISSION BUSINESS 2021 Planning Commission Goals Review and Reporting	
7:50p	5.	CITY UPDATES City Administration Report <i>Information only</i>	
8:00p	6.	ADJOURNMENT	Chair Thompson

The next regular meeting of the Coburg Planning Commission is scheduled for January 19th, 2022 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

COUNCIL LIAISON: Nancy Bell



COBURG CITIZEN COMMITTEES

WORK PLAN GOALS – FISCAL YEAR _____

1. To participate in trainings on land use in Oregon including public meetings law, ethics law, timely/relevant topics.
 2. To enhance communication with staff, City Council, and other committees
 3. To gain information on what the City is expecting including annual budget updates, City Council goals and priorities, and the work and goals of other committees.
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QUARTERLY REPORT TO CITY COUNCIL - Qtr 1, 2021

The committee held 1 training in _____ park where we provided maintenance on shrubs and weeding of beds

The committee began the discussion of adding _____ to the master plan and designed a timeline for completion of the work

The committee held a brainstorming session on park designs for _____ park

The committee began the discussion on a survey design

The committee hosted _____ an instructor from the charter school to discuss how we can utilize students in our planning

SAMPLE ONLY

Use Of This Document

1. Annually the _____ committee should meet to decide on goals and work plan items for the next fiscal year. These should take place prior December 31 and presented to City Council prior to their February Retreat
2. Work plans of committees will be part of the presentation at the Council retreat
3. Work plans will be reflected in the City Budgets to the extent that there is capacity to do so. Committees will work closely with staff to identify budgetable items.
4. Committees should plan on reporting quarterly to the City Council utilizing this form as a guideline.
5. Committees should designate one person who has the responsibility of recording the committee discussion and filling out the quarterly report.
6. These reports will be included in the Council packet at the end of each quarter.

SAMPLE ONLY

COBURG CITY COUNCIL MONTHLY REPORTS



TOPIC: City Administration Report

Meeting Date: December 14, 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 November, general administration, and upcoming work to be done. The information in this report is compiled by the City Administrator and Department Directors.

GENERAL ADMINISTRATION

Alley Vacation – This project is in process

McKenzie Street Rebuild – Staff has asked the engineer to expand the planning for the McKenzie Street Rebuild from Harrison Street to the west side of Willamette to the top of the hill. The purpose is to create a safer pedestrian zone in that area of the downtown. It is expected that this work will take place in the summer/fall of 2022. Staff have been in contact with the owners of businesses on this stretch and will continue to provide information as the project progresses.

Roberts Road Maintenance Design - The City Engineers are in the process of designing maintenance and repairs to Roberts Road. This will include a total rebuild in some areas of the road. It is expected that this work will be completed in the summer/fall of 2022.

Street Projects Update – City staff have designed a mini-newsletter that went out in Utility Bills to answer the question of “what is next” for the TUF implementation. The goal is to keep the public informed and engaged as we move forward to make street improvements in Coburg.

Street Project Funding – City of Coburg has submitted two requests for invitation to apply for funding for the street project over the next 3-5 years. When invited formally to submit an application, the staff will come to Council with a resolution for the proposed funding.

Land Swap – A draft agreement has been designed and submitted to the Shepard Family Trust for review. This includes the swap of land and a lot line adjustment for the area behind City Hall to the south.

Zoning code – Ad Hoc Committee – The draft work plan for Urban Collaborative is attached to this document.

City Hall Updates – City Hall is undergoing repairs to the siding, window replacement, and then will be painted. The timing of this all being completed depends on the weather, availability of materials, and the available time of the Public Works team to finish the siding project. In addition, the façade of the City Hall is under a redesign phase as part of the Main Street project.

Emergency Response – Public Works, Police, Fire, Emergency Response, the Mayor, and staff met with ODOT to discuss planning for traffic control when the Freeway is shut down for an accident or inclement weather. It was a progressive meeting in which our partnership was strengthened and good mitigation solutions were discussed.

Local Jurisdiction of County Roads – City staff are continuing our conversation with Lane County regarding jurisdictional control of County Roads in Coburg. The discussion is starting with a Willamette Street focus. Projected costs of maintaining the road have been received as well solidifying available funding for maintenance of the roads. A misunderstanding that the City will receive more money for additional lane miles from the state needs to be cleared up. The City receives state shared revenues based upon certified population figures.

New Public Works Employee – Welcome to Jo Heyerly who joined our Public Works Team in late November. Jo is the first woman to hold a permanent position in Public Works for the City of Coburg.

Informal Bid for Copier Services – An informal bid for copier services for the City was conducted in the month of November. A new contract is being awarded to National Business Solutions. National is a local company located in Eugene and has been in business for several decades.

Employee Policy Update – Department Directors are reviewing the Employee Policy Manual with their departments in order to bring concerns and suggested changes forward. These changes will be discussed by the leadership team prior to bringing a draft document for adoption to the City Council in January.

Coleman Street/New Subdivision – City Staff met with our Engineer, Weichert Homes, and Wildish to discuss the concerns being raised by neighbors in the vicinity of the new development and mainly at the north end of Coleman. Together we will be putting out an informational document that will be hand delivered to the residents. This will include information about road improvements, what they can expect and a projected timeline for the work. It is the goal to have had this hand delivered no later than Monday, December 13th.

Upcoming Meetings

Planning Commission	12/15
Park Tree Committee	12/21
State of the City	1/11
City Council	1/11

DEPARTMENTS AND OPERATIONS

City Recorder | Utility Billing | Office Administration - Prepared by Sammy Egbert

City Recorder

- November 10th to December 14th the City held six **Public Meetings**. All Public meetings are noticed, electronic and paper retention completed, minutes drafted, signed and recorded.
- Accepting applications for Budget Committee, Heritage Committee & Finance Audit Committee. These vacancies are posted in Our Town, on Facebook, and at Dari Mart.
- Completed 9 lien searches for properties in the City limits that are selling or refinancing loans.
- Working on executing and recording several contracts.
- Public Records request follow up an original request in February 2021 is being processed.

Utility Billing

- November Utility month end covering 10/1 to 10/30.
 - Billed Water \$59,600 | Sewer \$69,600 | TUF \$12,600
 - Payments Received \$154,800
 - 82 past dues charged
 - 8 collection door hangers posted
 - 2 Active payment plans
 - 7 Change in services
 - 3 Customers signed up for auto pay
 - 2 Customers water shut off for non-payment

Administration front Office

- Annual business license renewal invoices have been mailed. Payments are coming in and being processed weekly.
- Processing Christmas in Coburg Special Event application
- Updating forms that are regularly used to make them fillable.

- Prepared the 2022 paper files for City Council, Planning Commission, Park Tree Committee, Finance Audit and Heritage Committee.
- IOOF rental reservation and general use administrative processes are coming along. LCOG Senior meals are completely moved in as of November 10th. They use the kitchen area every Wednesday.
- Decorated front office and City Council Chambers for the holidays.
- Preparing for the Christmas Party and Mayor Smith on December 10th.

Finance

- See Finance Report under separate tab.

Planning & Economic Development – Prepared by Megan Winner

- ANX 01-20 & ZC 01-20: Planning Commission public hearing held in November; City Council public hearing scheduled for December;
- SUB 02-20: Infrastructure improvements have begun for new 26 home subdivision;
- SR 01-21: Construction continues on Kendall Auto Collision Repair facility on Roberts Rd. including sign permits;
- Central Business District form-based code project with Urban Collaborative LLC. is underway. Synthesis of Ad-Hoc Code Review Committee’s input will be ready after the first of the year;
- Three Structural/Plumbing/Mechanical/Electrical Permits issued in November;
- Heritage Committee awarded three historic preservation plaques to three residential properties at November meeting including the Diamond House, NC and Rebecca Burns House and Alice Balch House. Planning for 2022 Preservation Month activities has commenced;
- Construction on the Bike Hub is underway. Collaboration with Lane County on bicyclist routes near Coburg occurred as part of the County’s Bicycle Master Plan process. Grand opening celebration with Lane County, LCOG, GEARS and other partner organizations scheduled for spring;
- Alley analysis project is underway. Inventory and survey research have begun.

Main streets and Economic Development – Prepared by Tracey Pugh

- Participate in weekly Oregon Main Street zoom meetings
- Zoomed with Oregon Main Street staff and other Main Street directors to give feedback about Oregon Main Street and discuss ideas and suggestions for the different Main Street Tiers
- Attended RDI Grant Writing Seminar (5 weeks)
- Coordinating and planning activities, flyers, and details for Christmas in Coburg
- Working with Chamber of Commerce to amend their Bylaws

- Working with Mural committee and school to have an art contest and winner's art will be placed on The Grange
- Created "Welcome to Coburg" snowmen with the Mural Committee to have at the north and south ends of town for the holidays
- Submitted paperwork for Articles of Incorporation for Main Street
- Meeting with potential Main Street Board Members
- Working with the Mayor and Marissa Doyle on the City Hall Facade

Public Works – Prepared by Brian Harmon

- **Streets and ROW.**

- **Street**

- Trimmed 3 trees and removed one near Pearl and S Coleman.

- **Water Utility**

- **Repairs**

- Chlorine monitor has failed and we are in the process of replacing it

- Coburg Creek Subdivision utilities are installed and tested.

- Started on the Water Project for the I-5 to Bore mainline extension.

- **Sewer Utility**

- **Collections**

- **New tank Installations**

- 1 new services

- **Pumping**

- 3 tank

- **Inspections**

- 7

- **Callouts**

- 4

- **Plant Repairs & Major Maintenance**

- We are working through an issue with the Fire Suppression System (will be fixed on 12/2/21)

- **Parks Dept**

- **Parks and Tree Committee**

- Working on a Plaza at Pavilion Park Project.
 - Work Party at Johnny Diamond Park

- **Park Maintenance**

- Bike hub construction is moving along and should be finished soon.
 - Started and finished leaf pickup at the Parks
 - Started removal of Maple Tree at the Pavilion Park
 - Completed Christmas Decorations at Pavilion Park

- **Misc.**

- **Locates 22**

- **Work Orders 62**

Municipal Court

- **November 2021 Activity Measures:**
 - **Citations (Crimes and Violations)**
 - New Citations for November 16, 2021 Court Date: 73
 - **November 2021 Receipts Including Collections,**
 - **Total Fines:** \$17,295.49 (total monies taken in for the month, nothing deducted), *compared to \$4,373.61 in November of 2020*
 - **Net Fines:** \$13,144.50 (City share only, NOT including collections), *compared to \$4,128.50 in November of 2020*
 - **November 2021 Professional Credit Service Collections:**
 - **Total Collection Revenue:** \$ 4,150.99 *compared to \$245.11 in November of 2020*
 - **Turned over to collection:** \$4,974.96 *compared to \$7,745.00 in November 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:

- **Regular Court Session: January 20, 2022**
- **Temp Employee has prepared all open violation cases through the letter 'T'. They are now ready to be scanned**
- **Jury Trials scheduled in 2022**
 - Wednesday, January 19, 2022
 - Tuesday, January 25, 2022

Police Department

- To date the police department has received \$750 in donations to the CHETT Program. (Community Help Easing Troubled Times). The department has also received \$1,775 in donations to the Shop with a Cop program.
- Officers arrested a male driver for DUII at Willamette and Delaney Streets
- DWS misd Pearl Street Industrial way
- DWS misd warrant male Pearl and Industrial way
- UUMV Tec Equipment trailer
- Officers contacted local business and residents for the SCRAM program

- Officers investigated a reckless driver driving over 100 miles per hour on I5. The driver was issued a citation for reckless driving and driving while suspended violation
- Officers investigated a motor vehicle crash on Coburg Road
- Officers investigated a burglary and criminal trespass on Thomas Street
- Officers work bailiff duties at Harrisburg Municipal Court
- Officers investigated a disorderly male at the Shell Gas Station. The male was arrested for outstanding warrants
- Officers are attending FSST refresher training for the ODOT traffic grant
- Officer investigated a sex abuse case from a year ago. The suspect was convicted and has to attend sex offender treatment
- Officers attended MILO training
- Officers completed their annual truck inspections

Upcoming Events:

- December – MILO (Multi Interactive Learning Objective) training (De-escalation)
- Christmas in Coburg, Light parade
- Coburg Police Department Shop with a Cop

ATTACHED

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. 9/21/2021 | Park Tree Committee |
| B. 9/23/2021 | Code Review Ad Hoc |
| C. 10/13/2021 | Heritage Committee |
| D. 10/19/2021 | Park Tree Committee |

City of Coburg Central Business District (CBD) Form-Based Code & Support

WORK PLAN						
1	Task	Requirements	Days	Task Start	Task Due	Complete
2	Task 1: Kick-Off Call					
3	Kick-Off Call			1-Nov-21	3-Nov-21	3-Nov-21
4	Work Plan			8-Nov-21	Ongoing	
5	Bi-weekly Calls	Via MS Teams		16-Nov-21	Ongoing	
6	Task 2: Code Committee Recommendations: Review & Feedback					
7	Code Recommendations Review		14	16-Nov-21	30-Nov-21	
8	Feedback Summary		7	30-Nov-21	7-Dec-21	
9	Task 3 & 4: CBD Form-Based Code & Implementation					
10	District Regulating Plan		21	30-Nov-21	21-Dec-21	
11	Code Committee Meeting #1	Review Regulating Plan and code outline		13-Jan-21	13-Jan-21	
12	Draft Code	Building Standards; Updated Landscape Standards	60	13-Jan-21	14-Mar-21	
13	Code Committee Meeting #2	Feedback on draft code		17-Mar-21	17-Mar-21	
14	Prefinal Code	Building Standards; Updated Landscape Standards; Graphics	30	17-Mar-21	16-Apr-21	
15	Community Code Test & Review	Virtual or in-person TBD		28-Apr-21	28-Apr-21	
16	Final Code	Building Standards; Updated Landscape Standards; Graphics and	14	28-Apr-21	12-May-21	
17	Planning Commission Public Hearing	Presentation; Virtual or in-person TBD		TBD		
18	City Council Public Hearing	Presentation; Virtual or in-person TBD		TBD		
19	Task 5: Highway Commercial District Graphics					
20	Rendering	Rendering (1) of commercial buildings that meet current code requirements	30	17-Mar-21	16-Apr-21	
21	Task 6: Development Checklist					
22	Draft Checklist	For development in the CBD using the form-based code	30	17-Mar-21	16-Apr-21	
23	Review Call			21-Apr-21	21-Apr-21	
24	Final Checklist		14	28-Apr-21	12-May-21	



Coburg Parks | Tree Committee Meeting

September 21st, 2021 – 6:00 P.M.

Virtual Meeting – Coburg City Hall
91136 North Willamette St.

COMMITTEE MEMBERS PRESENT: Chair Mary Mosier, Coleen Marshall, Joe Morneau, Claire Smith, Karen Coury, Tom Beatty.

COMMITTEE MEMBERS ABSENT: Lonna Meston.

STAFF PRESENT: Burke Hansen, Public Works Supervisor; Anne Heath, City Administrator.

RECORDED BY: Jayson Hayden, Lane Council of Governments(LCOG).

1. Call Meeting to Order

Ms. Mosier called the Park and Tree Committee to order at 6:00 p.m.

2. Roll Call

Mr. Hansen took roll and a quorum was present.

3. Agenda Review

Chair Mosier wished to clarify on the buffer subject, she wished to scratch the I-5 part out and just look at buffers.

4. Approve Minutes from August 17th 2021

Ms. Marshall noted a misspelling at the end of page 5, that Jacob Spores Park was spelled incorrectly.

MOTION: Mr. Morneau moved, Ms. Coury seconded a motion to accept the minutes as corrected. Motion passed unanimously.

5. City Updates – City Administrator Monthly Report

There were no questions on the City Administrator report.

Chair Mosier asked Ms. Heath for a brief synopsis on what was happening with the property on the other side of the interstate. Ms. Heath shared that they were in the final stages of the annexation agreement which includes the buffer zone requirements and were just waiting on transportation to comment on the plan. She said it would go to the joint Council and Planning Commission work session on October 12th which would take them through the basics of the annexation agreement, then in November it would go to the Planning Commission which would make a recommendation, afterwards it would go to City Council in December. She added that the zone change was an ordinance that would be wrapped up in January.

Ms. Heath noted that they wanted to maintain the tree line and said that part of the annexation agreement stipulated that each development have some open space for their employees. She said there was some discussion regarding pathways along the tree line but this was not popular with the police, public works, the residents, or the developer due to security concerns.

Ms. Coury said a resident there was concerned about cutting down trees in front of the buffer and Ms. Heath explained they were trying to leave as much buffer as possible but there may be some trees that need to be cut down. She added that in one area the property owner had gone into the developer's property and logged the timber without asking which would affect the look of the buffer there.

COMMITTEE BUSINESS

6. Possible Grants for Plaza

Ms. Heath shared that they had been working on a design to redo McKenzie Street but they did not get the grant they applied for. She noted that there were other grant opportunities coming. Ms. Heath said she looked at plaza ideas that had a road along side it to create a space where people could stop and rest including picnic tables, benches, and greens. She said this was important as people wanted to continue with outside eating spaces during the pandemic.

Ms. Heath said she was working on getting the other piece of property at the end of Pavilion Park and had pitched a proposal for a land swap so they owned that property which would expand the park. She shared that there was an Oregon Park and Recreation grant for up to \$75,000 and another up to \$750,000 which was due in April and noted that these things were being funded as there was a focus on rebuilding economies and the development of communities while creating outdoor and downtown public spaces.

Ms. Heath shared the possibilities of connecting the park to other places in town using things such as pavement paint and crosswalks to connect the whole downtown and parks together.

Mr. Beatty recalled three scenarios put forward in the Coburg buildout and asked if they would go back and visit those proposals. Ms. Heath said that was possible but said that the buildout showed what could happen not on the park but on the lot beside it.

Ms. Smith liked the idea of making Pavilion more useful and suggested having work sessions so that they were ready once the grants came around. She wanted to look at some of the photos Ms. Heath had to get started as it would be a big planning process.

Ms. Heath suggested coming up with a design and letting the public give comment on it, and thought that they should go for the larger grant which was due in April. She added that there was an Oregon Main Streets grant which could be another funding source. Ms. Smith suggesting having a large scale map to plan the scope of the design.

Chair Mosier asked when the land swap would occur and Ms. Heath said it was on their time and thought that it would occur but was not sure of the time scale.

Ms. Coury explained the need to invest in trees and open spaces now to take advantage of the cooling effect it would provide.

Chair Mosier suggested meeting outside to look at the map and plan. She asked if the land swap was giving up any space within the City and Ms. Heath answered no, that they were trading some of the parking behind the Umbrella Properties building for the park land.

7. Buffer Ideas for East of I-5 Property

Ms. Coury explained that she read an article on how urban areas dealt with heat and said that investment in tree canopy was important. She said that air conditioners for example just increased the outside heat and consumed a lot of electricity. Ms. Coury said that tree density could be considered infrastructure but that it took a lot of resources. She explained that older trees were more efficient in evaporating water which cooled the air and that it took a younger tree many years to reach this state.

Ms. Coury shared that an effective urban forest could lower air temperatures up to 9 degrees, and could lower surface temperatures under the tree by up to 45 degrees. She noted that urban materials such as pavement absorbed and radiated heat while trees reflected more heat and allowed air flow. She mentioned strategies such as increasing tree cover, installing green or reflective roofs, using cool pavements which were permeable or reflective, and using smart growth practices. Ms. Coury wished to discuss making sure their policies regarding open spaces included these kinds of concepts.

Ms. Smith liked the ideas and thought it would be good to look into hardscape surfaces that were more beneficial than pavement or asphalt and thought that this would be something to eventually be adopted as an ordinance or code by Council.

8. Tree Sub Committee Trails End Trees

Mr. Beatty said he and Ms. Meston had met and had a long discussion and shared that they had decided on developing along the paved portion of the walkway and doing tree groves rather than planting them in a line in addition to planting a mixed variety of trees and native shrubs. He added that he had been gathering lots of milkweed for the monarch butterfly.

Mr. Beatty thought they needed to start with Pavilion Park and said he had met with an arborist and had talked about the big leaf maple. He noted that trees were important for concerts in the pavilion and said they needed to address replacing or planting new trees there.

Mr. Burke added that during the last storm they had two big leaf maples that lost substantial limbs and while trimming dead growth in the one by Coburg Inn they had found a lot of hollow and rotten timber high up in the tree which was concerning.

Ms. Smith said that old growth maples were never meant to be street trees and suggested looking at the tree list that Eugene uses to start planning. She suggested working with Urban Lumber to possibly defray some of the cost by purchasing some of the burls and usable wood.

Chair Mosier said they might have to check to see how the tree fund budget was looking before considering taking trees down. Mr. Burke said he would discuss this with Mr. Harmon when he got back and suggested that the tree sub committee start looking at which trees should go first.

Ms. Coury asked if they could get started on new trees during the transition time and Mr. Beatty thought that was the best way but they just needed to find a location. Ms. Smith suggested not planting anything until they had an overall plan for the park as they would lose the shade anyway if the trees fell over.

Chair Mosier suggested having a work session at Pavilion Park to get a better idea of what the tree situation looked like. Ms. Smith and Mr. Beatty said they would be available in evenings to meet. Ms. Marshall and Ms. Coury said evenings would possibly work for them also.

9. Badminton/Volleyball Net at Johnny Diamond

Mr. Hansen shared that he had gotten a net but wanted to wait to see where the Committee wanted it. He said it would probably be at an angle to give enough space for a proper field.

Chair Mosier thought it sounded good and said keeping it away from the play area was a good idea.

Mr. Hansen said they would probably put it up this week and said they would move it if needed.

10. Toddler Toys and Tables at Norma Pfeiffer Park

Chair Mosier said the toys went in and they looked great and suggested everyone stop by to see them. Mr. Hansen said he had changed the placement slightly to even out the space and shared that there were children waiting to use them the first day they were put in.

Mr. Hansen asked where they wanted the kids' tables to be placed and Ms. Smith suggested looking at that in the work session.

11. Work Party Recap from September

Ms. Marshall shared that she, Ms. Mosier, Mr. Beatty, and Ms. Meston had worked for three hours at Booth Kelly trimming branches and cutting ivy but noted that more equipment work was needed. She thought that it looked a lot better and added that there would be wood chips put down. Mr. Hansen said they planned to put chips down there as well as in the Norma Pfeiffer playground and added that they would clean up the south end of the path and along the fence.

Ms. Smith noted that the swings at Jacob Spores were high off the ground and suggested something more suitable for younger kids.

Mr. Hansen said they would also look at clearing the blackberry bushes covering one of the benches before they put chips down.

12. Work Party Plan for October

Ms. Marshall thought it was time to spruce up Pavilion and Mr. Hansen agreed, adding that they also needed to re-bark mulch. Mr. Hansen asked when the best time was to trim the crab apple trees and Mr. Beatty answered now, before the limbs broke off.

Chair Mosier agreed to shoot for Pavilion and asked Ms. Marshall to send out reminders for the 18th at 9 A.M.

13. Committee Work Plan Review

Ms. Smith commended Public Works for their work on the bench placement and toddler toys.

Mr. Hansen shared that he had already seen an elderly couple enjoying the new bench.

ADJOURNMENT

Hearing no further discussion, Chair Mosier adjourned the meeting at 7:04 P.M.

DATES TO REMEMBER

October 12th – City Council Meeting

October 19th – Parks and Tree Committee Meeting

APPROVED by Park | Tree Committee on this xx day of xx 2021.

ATTEST:

Sammy L. Egbert, City Recorder

Mary Mosier, Chair

DRAFT



MINUTES

Code Review

Ad-Hoc Committee

September 23rd, 2021 5:30 P.M.
Virtual Meeting - Coburg City Hall
91136 N Willamette Street

COMMITTEE MEMBERS PRESENT: John Fox, City Councilor; Marissa Doyle, Planning Commissioner; Alan Wells, Business Owner; Cathy Engebretson, Citizen At-Large.

COMMITTEE MEMBERS ABSENT: Patty McConnell, City Councilor; Paul Thompson, Planning Commission Chair.

STAFF PRESENT: Anne Heath, City Administrator.

RECORDED BY: Jayson Hayden, Lane Council of Governments (LCOG).

1. CALL TO ORDER

Chair Fox called the meeting to order at 5:37 P.M.

2. ROLL CALL

Ms. Heath took roll and a quorum was present.

3. COMMITTEE BUSINESS

- **Review and Wrap-up**

Chair Fox shared that he had sent out the formula-based restrictions they had looked at earlier and thought that they were pretty much finished reviewing the proposed code changes.

Chair Fox asked the committee to share any thoughts on what worked, what didn't, and what could be improved upon for any committee. He noted that working remotely while not having a shared digital storage or drop box between the members was difficult. Ms. Heath suggested adding a drop box to their website that the public could see it but the committee could access it and said she would talk with Ms. Egbert about this. Ms. Doyle suggested using a whiteboard program to be able to take shared notes on documents.

Ms. Engebretson thought that meeting bi-weekly instead of monthly was good as it would have been easy to forget what was talked about the last meeting with such a content-heavy topic.

Ms. Heath said she would send out the stages of work once the contract with LCOG was in place to be able to review with Zoe what she is doing. She said Zoe wanted to have a workshop in the end where people can look at it and give feedback.

Ms. Engebretson thought that one priority in the code after what they had been working on was multi-family and how to get more affordable homes when new subdivisions were developed. Ms. Heath noted that Oregon would be mandating that all cities over 50,000 redo their code to allow for multi-family housing in residential neighborhoods. She said a lot of larger cities were applying for grant funds to do this work and it would be interesting to see some of the code that comes from them to borrow. Chair Fox

4. MINUTES FOR APPROVAL

- **April 22nd, 2021**

Ms. Engebretson wished to request a change to something she said on the second paragraph of page two. She wanted to rephrase it to say that it is believed stores like Dollar Tree have led to food deserts. Ms. Heath suggested using the word concerning and Ms. Engebretson agreed.

- **June 17th, 2021**

Ms. Engebretson mentioned that on page two under committee business in section 4 they were talking about examples of code language which she said was not clear in the text. She wished to add that the Council discussed example code language that had been provided to them and clarify that they were talking about examples and not their actual code

On the fourth paragraph down on page two she noted that at that point they had changed topic and it was not clear what the paragraph was talking about. Ms. Heath suggested scratching the text if it was not relevant. Chair Fox thought that they were talking about everyone in the central business district going through the approval process as it was a small district but he supported scratching the section. Ms. Doyle thought it was talking about making sure businesses fit in well with Coburg. Chair Fox said from looking at the next sentence that they were talking about the looks of downtown and keeping the character but was not quite captured. Ms. Engebretson suggested striking this section as she did not remember what exactly was being talked about.

On page three Ms. Engebretson noted that transition homes for the elderly would require a small square footage instead of a large square footage. On paragraph six she wished to clarify that Ms. Heath was advised by Lane County that traffic backing up from school pickups should not be used as a justification for an east-west connector and Ms. Heath added that it was the traffic engineer that had advised her of that. Ms. Heath wished for it to say that she was advised by the City engineer.

- **July 15th, 2021**

There were no corrections for these minutes.

MOTION: Ms. Engebretson moved, Mr. Wells seconded a motion to approve the minutes as amended. Motion passed unanimously.

5. FUTURE MEETINGS | DATES TO REMEMBER

- **Next Code Review Ad-Hoc Committee Meeting: NO MEETINGS SCHEDULED AT THIS TIME**

6. ADJOURNMENT

Hearing no further discussion, Chair Fox adjourned the meeting at 6:14 P.M.

APPROVED by the Development Code Review Ad-Hoc Committee of Coburg this ____ day of xx 2021.

Chair, John Fox

ATTEST:

Sammy L. Egbert, City Recorder



Coburg Heritage Committee
October 13th, 2021 – 6:00 p.m.
Virtual Meeting - City Hall
91136 North Willamette St.

COMMITTEE MEMBERS PRESENT: Chair Marissa Doyle; Vice Chair Michelle Shattuck, Stephen Sheehan, Shannon Sardell.

COMMITTEE MEMBERS ABSENT: None.

STAFF PRESENT: Megan Winner, Planning and Economic Development.

1. Call the Meeting to Order

Chair Doyle called the meeting to order at 6:06 P.M.

2. Roll Call

Ms. Winner called roll and a quorum was present.

3. Committee Business

• **Preservation Award Ceremony Planning**

Ms. Winner showed off the awards for the Committee to inspect and there was general approval of the design. She thanked Ms. Shattuck for picking them up and Ms. Shattuck noted that it was a group effort.

Ms. Winner asked what the Committee thought about giving the awards out and noted that there were talks of a block party around Christmas time but it was still up in the air. She suggested having the recipients come to City Hall during a meeting or going to their houses individually. Mr. Sheehan liked the idea of a fall-themed virtual event if they couldn't do it at a larger event and Ms. Winner noted that the Council chamber was now equipped for virtual events. Mr. Sheehan mentioned having the event at a local farm but noted that they weren't within Lane County. Ms. Sardell liked the idea of going to their houses and keeping it more informal and low-key. Ms. Winner suggested helping the recipients install the awards if they wanted it and Ms. Shattuck suggested contacting the owners to see what they wanted to do but thought that having the ceremony during a meeting would be good. Ms. Shattuck floated

the idea of having another presentation of the plaques around Preservation Month in the spring which could set off the next round of nominations. Ms. Doyle liked the idea of doing the awards four months apart as it gave time to get nominations in, make decisions, and get the plaques ordered. Mr. Sheehan suggested keeping it low-key by taking pictures of their houses and presenting them as a slideshow and then doing something larger around the new year.

Ms. Shattuck asked how many historic homes they had and noted the goal was to do three a year until they got them all covered. Mr. Sheehan added that with all the grants they wouldn't run out of money.

Ms. Winner asked what time they would want to present the awards. Mr. Sheehan suggested calling them to ask what worked best. Ms. Winner thought it would be nice if as many members could go as possible and the Committee agreed. Ms. Winner suggested presenting them before the next meeting and Ms. Doyle noted that it would be dark by that time. Mr. Sheehan noted that the time change would happen only a few days before their next meeting and Ms. Doyle suggested starting the meeting a little earlier than normal. Ms. Winner suggested contacting the owners to see if they would be available then or possibly the weekend before as it would be lighter. Mr. Sheehan said Saturdays would be tough for people interested in football but said that Sunday would be great. Ms. Winner said she would reach out to the recipients to see their availability. Mr. Sheehan added that they could do presentations at different times of the day to accommodate them. Ms. Sardell suggested doing it on Sunday as it would be the last day they would have enough light in the evening for photos and the group agreed.

- **Inventory**

Ms. Winner shared that she had not found much aside from one red bag. She said she had asked several people but no one knew where the other stuff was and she said most of the closets had been cleaned out. Ms. Shattuck noted that she had seen two or three boxes, large framed pictures, and other things piled in a closet in the office area. Ms. Winner explained that the closet was now Sammy Egbert's office but Ms. Egbert did not know where the items had gone. She was not sure how to proceed and asked the group for direction. Ms. Shattuck offered to help look and Ms. Sardell suggested sending out an email to everyone in the building to ask if they had any leads.

Ms. Winner shared that the president of the Chamber had brought in former Mayor Jim Broughton's art portfolio and she shared it with the Committee.

Ms. Winner said that Cheryl had some things at home that she was willing to give to the Committee.

Ms. Shattuck remembered that they had done inventory several years ago and Ms. Winner asked if there was a copy of that list but Ms. Shattuck did not have it.

Ms. Winner reminded the Committee that it was time to do their report to City Council about their goals. Ms. Sardell said she would be willing to fill out the form and attend the next Council

meeting. Ms. Winner asked that she submit the report by November 1st to get it into the packet.

- **Info Share**

Ms. Sardell asked when the next community newsletter would be and Ms. Winner answered that the next issue was November-December. Ms. Sardell suggested putting something in that issue with a picture of the plaques being presented. Ms. Winner asked if they wanted a picture of the plaques freestanding to announce who won or just give them out and Ms. Sardell suggested the next newsletter cycle. Ms. Shattuck asked if there was a pretty fall place they could take pictures and Mr. Sheehan suggested the place across from Chief's. Ms. Sardell liked the idea of pictures of the plaques with a blurb about them in the newsletter. Ms. Winner agreed and asked if anyone would be willing to take this on. Ms. Sardell offered her front porch for pictures. Ms. Shattuck suggested having the plaques in one picture and having three sentences of congratulations for their stewardship of a historic place.

- **Begin Planning for Preservation Month 2022 Historic Art Contest**

Ms. Sardell recalled that the last contest they had was towards the end of May and explained that people voted on their favorites. Ms. Winner asked how that went and if they liked it that way and Ms. Sardell thought it would work either way. Ms. Sardell noted that it got a little bigger and better each year and they just needed to get the word out. Ms. Winner remembered that they needed to get a call for artists out at the beginning of the year. Ms. Sardell offered to help get posters out and noted that they had some radio time.

Ms. Doyle asked if they had paid someone to do the posters in the past and Ms. Sardell was not sure but noted that they turned out very well.

Mr. Sheehan asked what the art entailed and Ms. Winner explained that past examples were any historic structure in Lane County and people could do any form of medium. Ms. Shattuck mentioned that they were trying to come up with a new theme this year and suggested incorporating historic homes and gardens in the Spring. Ms. Winner added that they had everyone come into Council chambers to vote on a winner and a couple businesses in town donated things for a gift basket as a prize.

Mr. Sheehan noted that they could get a lot of people attending if they presented it both live and virtually. He asked if they could allow people from all over Lane County to vote and Ms. Winner said they could determine that in the rules if they wanted.

Ms. Shattuck noted that the local American Institute of Architects did a people's choice award where they put the project boards up in a place people could go to look at them with a link to a website where they could vote for their favorite of each category. She suggested the idea of also auctioning off the art.

Ms. Sardell asked if they had access to the IOOF and thought that would be a good place to display the art and the group agreed. Ms. Winner noted that they weren't able to just leave

those doors open and Ms. Doyle suggested some kind of open house. Ms. Winner suggested allowing people check out a key for access. Ms. Sardell suggested having a very short art walk and having one stop be at the Grange if they needed more spots.

Mr. Sheehan suggested having the stops at local businesses which could maybe give them some business and thought this could also encourage the businesses to donate to the prize baskets. He thought this could lead to way more exposure. Ms. Shattuck wanted to make sure the art would be kept safe there and Ms. Winner asked if most of them were framed. Ms. Shattuck said most were framed and Ms. Doyle suggested requiring that they be able to be hung on a wall. Mr. Sheehan noted each business could have different display spots such as behind the bar at Chief's. Ms. Sardell noted that displaying them online also would be helpful. Ms. Doyle suggested talking to the Main Street coordinator Tracy about this and Ms. Winner agreed. Ms. Winner offered to ask Tracy to their next meeting as her work overlapped with historic preservation and the group agreed.

4. Future Meetings | Dates to Remember

- Next Heritage Committee Meeting: November 10th, 2021

5. Adjournment

Chair Doyle adjourned the meeting at 6:58 P.M.

(Minutes recorded by Jayson Hayden)

APPROVED by Heritage Committee on this 11th day of November 2021.

ATTEST:

Sammy L. Egbert, City Recorder

Marissa Doyle, Chair



Coburg Parks | Tree Committee Meeting

October 19th, 2021 – 6:00 P.M.

Virtual Meeting – Coburg City Hall

91136 North Willamette St.

COMMITTEE MEMBERS PRESENT: Chair Mary Mosier, Claire Smith, Karen Coury, Lonna Meston, Tom Beatty, Councilor Patty McConnell.

COMMITTEE MEMBERS ABSENT: Coleen Marshall, Joe Morneau.

STAFF PRESENT: Brian Harmon, Public Works Director; Anne Heath, City Administrator.

GUESTS: Marla and John Pagter, local residents.

1. CALL MEETING TO ORDER

Chair Mosier called the Park and Tree Committee to order at 6:02 P.M.

2. ROLL CALL

Mr. Harmon took roll and a quorum was present.

3. AGENDA REVIEW

Chair Mosier asked the guests to introduce themselves and Pagter shared that they were here to float the idea of introducing the sport of pickleball. Chair Mosier added this topic to the agenda.

4. APPROVE MINUTES FROM SEPTEMBER 2021

Ms. Coury commended the minutes and thought that they were well encapsulated and covered all of the right points.

MOTION: Ms. Coury moved, Ms. Smith seconded a motion to approve the minutes as presented. Motion passed unanimously.

5. CITY UPDATES/CITY ADMINISTRATOR REPORT

There were no updates.

6. PUBLIC TESTIMONY

Ms. Pagter shared that after having a brain tumor 6 years ago she was able to recover with the help of pickleball. She explained that it bridged the gaps between ages, genders, sexes, and people from different backgrounds and allowed them to come together to play for an hour and a half and have a good time. She noted it seemed to break the barriers in communities and it was physically great for aging people. Ms. Pagter added that the sport promoted no joint replacements and it was a very uplifting positive thing during covid as it was not considered a contact sport. She said it was great for both old and young and also facilitated the handicapped and could also give students something to do outside of school.

Ms. Pagter said she had measured out the basketball courts and said there was room for two pickleball courts. She explained that it could be either an indoor or outdoor sport and suggested teaming with the Emerald Valley Pickleball Club which provides boxes and paddles that are locked up for the community to use. Ms. Pagter added that pickleball was one of the fastest growing sports and was a great stress reliever and would bring in people to local businesses.

7. COMMITTEE BUSINESS

- **Plaza Ideas for Pavilion Park**

Ms. Heath urged the committee to dream but to not take too long as the grant they would like to submit was due in April. She noted that it was up to a \$750,000 grant but added that there was another one due in May for only \$75,000. She said that if they were thinking restrooms it would be at least \$100,000. Ms. Heath explained that they needed at least 30% of a design complete in order to turn something in for funding and she urged the Committee not to leave it till the end. Mr. Harmon said they had talked about taking home paper maps to take notes on.

Ms. Coury asked what the grant was for and what elements they were looking for. Ms. Heath answered it was through the Oregon Park & Recreation and in order to get funding they were looking for strong diversity, equity, and inclusion, which includes people of all demographics such as the handicapped and people in poverty. Ms. Heath added that just about every grant right now had to include talking about these things if they wanted a chance of getting it. She said the other piece was including economic development, or how to get people to order from restaurants and eat in the park or attend summer events. She shared that a local business owner suggested getting bathrooms in the park as theirs were clogged every time an event happened.

Ms. Meston said it seemed like there was a lot to go into a project and suggested putting together a team not only of Parks & Tree members but also City Council reps and people from different areas of the City.

Ms. Heath shared that the Council had given direction to do the land swap and the owner of the land had agreed to make a significant donation with the swap. She added that the owner

requested that the park or plaza be named after his daughter who had passed away last year. She suggested that some representatives meet with him to discuss naming. Ms. Coury asked what defined a plaza and Ms. Heath gave some examples of features including a park with a perimeter sidewalk, benches, trees, chess sets or checkerboards, and possibly a play fountain. Mr. Harmon thought that a fountain would be a great idea and said it could be low-maintenance. Ms. Heath suggested putting a group together to discuss this and Ms. Smith asked who would be part of the group. Ms. Heath answered that local business owners would be good as well as someone from the Heritage Committee or the Main Street group.

Mr. Harmon asked what the match was for the grant and Ms. Heath answered most of the time it was 10.27% but she was not completely sure. She wondered if they could use the donation of the property as a match.

Ms. Pagter asked where this land was that was donated and Ms. Heath answered that it was right up against the old City Hall.

Ms. Meston said it sounded like a budget concept would be helpful fairly soon and Ms. Heath agreed but noted that it would be part of next year's budget. Ms. Heath thought that having a land donation for it, having an economic development aspect, and emphasizing diversity, equity, and including as a major part of the planning would lead to a very good chance of being funded. Mr. Harmon suggested taking the next month to get ideas down, doing another work session, and figuring out who would be on the subcommittee to put a plan together and setting a deadline for the middle of January to go to engineering.

Ms. McConnell thought that Main Street and the mural committee could also help out and Ms. Heath agreed.

- **Work Session Recap**

Chair Mosier ran through some notes from the work session. Topics discussed included the purpose of the park, McKenzie being redone with a sidewalk, the need for ADA parking, circular tables around the light posts, how to shade the audience at concerts, a border of trees around Willamette St, a wind-driven sculpture, replacing older trees on the northwest corner, curved rock walls extension, adding restrooms, elevating the section of the plaza that slopes up towards the buildings, adding lights, and creating shade in the northwest corner.

Ms. Coury added that they had talked about where to add hardscapes and Ms. Heath said her vision was on McKenzie St and wrapping the corner of the park with a wavy path big enough for tables.

Ms. Heath explained that their SDC list included a list of capital projects but said they could adopt a list of capitol projects to use SDCs for as long as they were on the adopted list. She wanted to make sure that whatever they dreamed for the next 5 years was put on the list so they could develop a capitol plan that showed every project they hoped for and have the

Council adopt it. Mr. Harmon said that the idea was to give the committee the list to mull over for the next few weeks and address it in November so they could make a decision in December.

Ms. Heath thought it would be helpful for projects like the Northside Park and Southside Park to have clearer names. She suggested that the committee review the list to see what made sense and come back with the capitol projects they wanted on the list for the next 5 years and added that they would have the resolution be reviewed annually.

Mr. Harmon explained that they would be building in Coburg Creek this year and the next year and if another subdivision came along they would want something on their list ready to go. Ms. Heath said to keep in mind that Johnny Diamond park cost about \$300,000 in the end.

Ms. Meston asked for more clarity on what was meant by diversity, equity, and inclusion in terms of a park and Ms. Heath said she would review the grant information to see what was required.

Ms. Smith asked if SDCs were just for improvements or initial installations and Mr. Harmon explained that the best way to look at SDCs was to think of them as increasing capacity. Ms. Heath added that the new neighborhood going in would have a substantial amount of SDCs from that neighborhood of around \$3,500 for parks per home and she said that the development on the east side would be substantial.

Chair Mosier asked if additional restrooms would have to be in a new development in order for SDCs to cover the expense. Mr. Harmon said not necessarily and Ms. Heath said that if they added wheelchair access to the bathroom they would be able to use SDCs for a portion of it.

Mr. Beatty asked what a future employee minipark was and Ms. Smith thought this was referring to developing an open mini space on the east side for employees to use separate from the actual park.

- **Work Party**

Mr. Beatty shared that Ms. Marshall and he had met at Pavilion Park to clean up the horse trough, weed around the big leaf maple, and trim the crabapples.

- **Upcoming Work Party Plan**

Ms. Smith asked if they needed more chips on Booth Kelly Trail and Mr. Harmon answered that they had just put 4 inches of new chips in.

Ms. Coury thought that the planters by the Dari Mart looked really nice.

Mr. Beatty suggested that they could always fall back to Johnny Diamond as there were always weeds to pull there. He said he would go around to look at what needed attention.

Ms. Meston shared that she had been the caretaker of the binder for work parties and asked if it made sense to keep it at City Hall for whoever was part of the work party to have access to.

Mr. Beatty asked if there was a November date for the work party and Chair Mosier said they had been doing the third Monday.

Mr. Harmon added that from the 22nd through the 24th Public Works would be decorating the park. Chair Mosier asked if they had extra lights and said they would look awesome around the shelter.

Mr. Beatty noted on the subject of Johnny Diamond that they needed some downspout chinks to run the water away from the pad.

Chair Mosier suggested putting finish on the wood of the swings at Johnny Diamond.

Mr. Harmon shared that they had the lumber to do the rest of the benches along Willamette and said that the upcoming rainy weather would be a good time to take them down to repaint and replace the boards.

- **Committee Work Plan Review**

Chair Mosier asked if the toddler tables had come in and Mr. Harmon said they were being put together in the shop but he was not sure if they had been put out yet. Ms. Smith suggested looking at Johnny Diamond and maybe Pfeiffer to see where the tables could be placed.

Chair Mosier mentioned putting a chessboard stencil on the tables in the park but Ms. Smith suggested holding that until they had the plaza design done.

Chair Mosier asked about the extra bench from Johnny Diamond that could be moved to Spores and Mr. Harmon said they had the bench at the shop and could install it at Spores. Ms. Smith suggested coming up with ideas of where the bench would work.

Chair Mosier asked if anyone wanted to work on the Johnny Diamond historic lamp pole and Ms. Smith said she would check with the Heritage Committee.

Chair Mosier asked about the Bosley memorial tree money but Mr. Harmon said there was some confusion about deciding which tree. Ms. Smith said they had asked Joe Morneau to connect with Anne Heath to know how much money there was and what type of tree was wanted.

Mr. Harmon showed off the signs for Booth Kelly and said they had a couple ideas of how to mount and secure them on the existing posts. He said they were considering making a frame to hold the signs so they did not have to drill through them.

Chair Mosier asked if they had any other donations come through for parks and trees and Mr. Harmon answered no. Ms. McConnell said she had submitted for a tree but had not heard back and Mr. Harmon said he would ask about it.

- **Tree Sub-committee “Trails-End Park”**

Ms. Meston shared some notes to follow up from Mr. Beatty comments from last month. She said they believed it was a two-phase project with the first phase being the entrance to the end of the hard surface path. She said there was an opportunity for 6 mini groves of trees and native shrubs that could be easy to move around and placed on either side. Ms. Meston stressed that the entrance was important and they wanted to see a nice shade tree around the picnic table and bench and would love to plant a Willamette Ponderosa there with another one being at the far end of the park at Trails-End. She added that there would be six groves with from 3-5 trees and 2-3 shrubs in each one and said they would also plant the milkweed patch. Mr. Beatty noted that they needed to find out if there were any off-limit places around the pond for dredging access but Mr. Harmon said they should be able to do whatever they wanted to do there.

Ms. Meston explained that their design offered the opportunity for families and businesses to donate and possibly dedicate groves which would help with the costs. She said they had also talked about signage for the trees and hoped to get started on phase one at some point.

Ms. Smith asked how they would advertise the ability to donate and Mr. Harmon suggested a blurb in the newsletter or website.

Ms. Meston noted that sourcing plant material would be a challenge as they were looking for trees with durability, shade, habitat, and minimal care but thought it would grow as a project.

- **Coburg Creek Subdivision**

Chair Mosier explained that it took longer to come up with ideas and organize and said they needed time to think about and come up with a process. She said that even though the money would come in over time, there were things that were overlooked at Johnny Diamond because they didn't have enough time and thought it wasn't too soon to start thinking about the process on this. She noted that instead of one big area with a large park there were now two areas with probably two open spaces to do. Mr. Harmon added that actually tract A was the park and it was just one large space.

Ms. Smith asked how big tract A was and Mr. Harmon said about the same size as Johnny Diamond. She thought that this area could maybe be the quiet park to look at seating areas and flora features.

Mr. Beatty asked if they should look at ideas for tract B and C and Chair Mosier answered yes, that they needed to consider the whole thing. Chair Mosier thought they should incorporate the list of questions they handed out to the neighborhood to see what they wanted there and suggested presenting alternative ideas to the community if it didn't develop as fast as Coburg Crossroads. She added that they had talked about forming subcommittees to deal with things that came up during the process.

Mr. Beatty asked if the west side would also have street access and Mr. Harmon said they did not know yet. Ms. Smith suggested looking at putting a rock wall there and Mr. Harmon suggested a pickleball court.

Mr. Beatty asked if there was an ordinance against putting up lights in Norma Pfeiffer for evening recreation and Ms. Smith said it seemed like there was an ordinance there. Mr. Harmon said he didn't know of an actual ordinance that restricted lights in the park but there might be in the development code.

- **Report to City Council**

Chair Mosier shared that she had given a report to City Council which briefly went over the things they had completed and things they had in the works. She said the Council was really appreciative and the feedback was good.

8. ADJOURNMENT

Hearing no further discussion, Ms. Mosier adjourned the meeting at 7:37 P.M.

DATES TO REMEMBER

- **November 9th – City Council Meeting**
- **November 16th – Parks and Tree Committee Meeting**

(Minutes recorded by Jayson Hayden)

APPROVED by Park | Tree Committee on this 16th day of November 2021.

ATTEST:

Sammy L. Egbert, City Recorder

Mary Mosier, Chair